


TENANCY 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.

AGENCY NAME	Blackwater Real Estate	 <p>PLEASE CIRCLE BELOW</p> <p>PROPERTY VIEWED – YES NO</p> <p>Date: _____ Time: _____</p>
PHONE	Blackwater Office: 07 4982 7599	
FAX	Blackwater Office: 07 4982 7598	
EMAIL	Blackwater Office: reception@blackwater.net.au	
PAYMENT METHODS	Cash or Cheque or Direct Deposit or Eftpos (N.B. Debit Card Fee \$0.25 Credit Card Fee 2%)	

Property Details					
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					
Tenancy Details					
Requested start date of Tenancy			Requested Term of Tenancy		
Rental property amount per week \$					
Applicant's Details					
Application Type: <i>please tick</i> <input type="checkbox"/> Lease Holder <input type="checkbox"/> Occupant/Dependant over the age of 18					
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					
Current Address					
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:		
Previous Address					
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:		
Occupancy Details of Persons to Reside at Property other than Applicant, including Dependants and other Applicants					
Name	Date of Birth	Relationship	Name	Date of Birth	Relationship

Employment			
Current Employer		Your Position	
<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Casual	<input type="checkbox"/> Contract
Length of Employment	Years	Months	Pay day is of each: week / fortnight / month
Payroll / Manager's Name		Fax	☎ Business
<input type="checkbox"/> 2x Recent Payslips attached to Application to verify my source of income			
If Self Employed			
Company Name		Trading As	
Address		ABN	
Period self employed	Years	Months	Industry/ Nature of Business
Accountant Details		☎ Business	
Creditor Referee		☎ Business	
If Student or Not Currently Employed			
Student ID #	Institution	Course	Duration
Refer to the following selected documents attached to Application to verify my source of income:			
<input type="checkbox"/> Parent/Guardian Letter	<input type="checkbox"/> Centerlink Document	<input type="checkbox"/> Bank Statements	<input type="checkbox"/> Austudy Document
<input type="checkbox"/> Other			
Any other debts/loans currently owing (list weekly payments)			
1 Car Loan			\$
2 Personal Loan			\$
3 Credit Card			\$
4 Any other Loans			\$
Vehicles to be kept at Property			
Registration No	Model	Owned / Hire Purchase	
Other			
Registration No	Model	Owned / Hire Purchase	
Other			
Registration No	Model	Owned / Hire Purchase	
Other			
Pets <input type="checkbox"/> No <input type="checkbox"/> Yes: Refer to attached Pet Application and Agreement			
Emergency Contact Details of Closest Relatives who will not be Residing with You			
1. Name		2. Name	
Address		Address	
Relationship	☎ H	Relationship	☎ H
☎ W	☎ M	☎ W	☎ M
Personal Referees who are not Relatives			
Name	Occupation	☎ Business Hours Contact	
1.		☎ Mob	☎ Work
2.		☎ Mob	☎ Work

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.

All applicants must provide a copy of their bank details including Account Name, BSB and Account Number on bank letterhead, this can be via letter from your bank or a bank statement (we do not require any balances)

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.

Signing by signing this form I have read and understood clearly all of the information outlined above	
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.

PET APPLICATION FORM

Please complete the form in full using **BLOCK LETTERS**. Incomplete Applications cannot be processed.
One Application Per Pet

AGENCY NAME	Blackwater Real Estate	
PHONE	Blackwater Office: 07 4982 7599	
FAX	Blackwater Office: 07 4982 7598	
EMAIL	Blackwater Office: reception@blackwater.net.au	

Property Details		
Property Address		
Pet Details		
Type of Pet (example, dog, cat, bird)		
Breed of Pet	Name of Pet	
Age of Pet	Is the pet de sexed:	<input type="checkbox"/> No <input type="checkbox"/> Yes
Council registration number of Pet		
Description of Pet		
Pet Referees (person who can provide a reference regarding the Pet)		
Name	☎ Mob	☎ Work

Terms and Conditions

I agree to provide a photo of the Pet.

The pet/s if approved are to be outside at all times. The tenant/s shall be liable for any damage caused by the pet/s whilst residing in the property. If damage occurs during the tenancy, our agency is to be advised as per the terms of the tenancy agreement and the damage rectified within a reasonable time frame. The tenant/s understand and agree that full FLEA fumigation must take place at the end of tenancy (and during the tenancy if necessary); and upon vacation of the property a receipt must be provided from a reputable pest control company.

Signing by signing this form I have read and understood clearly all of the information outlined above	
1 Name of Applicant	
Signature	Date
2 Name of Applicant	
Signature	Date
3 Name of Applicant	
Signature	Date