

# Application for Tenancy

**Please note we require an application per adult residing in the premises.**

**Please attach the following information to your application:**

(Not all of the below information is applicable to every applicant)

- Drivers Licence or passport
- Other photo ID
- Current bank statement
- 3 latest payslips
- Letter of employment
- Tenancy ledger from current/previous agent
- Government assistance statements
- Medicare card & bank card/credit card

Your application will take approximately 1-3 days to process depending on how quickly we can get in contact with your references. When we conduct your reference checks, we confirm your employment, your current and previous rental references as well as your personal references.

Once your application has been approved, you will be required to pay 1 week rent as a holding deposit (non-refundable once received). When you sign the lease the following will be payable:

- 4 weeks rent for bond – a bank cheque made out to 'The Rental Bond Board'
- 2 weeks rent (less holding deposit)

Note: We do not accept cash or personal cheques for this payment. Bank cheques, money orders or direct debit is accepted.

The only way to pay rent with Laing+Simmons St George is via direct debit on a monthly (preferred) or weekly basis only. Please ensure you bring your account details with you when you sign the lease.

# Application

## Property Details

Address of property: \_\_\_\_\_

Lease commencement date: \_\_\_\_\_ Rent per week: \_\_\_\_\_ Lease term: \_\_\_\_\_

Direct debit frequency:  weekly  monthly No. of adults occupying the property: \_\_\_\_\_

Any smokers?  Yes  No No. of children (include ages): \_\_\_\_\_

No. and type of pets: \_\_\_\_\_ Age of pets: \_\_\_\_\_

Are you a property owner?  Yes  No

Please state property address: \_\_\_\_\_

## How did you hear about this property?

Newspaper  For lease sign  Website  Internet  Other

## Applicants Personal Details

Given names: \_\_\_\_\_ Surname: \_\_\_\_\_

Current address: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Drivers licence no: \_\_\_\_\_ Licence state: \_\_\_\_\_ Vehicle registration \_\_\_\_\_

Passport no: \_\_\_\_\_ Passport country of issue: \_\_\_\_\_

## Next of Kin

Given names: \_\_\_\_\_ Surname: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

## Current Tenancy Details

Address: \_\_\_\_\_

Rent paid: \_\_\_\_\_ Period of occupancy: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Landlord/Agent name: \_\_\_\_\_ Phone: \_\_\_\_\_

# Application

## Previous Address

Address: \_\_\_\_\_

Rent paid: \_\_\_\_\_ Length of time at address: \_\_\_\_\_

Landlord/Agent name: \_\_\_\_\_ Phone: \_\_\_\_\_

## Current Employment

Occupation: \_\_\_\_\_

Current employer: \_\_\_\_\_

Employers address: \_\_\_\_\_

Contact name (pay roll/manager): \_\_\_\_\_ Phone: \_\_\_\_\_

Net income: \_\_\_\_\_ Employment length: \_\_\_\_\_

## Previous Employment

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Employers address: \_\_\_\_\_

Contact name (pay roll/manager): \_\_\_\_\_ Phone: \_\_\_\_\_

Net income: \_\_\_\_\_ Employment length: \_\_\_\_\_

## Self-Employment Details

Company name: \_\_\_\_\_ Business type: \_\_\_\_\_

Business address: \_\_\_\_\_

Accountant name: \_\_\_\_\_ Phone: \_\_\_\_\_

Net income: \_\_\_\_\_ ABN: \_\_\_\_\_

## Personal References (not a relative)

Referee 1 name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Referee 2 name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

# Application

## Privacy Consent

I, the Applicant, acknowledge that I have read the Privacy Notice from Laing+Simmons St George.

I authorise Laing+Simmons St George to collect information about me from:

- My previous letting agents and/or landlords
- My personal referees
- Any tenancy default database which may contain personal information about me

I also authorise Laing+Simmons St George to disclose details about any defaults by me under the tenancy to which this application relates to and any tenancy default database to which is subscribes including Tenancy Information Centre of Australia (YICA), National Tenancy Database (NTD) and /or Trading Reference Australia (TRA).

I authorise Laing+Simmons St George to disclose the personal information it collects about me to the owner of the property even if the owner is a resident outside Australia; and to any third parties – valuers, contractors, sales people, insurances companies, body corporates, other agents and tenancy default databases.

I/we agree and understand that in the event of this application being approved by the agent, the agent may report any defaults that may occur in the tenancy with TICA Default Tenancy Database and any other tenancy database which may be available. I/we understand that in the event of a default being reported to TICA Default Tenancy Database or any other tenancy database, the removal of such information is subject to the guidelines of the database companies.

## Privacy Disclosure Statement of Laing+Simmons St George

We are an independently owned and operated business. We are bound by the National Privacy Principals. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from previous landlords or letting agents, your current employer and your referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship, including maintenance contractors and the landlord's insurers. We may also send personal information that we hold about you by contacting our privacy officer. If you do not complete this form or do not sign the consent below your application for a residential tenancy may not be considered by the owner of the relevant property or if considered may be rejected.

Tenant name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_