

Tenancy Application

Property Address:

Thank you for your application to rent a Property via The Management Agency.

Next Steps:

- Note that all applicants must inspect the property
- All applicants that want to appear on the lease must apply
- Please attach ID as requested below
- This form can be emailed to info@themanagementagency.com.au

We endeavour to respond to all applicants within 24 - 48 hours of applying. Should your application be approved we will send you an email with instructions on securing the property. This will involve paying a two (2) weeks rent holding deposit within 24 hours. Bond payment option is direct to the bond board, a link will be provided post approval. Bond transfers are not possible. Please be aware that The Management Agency does not accept cash and does not operate from a physical office.

Tenancy Details

Preferred Lease Term:
Number of Occupants
Children:

Move in Date:
Pets (number and type):

Personal Details:

Applicant Name:
Date of Birth:
Current Address:
Mobile Number:
Secondary Contact:
Passport Number:
Driver's License Number:

Surname:

Work Phone:
*Email Address:

Country:

D/L State:

Expiry:

Vehicle Reg No:

*By inclusion of your email address, you consent to the service of any required documents to be served by way of email. This includes and is not limited to any tenancy agreements.

Identification Requirements

Please attach the following documents;

- Driver's License or Proof of Age Card

- Passport

Identification Documents Required:

Please attach three (3) of the below identification options

- Bank or Credit Card Statement
- Medicare Card
- Property Rates
- Employment Letter or Contract

- Recent Utility Bill
- Student ID
- Rental Ledger/ Lease / Reference
- Payslip / Proof of income

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Details

Company: Position:
 Employment Term: Monthly Income: \$
 Employment Status: (Full-time) (Part-time) (Casual) (Contract)
 Contact Person: Contact Number:
 Comments:

Previous Employment Details

Company: Position:
 Employment Term: Monthly Income:
 Employment Status: (Full-time) (Part-time) (Casual) (Contract)
 Contact Person: Contact Number:
 Comments:

Current Property Details

Length of time at property: Renting or Owned:
 Rent Paid / Received: \$ p/w Reason for Leaving:
 Agent Details: Contact Name:
 Contact Number: Contact Email:

Previous Address Details

Length of time at property: Renting or Owned:
 Rent Paid / Received: \$ p/w Reason for Leaving:
 Agent Details: Contact Name:
 Contact Number: Contact Email:

Personal Referees

Name 1: Contact Number: Email:
 Name 2: Contact Number: Email:

Emergency Contact (friend or relative in case of emergency)

Name: Relationship:
 Contact Number(s): Email:
 Address:

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Notice to Prospective Tenants (Extract from Residential Tenancy Agreement)

The availability of telephone lines, internet services, analogue, digital or cable television (and the adequacy of such services); are the sole responsibility of the tenant/s and tenants should make their own enquiries as to the availability and adequacy of such service before accepting the tenancy of the property. The landlord does not warrant that any telephone points, antenna sockets or other such service points located in the property are serviceable or will otherwise meet the requirement of the tenants.

Lastly, the agent or landlord are not authorized to access meter or communication rooms within Strata complexes, only licensed contractors including those contracted by suppliers (electric, gas or communications) are authorized to.

Acceptance of Property:

I, _____, the applicant of the property have inspected the property and accept the property with the facilities provided and on as 'as is' basis.

Holding Fee

In accordance with Section 24 of the Residential Tenancies Act 2010, it is hereby acknowledged that the taking of the holding fee referred to in this form is subject to the following conditions;

- The holding fee cannot be accepted until the application for tenancy has been approved.
- The tenant may opt to pay a one-week deposit; we request two weeks which will then form your two weeks rent payable upon signing the lease.
- If the prospective tenant does not enter into the agreement after the fee has been paid the landlord may retain the one weeks rent holding fee.
- The agent / landlord is not to let the premises to other prospective tenants or continue advertising the property once the holding fee is paid, no other holding fee will be accepted for the property.
- The holding fee is applied to rent upon the signing of the Tenancy Agreement.
- A holding fee must not be retained by the landlord or their agent if the tenant refuses to enter into the Residential Tenancy Agreement because of misrepresentation or failure to disclose a material fact to the prospective tenant.
- The applicant undertakes to pay the Rental Bond and additional rent in advance on request prior to the lease signing, maximum two weeks rent in advance.

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Privacy Disclosure Authority Statement

We will need to obtain information from your previous and current lessors or leasing agents and your current employer in order for your application for Tenancy to be assessed. Your consent is required and acknowledged in the Declaration below.

Declaration

I hereby offer to rent the property from the owner under a lease to be prepared by the agent. Should this application be approved, and deposit paid I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the landlord. I declare that all of the information contained within this application is true and correct. I declare that I have inspected the property and am not bankrupt.

I authorize the agent to obtain personal information from;

- a) The owner or agent of my current and / or previous residence
- b) My personal referees or employer, current or past
- c) Any record listing or database of defaults by tenants such as TRA, NTD or TICA for the purpose of checking tenancy history

If I default under the Residential Tenancy Agreement, I agree that the agent may disclose details of any such default to one or more of these tenancy default databases and to agents / landlords of properties that I may apply for in future.

I am aware that the agent will use and disclose my personal information in order to;

- a) Discuss my information with the owner in order for them to select a tenant
- b) Prepare the lease agreement and its relevant documents
- c) Allow tradespeople and related organizations to contact me
- d) All reasonable activities related to the rental bond
- e) Refer to tribunals, courts and statutory authorities where applicable
- f) Refer to collection agents, lawyers and insurers where applicable
- g) Complete a credit check with National Tenancy Databases

I am aware that if information is not provided or I do not consent to the uses to which personal information is required i.e. above, the agent cannot provide me with a tenancy for this property;

Signature:

Name:

Date: