

Tenant Application Form

Today's Date

Property

Address

Postcode:

Property you are applying for

Rent Amount

Weekly rent amount

Preferred lease start date

Preferred move in date

Earliest lease start date

Earliest date you can move in

Personal Details

First Name

Last Name

Mobile

Email Address

Secondary contact number

Date of birth

dd / mm / yyyy

Gender

☐

Male

☐

Female

Tick if applicable

☐

Smoker

☐

Part-time student

☐

Full-time student

☐

Retired

Marital Status

☐

Engaged

☐

Married

☐

Single

☐

Live with partner

☐

Separated

☐

Other

Identification Type

☐

Drivers licence

☐

Passport

☐

Birth certificate

☐

Other



Insert other type of identification

Identification number

of the identification type selected above

State or region

Expiry date of identification

Emergency Contact

First Name

Last Name

Mobile

Pets

Type, breed, age and number of pets

Other Occupants

Adults (18+) List the details of the other people who will be living with you

First Name

Last Name

☐ Application Attached

First Name

Last Name

☐ Application Attached

First Name

Last Name

☐ Application Attached

If there are more than 4 adults in total please attached another sheet

Children (Under 18)

Number of Children

Age of Children

Current Address

Address of premises

Postcode:

Postal address

Postcode:

Occupancy type

☐

Owner

Move in date

Weekly rent amount

☐

Renting through an agent

☐

Renting directly through owner

☐

With parents

☐

Share accomodation

☐

Other



if applicable

Reason for moving

Agent / Owner contact details

Agency or Organisation name

if applicable

Insert the contact details of the person in charge of the property you are renting. EG Property Manager, Owner, Parents etc

First Name

Last Name

Mobile

Email address

Previous Address

Address of premises

	Postcode:
--	-----------

Move in date

/	/
---	---

▷

Move out date

/	/
---	---

Weekly rent amount

\$

if applicable

Occupancy type

- ☐ Owner
- ☐ Renting through an agent
- ☐ Renting directly through owner
- ☐ With parents
- ☐ Share accomodation
- ☐ Other ▷

--

if applicable

Reason for leaving

--

Bond refunded in full?

☐ Yes

☐ No ▷

--

Why?

Agent / Owner contact details

Agency or Organisation name

--

if applicable

Insert the contact details of the person in charge of the property you were renting. EG Property Manager, Owner, Parents etc

First Name

--

Last Name

--

Mobile

--

Email address

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Current Employment

Are you currently employed or self-employed?

☐ No ▷ go to section 'Other Income'

☐ Yes ▷ complete section 'Employment Details'

Employment Details

Name of Organisation

--

Location

--

eg. Melbourne

Occupation

eg. Construction, Marketing, Health care

Position Title

eg. Manager

Date of first day

Weekly income amount

after tax

How often do you work here?

☐

Casual

☐

Part time

☐

Full time

Employer's Contact details or Accountants contact details if self employed

First Name

Last Name

Mobile

Email address

Other Income

Do you receive government benefits?

☐

No

☐

Yes



Type of benefit

unemployment benefit, youth allowance, pension



Weekly benefit amount?

Do you receive any other source of income not already mentioned?

☐

No

☐

Yes



Description of income

eg. dividends or interest on shares



Amount

Previous Employment

Were you employed or self-employed before your current employment?

☐

No



go to 'References'

☐

Yes



complete section 'Previous Employment Details'

Previous Employment Details

Name of Organisation

Location

eg. Melbourne

Occupation

eg. Construction, Marketing, Health care

Position Title

eg. Manager

Date of first day

Date of last day

How often did you work here?

☐

Casual

☐

Part time

☐

Full time

Previous Employer's Contact details or Accountant's contact details if self employed

First Name

Last Name

Mobile

Email address

References

Personal Reference

First Name

Last Name

Mobile

Email address

Occupation

Relationship to you

Professional Reference

First Name

Last Name

Mobile

Email address

Occupation

Relationship to you

Documentation

Identification

You must attach 100 points of identification so we can verify who you are (at least one photo ID must be supplied).

70 Points

- Passport
- Birth Certificate or Extract
- Citizenship Certificate

40 Points

- Driver's Licence
- Public Services Card
- Pension Card
- Health Care Card

25 Points

- Employee Card
- Student Card
- Medicare Card
- Bank (ATM) Card
- Utility Bill (e.g. water, electricity, gas)
- Rates Notice

Income

The more proof you are able to show that you will pay the rent on time every time, the more comfortable the owner will be to approve your application. Please tick which documents you have attached.

☐

2 Most recent payslips

☐

End of year tax return (most recent)

☐

Bank Statment showing income

☐

Government Benefit statement

☐

Owner Rental statement showing income

☐

Bank Statement showing mortgage payments

Privacy Statement & Declaration

Declaration

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. I also acknowledge that my application will be submitted to the owner on the basis that future rent is paid by Direct Debit or any other payment method the owner agrees to. No action will be taken against the owner if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason. I hereby offer to rent the property from the owner under a lease to be prepared by the Owner pursuant to the Residential Tenancies Act applicable to the State or Territory the rental property is located. I acknowledge that I will be required to pay the rent in advance and a rental bond, and that this application is subject to approval from the owner. I declare that all information contained in this application (including attached documents) is true and correct to the best of my knowledge and given on my own free will. I declare that I have inspected the property and am satisfied that the premises are in a reasonably clean condition, and that I am not bankrupt. I acknowledge that I am responsible to ensure that the main power switch is turned off before the power is connected. I authorise the owner to obtain details of my credit worthiness from the owner or agent of my current and/or previous residence, current and/or previous employer/s, my personal and professional referees, any record, listing or database of defaults by tenants. If I default under a rental agreement, the Owner may disclose details of any such default to any person whom the owner reasonably considers has an interest receiving such information.

☐ I or someone on my behalf has inspected the property I am applying for

Collection of Information

Why is personal information collected in this application?

Your personal information is collected for the purpose of assessing the risk of providing you with the tenancy, processing your tenancy application, preparing the lease or tenancy agreement, collecting rental payments and other purposes related to the management of your tenancy.

Your personal information submitted on this tenant application form may be provided to other people or organisations including but not limited to:

- the property owner, its lawyers and contractors;
- trades people and other service providers;
- rental bond authorities and insurance providers;
- tenancy tribunals and courts;
- tenancy database operators;
- referees you have nominated.

If you do not provide the owner with all of the personal information requested, the owner may be unable:

- to arrange for a tradesperson to maintain or repair the property.
- if you are a prospective tenant, to properly assess your tenancy application, which may result in your application being declined.
- to reply to your enquires.

Acknowledgment

I understand that Cubbi (My Estate Enterprises Pty Ltd) is not the managing agent of this property and has no responsibility on how the Property Owner will use my personal information and manage the property in respect of a tenancy.

Cubbi is not responsible for any disputes that may arise over any tenancy.

By signing below I agree with all the information stated on this page including my declaration in respect of this application, how my personal information may be used and acknowledgment that Cubbi is not responsible in anyway for the management of this property.

Name of Applicant

Signature of Applicant

Date Signed