


# APPROVED OCCUPANT APPLICATION FORM

One Application Per Person - Please refer to the Terms and Conditions before making Application.  
Please complete the form in full using BLOCK LETTERS. Incomplete Applications cannot be processed.

|                        |   |  |
|------------------------|---|--|
| <b>AGENCY NAME</b>     | Blackwater Real Estate  |  <p><b>PLEASE CIRCLE BELOW</b></p> <p>PROPERTY VIEWED – YES NO</p> <p>Date: _____ Time: _____</p> |
| <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<br>(N.B. Debit Card Fee \$0.25 Credit Card Fee 2%) |  |

|   |                                 |                                   |                            |
|---|---------------------------------|-----------------------------------|----------------------------|
| <b>Property Details</b>   |                                 |                                   |                            |
| Property Address  |                                 |                                   |                            |
| <b>Occupant's Details</b>   |                                 |                                   |                            |
| Name in Full  |                                 | Other Name You have been known by |                            |
| Date of Birth   |                                 | Place of Birth                    |                            |
| Drivers Licence No.   | Expiry                          | Passport No                       | Expiry                     |
| <input type="checkbox"/> Home   | <input type="checkbox"/> Mobile | <input type="checkbox"/> Business |                            |
| Email   |                                 |                                   |                            |
| <b>Current Address</b>  |                                 |                                   |                            |
| Address   |                                 |                                   |                            |
| Contact details to confirm current living arrangements (please circle)                  |                                 | Lessor / Agent / Other            |                            |
| Name  | <input type="checkbox"/> Phone  | Fax                               |                            |
| Reason for leaving  |                                 | Name lease was in:                |                            |
| <b>Previous Address</b>   |                                 |                                   |                            |
| Address   |                                 |                                   |                            |
| Contact details to confirm current living arrangements (please circle)                  |                                 | Lessor / Agent / Other            |                            |
| Name  | <input type="checkbox"/> Phone  | Fax                               |                            |
| Reason for leaving  |                                 | Name lease was in:                |                            |
| Other   |                                 |                                   |                            |
| <b>Emergency Contact Details of Closest Relatives who will not be Residing with You</b> |                                 |                                   |                            |
| 1. Name   |                                 | 2. Name                           |                            |
| Address   |                                 | Address                           |                            |
| Relationship  | <input type="checkbox"/> H      | Relationship                      | <input type="checkbox"/> H |
| <input type="checkbox"/> W  | <input type="checkbox"/> M      | <input type="checkbox"/> W        | <input type="checkbox"/> M |

# Terms and Conditions

I agree to provide 100-point identification – requirements are as follows (and VISA or current Residency status in Australia);

|  |           |   |           |
|--|-----------|---|-----------|
| Driver licence showing current address           | 60 points | Passport                                  | 60 points |
| Recent utilities account showing current address | 30 points | Last 4 rent receipts or mortgage payments | 40 points |
| Birth Certificate                                | 20 points | Medicare Card                             | 10 points |
| Student Identification                           | 20 points | Student Visa                              | 30 points |
| Credit card with signature                       | 20 points | Bank cards with signature                 | 20 points |

*If you are unable to meet the 100-point criteria listed above, please speak with the Property Manager.*

I understand that should my application be accepted, that the Agency (on behalf of the lessor) will require a General Tenancy Agreement signed and monies rent and/or bond) paid within a reasonable time frame (in most cases within 24 hours of acceptance). I understand that all required Tenancy documents will be given to me prior to monies being taken upon acceptance.

I consent to the use of email or fax before the tenancy commences and during the tenancy (if the application is accepted by the lessor) – I understand that the tenancy agreement and required tenancy information may be emailed or faxed to me if I am unable to attend the office at an agreed Appointment time. *(If you do not consent to the use of email or fax, please cross this term out and initial the paragraph plus insert the date)*

I understand that should my application be denied by the lessor, that there is not a legal requirement to disclose reasons as to why. I also understand that my application and personal information will be disposed of accordingly having regard to the Privacy Act and the Agency Privacy Policy. (If you would like a copy of the agency privacy policy, please request one from our staff)

I understand that if I have any questions about the Tenancy or the Application process, that the Agency welcomes and encourages enquiries prior to applications being made. I further understand that I can request a copy of the General Tenancy Agreement including all standard terms and special terms (Form 18a) and Tenancy Information Statement (Form 17a) prior to making the application. A copy shall be provided if the tenancy application is successful before any monies (rent or bond are taken). The agreement contains the standard terms of a General Tenancy Agreement plus special terms which may include carpet cleaning requirement plus pest control and water charging.

I understand that I will be required to pay a full bond of 4 weeks rent and 2 weeks rent prior to commencing the tenancy. (Please ask the property manager if you are unsure of the total amount required to be paid if the Application is accepted by the lessor).

I provide consent for the Agency as part of application processing to contact all necessary people (such as referees, other agents, tenancy databases) to verify the application information provided and understand that all Federal Privacy Act requirements and the Australian Privacy Principles will be adhered to by the Agency.

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.

I understand that if the application is not accepted, the application form and all information collected shall be disposed of within 4 weeks in accordance with the Privacy Act guidelines. I have an opportunity to collect my personal information prior to the information being destroyed by written request to the Agency. To review our agency privacy policy, please contact our office to request a copy.

I provide consent for the Agency as part of application processing to contact all necessary people (including previous or current Agents) to verify the application and understand that all Privacy Act requirements will be adhered to by the Agency.

|  |      |
|--|------|
| <b>Signing by signing this form I have read and understood clearly all of the information outlined above</b> |      |
| Name of Applicant  |      |
| Signature  | Date |

**Our aim is to under promise and over deliver. We will endeavour to exceed your expectations by processing the application within one business day. This will depend on named referee availability and lessor response. We shall be in contact as soon as we can to advise you of the application outcome.**

**Contact by our Agency may be made via phone, SMS or email.**