

Application for Tenancy

Please note: The specific property that you would like to apply for must be inspected internally prior to handing in the application. Each adult to occupy the property must complete an application form. Unsuccessful applications will be destroyed after 3 or 4 months.

As many as possible of the following original documents need to be supplied for photocopying to process an application.

Drivers Licence	Statement from Centrelink
Proof of age card	Last telephone account & receipt
Passport	Last Electricity account & receipt
Current rent ledger	Medicare Card
Last 2 pay slips or confirmation of salary/wage	If self-employed copy of profit & loss statement

Address of property applied for: _____

Applicant details

Full Name: _____
Address: _____
Date of birth: _____ Drivers Licence No: _____ State: _____
Home No: _____ Mobile No: _____ Work No: _____
Email address: _____

Other Persons to be living at the property (full name and ages)

Pets (include all pets – Fish, birds, guinea pigs etc)

Type: _____	Breed: _____	Number: _____
Type: _____	Breed: _____	Number: _____
Type: _____	Breed: _____	Number: _____

Parents or nearest relative not living with you

Name: _____ Relationship: _____

Address: _____ Phone: _____

Previous Rental History

Current Address (not temporary) _____
Reason for leaving: _____
Occupancy Date from: _____ Due to: _____ Rent Paid: \$ _____ p/w
Lessor/Agent: _____
Address: _____
Phone: _____ Fax: _____

Previous Rental History

Address of Property: _____
Occupancy Date From: _____ Due to: _____ Rent Paid: \$ _____ p/w
Lessor/Agent: _____
Address: _____
Phone: _____ Fax: _____

Have you ever been issued with:

Notice to Remedy? Yes/No

Notice to Vacate? Y/N

Details:

Have you ever:

Been evicted from a property? Yes/No

Abandoned a property? Yes/No

Details:

Employment Details

Company Name: _____
Address: _____
Position Held: _____
Length of Employment: _____ Years _____ Months
Net weekly wage: \$ _____
Contact Name: _____ Phone No: _____
2nd Contact Name: _____ Phone No: _____

If self employed:

Name of business: _____
Type of Business: _____
Address: _____
Period of self-employment: _____

If not working please attach a centrelink statement

Personal Reference (not a relative)

Name: _____ Phone: _____
Address: _____

Name: _____ Phone: _____
Address: _____

RENTAL REFERENCE CHECK

In accordance with the privacy Act, I/We the undersigned authorise the recipient of this fax to give information to Gloucester Property Sales & Rentals, regarding my/our rental history. I/We understand this information will be used to assess my/our application.

Applicants Name
Property
Period of Tenancy Rent Paid per WeekAgent /Owner

Phone No of Agent/Owner..... Fax No of Agent/Owner.....

Signature of Applicant / / .

**** Please complete above information and return with your Application****

Our office will fax this to your Agent/Owner and request a reference from them, please DO NOT complete the lower section.

Dear Agent,
Please complete and return by facsimile to Gloucester Property Sales & Rentals on 6558 2966.

How much is/was the rent?

How is /was the rent paid? *In advance On Time Late Always in arrears*

Have/were routine inspections carried out? *Yes No* How many?

How is/was the property looked after? *Immaculate Good Average Poor*

How long has/was the tenant/s resided at this address?

Are/were the tenant/s co-operative to deal with? *Yes No*

Are/were the tenant/s constantly requiring maintenance? *Yes No*

Were any notices served? *Yes No* If Yes, what was the notice for?

Have/has the tenant/s vacated the property? *Yes No*

How was the property left? *Immaculate Good Average Poor*

Was the full Bond refunded? *Yes No* If No, what was the total claims made and what were the claims for?

Would you rent to them again? *Yes No*

Comments:.....
.....

I declare the above information is correct.

Signature of Property Manager / / .

Print Name

NB This information will not be disclosed to any other party. When completed please fax this form back Gloucester Property Sales Rentals (02) 6558 2966 with an attached rental ledger. Your prompt response would be appreciated.

Tricia Arndell
Principal