



Tenancy Application Form

| | |
|--------------------------------|--|
| Date Applied: | |
| Property you are applying for: | |

Please note that we require the following in order to process your application:

- This application form to be completely filled out
- Proof of Income (refer to below)
- 100 points of ID

Proof of Income

You **must** provide proof of income (less than 2 weeks old) for:

- Yourself; **and**
- All others who will be living with you aged 16 years and over; **and**
- Others named on your registration who are aged under 16 who receive an independent income.

Acceptable forms of income include:

- Statement of Income for Housing from Centrelink showing the benefit paid in the previous fortnight.
- Statement / letter from Centrelink, Veterans Affairs, Austudy or other Government department confirming current pension / benefit payments.
- Employer's Declaration Form (phone 131 299 for a copy).
- Current payslip showing gross wages (including overtime) with year to date earnings, or 6 to 8 weeks recent consecutive pay slips.
- Current letter / statement from your employer showing current or average gross weekly income.
- For self-employed people – copy of the most recent tax return showing the net business income (gross income minus expenses) divided by 52 to determine average weekly income.
- For self-employed people – letter from a Certified Practising Accountant or Tax Consultant showing personal gross weekly income.

Statutory declaration signed from registrant's parents where income is provided by the parent, stating the weekly / monthly financial support provided and value of any other support provided.

100 Points of ID

| Applicant One Please Tick ✓ | Applicant Two Please Tick ✓ | Identification Required | Point Value |
|--------------------------------|--------------------------------|-----------------------------------|-------------|
| | | Current Passport | 70 |
| | | Birth Certificate | 70 |
| | | Australia Citizenship Certificate | 70 |
| | | Drivers Licence | 40 |
| | | Centrelink Card | 40 |
| | | Tertiary Education Student Card | 40 |
| | | Previous Tenancy Reference | 25 |
| | | Prev. Rental Payment History | 25 |
| | | Motor Vehicle Rego Certificate | 25 |
| | | Bank Statement | 25 |
| | | Telephone Account | 25 |
| | | Electricity Account | 25 |
| | | Gas Account | 25 |

Applicant 1

About You

| | | | |
|--------------------------------|--|--|--|
| Title (eg, Mr, Mrs, Miss, Ms): | | Family Name: | |
| Given Name: | | Other names you have been known by (eg. Maiden Name) | |
| Date of Birth: | | Driver's license Number or Passport number: | |
| Car Registration Number: | | Pension no: | |
| Home Phone: | | Work Phone: | |
| Mobile Phone: | | Email: | |
| Emergency Contact Name: | | Emergency Contact Number: | |

Current Address

| | | | |
|--|------|--------------------------------------|-----------------------------------|
| Address: | | Name of Landlord / Agent: | |
| How long have you lived at this address? | From | To | Phone Number of Landlord / Agent: |
| Rent Paid | | Reason you are leaving this address: | |
| Was your bond refunded in full? | | If not, why? | |

Previous Address

| | | | |
|--|------|--------------------------------------|-----------------------------------|
| Address: | | Name of Landlord / Agent: | |
| How long have you lived at this address? | From | To | Phone Number of Landlord / Agent: |
| Rent Paid | | Reason you are leaving this address: | |
| Was your bond refunded in full? | | If not, why? | |

Current Employment

| | | | |
|-----------------------|--|---------------------------|--|
| Name of Employer: | | Duration of Employment | |
| Address of Employment | | Phone Number of Employer: | |
| Position Held: | | Gross Wages per week: | |

Previous Employment (If you have been in your current employment for less than 12 months)

| | | | |
|-----------------------|--|---------------------------|--|
| Name of Employer: | | Duration of Employment | |
| Address of Employment | | Phone Number of Employer: | |
| Position Held: | | Gross Wages per week: | |

Government Payments Received

| | | | |
|---------------------------------------|--|--|--|
| Centrelink Customer Reference Number: | | Veteran Affairs File Number: | |
| Amount of Payments Received per week: | | Centrelink Statement attached? To application: | |

Other Income

| | | | |
|------|--|--------|--|
| Type | | Amount | |
|------|--|--------|--|

References (Cannot be family or friends)

| | | | |
|--------------|--|---------------|--|
| Contact Name | | Phone Number: | |
| Contact Name | | Phone Number: | |

Applicant 2

About You

| | | | |
|--------------------------------|--|---|--|
| Title (eg, Mr, Mrs, Miss, Ms): | | Family Name: | |
| Given Name: | | Other names you have been known by (e.g. Maiden Name) | |
| Date of Birth: | | Driver's license Number or Passport number: | |
| Relationship to Applicant 1: | | Pension no: | |
| Home Phone: | | Work Phone: | |
| Mobile Phone: | | Email: | |
| Emergency Contact Name: | | Emergency Contact Number: | |

Current Address

| | | | |
|--|------|--------------------------------------|-----------------------------------|
| Address: | | Name of Landlord / Agent: | |
| How long have you lived at this address? | From | To | Phone Number of Landlord / Agent: |
| Rent Paid | | Reason you are leaving this address: | |
| Was your bond refunded in full? | | If not, why? | |

Previous Address

| | | | |
|--|------|--------------------------------------|-----------------------------------|
| Address: | | Name of Landlord / Agent: | |
| How long have you lived at this address? | From | To | Phone Number of Landlord / Agent: |
| Rent Paid | | Reason you are leaving this address: | |
| Was your bond refunded in full? | | If not, why? | |

Current Employment

| | | | |
|-----------------------|--|---------------------------|--|
| Name of Employer: | | Duration of Employment | |
| Address of Employment | | Phone Number of Employer: | |
| Position Held: | | Gross Wages per week: | |

Previous Employment (If you have been in your current employment for less than 12 months)

| | | | |
|-----------------------|--|---------------------------|--|
| Name of Employer: | | Duration of Employment | |
| Address of Employment | | Phone Number of Employer: | |
| Position Held: | | Gross Wages per week: | |

Government Payments Received

| | | | |
|---------------------------------------|--|--|--|
| Centrelink Customer Reference Number: | | Veteran Affairs File Number: | |
| Amount of Payments Received per week: | | Centrelink Statement attached? to application: | |

Other Income

| | | | |
|------|--|--------|--|
| Type | | Amount | |
|------|--|--------|--|

References (Cannot be family or friends)

| | | | |
|--------------|--|---------------|--|
| Contact Name | | Phone Number: | |
| Contact Name | | Phone Number: | |

| Additional Household Members | | | |
|---|----------|----------|----------|
| | Member 1 | Member 2 | Member 3 |
| Family Name: | | | |
| Given Name: | | | |
| Relationship to Applicant 1: | | | |
| Gender | | | |
| Date of Birth: | | | |
| Mobile Phone: | | | |
| Email: | | | |
| Will this member be on the lease? | | | |
| Current Address: | | | |
| Current Employment | | | |
| Name of Employer: | | | |
| Position Held: | | | |
| Duration of Employment | | | |
| Address of Employment | | | |
| Phone Number of Employer: | | | |
| Gross Wages per week: | | | |
| Previous Employment (If you have been in your current employment for less than 12 months) | | | |
| Name of Employer: | | | |
| Position Held: | | | |
| Duration of Employment | | | |
| Address of Employment | | | |
| Phone Number of Employer: | | | |
| Gross Wages per week: | | | |
| Government Payments Received | | | |
| Centrelink Customer Reference Number: | | | |
| Veteran Affairs File Number: | | | |
| Amount of Payments Received per week: | | | |
| Centrelink Statement attached to application: | | | |
| Other Income | | | |
| Type | | | |
| Amount | | | |

Housing Preferences

Pets – please specify the type and number of pets you have

| | | | |
|-----|-----|------|-------|
| Dog | Cat | Bird | Other |
|-----|-----|------|-------|

Number of Bedrooms

| | | | |
|---|---|---|---|
| 1 | 2 | 3 | 4 |
|---|---|---|---|

Please indicate the timeframe required for new housing arrangements:

| | | | |
|-------------|-----------|-----------|----------|
| Immediately | 1-2 weeks | 3-4 Weeks | 4+ weeks |
|-------------|-----------|-----------|----------|

Please describe any other requirements you may have

Please indicate a maximum weekly rent that you are willing and can afford to pay. In determining this amount please take into account your current financial situation (ie. Debts, expenses, disposable income etc).

How will you pay for your upfront rent?

| | | | |
|-----------|----------------|---------------|-------|
| Own Funds | Borrowed Funds | Housing Trust | Other |
|-----------|----------------|---------------|-------|

How will you pay for your Bond?

| | | | |
|-----------|----------------|---------------|-------|
| Own Funds | Borrowed Funds | Housing Trust | Other |
|-----------|----------------|---------------|-------|

Terms and Conditions

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (all pages) is true and correct and given of my own free will.

- I authorise the Agent to obtain personal Information from:
- The owner or the Agent of my current, previous or future residence;
 - My personal referees and employer/s;
 - Any record listing or database of defaults by tenants;

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

- I am aware that the Agent will use and disclose my personal information in order to:
- communicate with the owner and select a tenant
 - prepare lease/tenancy documents
 - allow tradespeople or equivalent organisations to contact me
 - lodge/submit with any relevant Government Department
 - lodge/claim/transfer to/from a Bond Authority
 - refer to Tribunals/Courts & Statutory Authorities (where applicable)
 - refer to collection agents/lawyers (where applicable)

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above.

I am aware that the Agent will use my email or forwarding address to serve notices.

- The applicant acknowledges:
- that the landlord's insurance will not cover the tenant's contents and it is advised that the tenant should obtain contents and public liability insurance
 - that the terms and conditions were available at the time of applying as these form part of the tenancy agreement
 - that possession of the property will not take place until the tenancy agreement is signed by the applicant and a security bond and rent in advance is paid

I confirm that the above information is true and correct, and I accept the authorizations and agreements as set out above.

| | | |
|--------------------------|--------------------------|------|
| Full Name of Applicant 1 | Signature of Applicant 1 | Date |
| Full Name of Applicant 2 | Signature of Applicant 2 | Date |

Please return completed Application Forms via one of the following methods:
Electronic: Press the submit button at the top of this form
Email: applications@nationalhousinggroup.com.au
Fax: (02) 8078 4328
Post: Suite 303/12 Century Cct, NORWEST NSW 2153