

# Tenancy Application Form



## APPLICATION CHECKLIST

Thank you for applying for a Housing Plus rental property. Please complete the application thoroughly and ensure that all contact numbers are correct.

Please tick to confirm that you have completed the following:

- Proof of identity
- Proof of income
- Supporting documentation
- I have read and accept the terms and conditions
- I have signed the application

### A. HOUSING NEEDS

Please describe the type of housing you require:

Number of bedrooms:  to

Any other requirements (for example, an enclosed yard, garage, a need to be close to public transport, modifications to support a household member with a disability, no stairs

  

### B. PERSONAL DETAILS

Title:  Date of Birth:

Surname:  Given Name/s:

Drivers license number:  Drivers license state:

Passport number:  Passport country:

Pension/Centrelink number:  Type of payment:

Home phone number:  Mobile phone number:

Work phone number:  Email:

### C. DETAILS OF OTHER OCCUPANTS

Surname:  Given name/s:

Date of birth:  Relationship to you:

Surname:  Given name/s:

Surname:  Given name/s:

Date of birth:  Relationship to you:

Surname:  Given name/s:

Date of birth:  Relationship to you:

Do you have any pets?  Y / N

Please provide the details of your pet/s (type & breed):

### D. APPLICANT HISTORY

What is your current address?

How long have you lived at your current address?

Weekly rent paid:

Why are you leaving this address?

Name of landlord or agent:  Landlord/agent's phone:

What was your previous rental address?

How long did you live at this address (years/months)?

Weekly rent paid:

Name of landlord or agent:  Landlord/agent's phone:

Was your bond refunded in full (if no, please provide further detail)? Y / N

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## E. EMPLOYMENT HISTORY

What is your occupation?

Employer's name:

Employer's address:

Contact name:

Phone number:

Length of employment (years & months)

Net weekly income:

Hours per week:

What was your previous occupation?

Employer's name:

Employer's address:

Contact name:

Phone number:

Length of employment (years & months):

Net weekly income:

Hours per week:

## F. EMERGENCY CONTACTS

Please provide a contact in case of emergency (not living with you).

Surname:

Given names:

Relationship to you:

Home phone number:

Work phone number:

Mobile phone number:

## G. PAYMENT DETAILS

Property rental \$  per week.

First payment of rent in advance 2 weeks rent:

Rental bond equivalent to 4 weeks rent:

Amount payable on signing tenancy agreement:

## H. CHECKLIST

Please attach a copy of the following documents to support your application:

- Three most recent payslips
- Centrelink Income Statement (If applicable)
- Photo identification (Drivers license, passport, proof of age card)
- Proof of permanent residency
- Proof of current address (phone, electricity, gas bill)

## I. DECLARATION

Please ensure that you read and understand the following before signing.

I hereby offer to lease the property under a lease prepared by Housing Plus. I acknowledge that I will be required to pay a bond, two weeks rent in advance as stipulated in the Residential Tenancies Act 2010 (NSW).

I acknowledge that this application is subject to approval of the owner/landlord. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise Housing Plus to obtain personal information from:

- A) The owner or Agent of my current and previous residence
- B) My employers
- C) Any record, listing or database of defaults by tenants

I am aware that Housing Plus will use and disclose my personal information in order to:

- A) Select a tenant
- B) Prepare lease/tenancy documents
- C) Allow organisations/tradespeople to contact me
- D) Lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- E) Refer to Tribunals/courts and Statutory Authorities (where applicable)

I understand I am under no obligation to sign this consent form, but that failure to do so may result in my application being refused.

The personal information you provide in this application or collected by Housing Plus is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy.

Applicant signature:

Applicant name:

Date: