



Application for Residential Tenancy

Date Applied: _____
 Property being applied for: _____
 Rental Price: _____
 Applicant has viewed the property - Date Viewed: _____
 Applicant hasn't inspected this property but accepts it in its current condition
 Applicant is interstate/overseas and will inspect the property upon arrival
 Date of Commencement Required: _____
 Term Required: 3 months 6 months 12 months Other: _____
 Car Spaces Required: _____ Please note the number available is determined on each property

IMPORTANT - To consider your application we require you to:

- FILL IN COMPLETELY AND SIGN APPLICATION FORM
 » Applications that are not completed in full with all documents will not be processed through to the next stage.
- READ AND SIGN THE PRIVACY ACKNOWLEDGEMENT FORM
- PROVIDE 100 POINTS OF IDENTIFICATION.
- YOU ARE REQUIRED TO INCLUDE EVIDENCE OF YOUR SALARY

PROOF OF IDENTIFICATION REQUIRED

We require **each applicant** to provide the following

WE REQUIRE IDENTIFICATION FROM ALL **3 CATEGORIES** WITH A TOTAL SUM OF **100 POINTS OR MORE**.

APPLICANT 1	APPLICANT 2	IDENTIFICATION REQUIRED	POINT VALUE
CATEGORY 1			
<input type="checkbox"/>	<input type="checkbox"/>	Current Driver's Licence – with photo	40 points
<input type="checkbox"/>	<input type="checkbox"/>	Proof of Age Card (with photo) or Firearms License	25 points
<input type="checkbox"/>	<input type="checkbox"/>	Passport	70 points
CATEGORY 2			
<input type="checkbox"/>	<input type="checkbox"/>	Current Vehicle Registration	25 points
<input type="checkbox"/>	<input type="checkbox"/>	Medicare Card or Healthcare Card	25 points
<input type="checkbox"/>	<input type="checkbox"/>	Latest Electricity or phone account with address	25 points
CATEGORY 3			
<input type="checkbox"/>	<input type="checkbox"/>	Citizen Certificate	25 points
<input type="checkbox"/>	<input type="checkbox"/>	Birth Certificate	70 points
<input type="checkbox"/>	<input type="checkbox"/>	Credit Card	25 points
<input type="checkbox"/>	<input type="checkbox"/>	Current Wage Advice	25 points
EVIDENCE OF SALARY PROVIDED			
<input type="checkbox"/>	<input type="checkbox"/>	Please provide 1 of the following - Most recent pay advice, a letter from your employer, a bank account statement, group certificate or other financial evidence.	

PROCESSING AND APPLICATION ACCEPTANCE / NON-ACCEPTANCE

PLEASE READ CAREFULLY

- Your application will be processed with the information provided and submitted to the landlord for their final acceptance or non-acceptance for the tenancy. It is always the landlord's final decision
- If your application is not approved, you will be informed via sms or email
- Should you be accepted, you will be asked to **pay the bond and the first 2 weeks rent as well as sign the lease within 24hrs**. We only take EFT transfers.
- We can assist you in connecting your utilities, please remember this is not covered in the rent and are charged directly to you.



APPLICANT ONE

FULL NAME: _____
DATE OF BIRTH: _____
MOBILE: _____
HOME/WORK NUMBER: _____
EMAIL ADDRESS: _____
ID NUMBER: _____ LICENCE / PASSPORT / OTHER _____
 Student Pensioner
ARE YOU A SMOKER? YES / NO
CAR REGISTRATION: _____
MAKE/MODEL: _____

EMPLOYMENT

Full Time Part Time Casual Unemployed
Name of Employer: _____
Address: _____
Phone Number: _____
Position Held: _____
Length of Service: Years _____ Months _____
Current Pay After Tax: _____ Week Fortnight Month

EMERGENCY CONTACT

Name: _____
Address: _____
Phone number: _____
Relationship: _____

CURRENT ADDRESS

Renting Owner
Address: _____
How long have you lived here? _____
Reason for Leaving? _____
Name of landlord/agent: _____
Landlord/agent phone number: _____
Weekly Rent Paid: _____
Current lease expires: _____

PREVIOUS ADDRESS

Renting Owner
Address: _____
How long did you live here? _____
Reason for Leaving? _____
Name of landlord/agent: _____
Landlord/agent phone number: _____
Weekly Rent Paid: _____

STUDENT DETAILS

Institution: _____
Student number: _____
Course contact: _____
Phone: _____
Source of income: _____
Weekly income: _____
Parent/guardian: _____
Contact details: _____

REFERENCES

Please make sure your references can be contacted during work hours or via email.

REFERENCE ONE – AGENT/LANDLORD

Agency: _____
Full Name: _____
Phone Number: _____
Email: _____

REFERENCE TWO – PREVIOUS AGENT/LANDLORD

Agency: _____
Full Name: _____
Phone Number: _____
Email: _____

REFERENCE THREE – EMPLOYER/COLLEAGUE

Full Name: _____
Address: _____
Phone Number: _____
Email: _____
Relationship: _____

REFERENCE FOUR – PERSONAL REFERENCE

Full Name: _____
Address: _____
Phone Number: _____
Email: _____
Relationship: _____



APPLICANT TWO

FULL NAME: _____
DATE OF BIRTH: _____
MOBILE: _____
HOME/WORK NUMBER: _____
EMAIL ADDRESS: _____
ID NUMBER: _____ LICENCE / PASSPORT / OTHER _____
 Student Pensioner
ARE YOU A SMOKER? YES / NO
CAR REGISTRATION: _____
MAKE/MODEL: _____

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Relationship: _____

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Full Name: _____
Address: _____
Phone Number: _____
Email: _____
Relationship: _____



Pets	FULL NAMES AND AGES OF ALL PERSONS WHO WILL RESIDE AT THE PROPERTY
Do you propose to have any animals, birds or reptiles? Yes / No Breed/Type: _____ Microchipped: Yes / No Up to Date Vaccinations: Yes / No Desexed: Yes / No Indoor or Outdoor: _____ Council/Registration Number: _____ <small>(PLEASE NOTE: Pets are not permitted in units or townhouses unless written authorisation is provided by both the Body Corporate and the owner)</small>	NAME: _____ AGE: _____ NAME: _____ AGE: _____ NAME: _____ AGE: _____ NAME: _____ AGE: _____

I/We hereby declare and acknowledge:

- I have provided 100 points of ID Including proof of Income
- That the information contained herein is true and correct
- I solemnly and sincerely declare that I am not bankrupt or an undischarged bankrupt
- That I/we are over the age of 18 years old
- That none of the applicants is a bankrupt or an undischarged bankrupt and not paying off any previous rental debts
- That I/we will pay a security bond being 4 weeks rent, plus 2 weeks rent either by EFT transfer or cheque.
- Initial payments of the rent and bond must be made within 24 hours after approval of application
- That only those on the application will reside on the premises
- There is a **zero tolerance** for rental arrears policy
- This application is subjected to the property being available on the due date and no action shall be taken by the applicant against the landlord or the agent should any circumstances arise whereby the property is not available for occupation on the due date.

The personal information supplied by you, the prospective tenant(s), and/or other personal information collected by us during the tenancy application and any subsequent tenancy is necessary for us to verify your identity, to process and evaluate your application and manage the tenancy. The agent is authorised to make all necessary inquiries to verify the applicant’s rental history. Personal information about you collected in the application and during the tenancy, including through property inspection reports, may be disclosed to other parties as permitted by the privacy act 1988 including the landlord, referees, other agents and operators of tenancy reference database. Information already held on the tenancy reference databases may be disclosed to us. If you fail to comply with your obligations under the tenancy agreement, that fact may also be disclosed to the landlord, other agents and operators of the tenancy reference databases.

If all information is not provided, we may not be able to process your application and manage your tenancy.

Please forward your application to tori@mycornerstone.com.au for consideration

I hereby authorise the agent to process my application for rental purposes.

Applicant One: _____ **Date:** _____

Signature: _____

Applicant Two: _____ **Date:** _____

Signature: _____