

# APPLICATION FOR RESIDENTIAL TENANCY

**PROPERTY ADDRESS:** \_\_\_\_\_

<b>APPLICANTS NAME:</b>	<b>D.O.B.</b>	
<b>PHONE NO: (H)</b>	<b>(W)</b>	<b>(M)</b>
<b>EMAIL ADDRESS:</b>		
<b>CAR REGO NO:</b>	<b>DRIVER'S LICENCE NO:</b>	
<b>NAME AND AGE OF ALL OTHER PERSONS TO RESIDE AT THE PROPERTY:</b>		

<b>PRESENT ADDRESS:</b>	
<b>PERIOD OF OCCUPANCY:</b>	<b>RENT PAID P/W:</b>
<b>REASON FOR LEAVING:</b>	
<b>NAME OF AGENT/OWNER:</b>	
<b>ADDRESS:</b>	
<b>CONTACT NO:</b>	

<b>PREVIOUS ADDRESS:</b>	
<b>PERIOD OF OCCUPANCY:</b>	<b>RENT PAID P/W:</b>
<b>REASON FOR LEAVING:</b>	
<b>NAME OF AGENT/OWNER:</b>	
<b>ADDRESS:</b>	<b>CONTACT NO:</b>
<b>WAS BOND REFUNDED IN FULL:</b>	<b>IF NOT, WHY:</b>

<b>OCCUPATION:</b>	<b>INCOME:</b>
<b>EMPLOYER:</b>	<b>PERIOD OF EMPLOYMENT:</b>
<b>ADDRESS:</b>	<b>PHONE NO:</b>

<b>HOW DID YOU FIND OUT ABOUT THIS PROPERTY:</b>
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<b>REFERENCES:</b>	
<b>NAME:</b>	<b>PHONE NO:</b>
<b>ADDRESS:</b>	<b>RELATIONSHIP:</b>
<b>NAME:</b>	<b>PHONE NO:</b>
<b>ADDRESS:</b>	<b>RELATIONSHIP:</b>
<b>NAME:</b>	<b>PHONE NO:</b>
<b>ADDRESS:</b>	<b>RELATIONSHIP:</b>
<b>DETAILS OF RELATIVE OR PERSON TO CONTACT IN CASE OF EMERGENCY:</b>	
<b>NAME:</b>	<b>PHONE NO:</b>
<b>ADDRESS:</b>	

Any three of the following documentation is required before your application can be processed.

- Drivers Licence or other form of photo identification
- Proof of current address ie. electricity, rates or phone accounts
- Copy of your current lease agreement, with a copy of your current ledger
- Proof of income – employee letter, pay slip etc.

If your application is successful you will be contacted and an appointment will be made for you to pay your two (2) weeks rent, bond (equivalent to four (4) weeks rent) and sign all the necessary paperwork within 48 hours, before your tenancy can begin. Payment will need to be in cleared funds i.e. cash, bank cheque or money order, made payable to Management & Retail Services Trust Account.

Please note that it is the responsibility of the tenant to arrange and pay for the connection of the electricity and telephone and to ensure disconnection at the end of the tenancy.

I the Applicant do solemnly and sincerely declare that the above information is true and correct and that I have supplied the above information of my own free will and I hereby authorise you, as the letting agent, to conduct any enquiries and or searches so as to verify the above information.

I the Applicant have inspected the abovementioned premises and wish to take a tenancy of such premises for a period of \_\_\_\_\_ from / / at a rental of \$\_\_\_\_\_ per week and that the rent to be paid is within my means. I also undertake to pay a Rental Bond of \$\_\_\_\_\_ upon the signing by me of the tenancy agreement. I the Applicant accept the property as is.

I the Applicant accept that if my application is rejected, the agent is not legally obliged to give a reason. If your application is declined your details will be held on file for a period of one (1) month, following this time all details will be disposed of accordingly.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

AGENT TO WITNESS \_\_\_\_\_ DATE \_\_\_\_\_