


# COMPANY TENANCY APPLICATION FORM

This form is to be completed and signed by a Company Director. Identification will be required to be given for the Director and the Company certificate of registration. A company search will be undertaken [www.asic.gov.au](http://www.asic.gov.au) as part of the application process. The Company Accountant details may need to be provided as part of proof of income and other requirement documents to verify ability to pay the rent for the property.

<b>AGENCY NAME</b>	Blackwater Real Estate	
<b>PHONE</b>	Blackwater Office: 07 4982 7599	
<b>FAX</b>	Blackwater Office: 07 4982 7598	
<b>EMAIL</b>	Blackwater Office: reception@blackwater.net.au	
<b>PAYMENT METHODS</b>	Cash or Cheque or Direct Deposit or Eftpos (N.B. Debit Card Fee \$0.25 Credit Card Fee 2%)	

<b>Property Details</b>		
Property Address		
How did you find out about this Property: <input type="checkbox"/> Website <input type="checkbox"/> Newspaper <input type="checkbox"/> Agency contact <input type="checkbox"/> Sign <input type="checkbox"/> Referral <input type="checkbox"/> Other		
<b>Tenancy Details</b>		
Requested start date of Tenancy	Requested Term of Tenancy	
Rental property amount per week \$		
<b>Applicant's Details</b>		
Company Name		
Trading Name		
ABN	ACN	
Office Address		
Postal Address		
<input type="checkbox"/> Business	<input type="checkbox"/> Mobile	<input type="checkbox"/> Fax
Email		
<b>Company Director/s</b>		
1 Name	2 Name	
3 Name	4 Name	
<b>Approved Contact/s</b>		
1 Name	2 Name	
3 Name	4 Name	
<b>Contact for Financial Verification</b> (ability to pay for property, records will need to be held on file)		
Name		
Address		
<input type="checkbox"/> Business	<input type="checkbox"/> Mobile	<input type="checkbox"/> Fax
Email		

<b>Has the company rented a property in their name before:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes, please provide the following details:					
Property Address					
Contact details to confirm current living arrangements (please circle) <span style="float: right;">Lessor / Agent / Other</span>					
Name		☎ Phone		Fax	
<b>Occupancy Details</b> of Persons to Reside at Property					
<b>Name</b>	<b>Date of Birth</b>	<b>Relationship</b>	<b>Name</b>	<b>Date of Birth</b>	<b>Relationship</b>
1			3		
2			4		
<b>Vehicles to be kept at Property</b>					
<b>Registration No</b>	<b>Model</b>	<b>Owned / Hire</b>	<b>Registration No</b>	<b>Model</b>	<b>Owned / Hire</b>
1			3		
2			4		
<b>Pets</b> <input type="checkbox"/> No <input type="checkbox"/> Yes: Refer to attached Pet Application and Agreement completed					
<b>Company Referees</b>					
<b>Name</b>	<b>Company</b>	<b>☎ Business Hours Contact</b>			
1.		☎ Mob		☎ Work	
2.		☎ Mob		☎ Work	

## Terms and Conditions

I/We understand that should this tenancy be approved by the lessor of the said property, that I/We will be required to sign the tenancy documents such as the Form 18a - General Tenancy Agreement and the RTA Form 2 Bond Lodgement within a reasonable time frame should the tenancy be accepted (for example, within 48 hours). I/We understand that we will be required to pay the full bond (usually 4 weeks rent) upon acceptance of the application within a reasonable time frame to secure the property. I/We shall receive the required tenancy documents prior to monies being paid to the agency. I/We consent to the use of email and or fax where required. I/We provide consent for the lessor/agent to contact persons named on this application as part of the tenancy verification and suitability process. I/We also acknowledge that photo ID of the Director completing the application form plus the current business registration certificate must be provided as part of this application form and financial paperwork to verify ability to pay the rent for the property.

I/We as Company Director allow for the staff (where applicable) of the company to sign the following documents on our behalf – RTA Form 1a Entry Condition Report. The Entry condition report is required to be completed and signed within three days of the tenancy commencing (Section 65 RTRA Act). Failure of the report to be returned will result in the agency copy provided upon possession to be used at the end of tenancy to determine bond refund. The Company will be fully responsible for the report and provides the authority to the person duly authorised to sign on behalf. A copy of the report shall be provided to the company when the tenancy commences within a reasonable time frame.

I consent to my personal information being passed on during the tenancy (should it commence) and after the tenancy if required to other third parties which include however are not limited to tradespeople/contractors, salespeople, bodies corporate, tenancy databases Tica (02) 9743 1800 which is used to check a person's rental history and other relevant parties in full compliance with the Federal Privacy Act. The Lessor of the property will be provided all relevant information as the tenancy agreement is between the lessor and the tenant; the agency manages the property on behalf of the lessor. The agreement should it commence is a contract between the lessor and the tenant; personal information will be passed onto the lessor as the owner of the property.

<b>Signing</b> by signing this form I have read and understood clearly all of the information outlined above		
<b>Director Name</b>	<b>Sign</b>	<b>Date</b>
1		
2		
3		
4		

**The Agency fully complies with the Federal Privacy Act. TO view our privacy policy, please request a copy from our office.**