



TENANCY APPLICATION FORM

Acceptance of this tenancy application will only be acknowledged if **all** pages are completed and signed.

KM PROPERTY MANAGEMENT

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Residential Tenancy Application Form

Please fully complete both sides of this form for you application to be processed.

1. Property Details		2. Personal Details	
Address		Title	First name Initial
Suburb	Postcode	Last name	
Lease term	Years Months	DOB / /	
Date property to be occupied / /		Current address	
Rent payable for property		Suburb	Postcode
Name(s) of other applicants to occupy property		Drivers license	State of issue
		Car registration	
		Alternate ID (eg passport)	No
		Pension type	No
		Home phone number	
3. If Self Employed, please complete the following		Mobile number	
Company name		Email	
Company address		Occupation	
Suburb	Postcode	Employers Name	
Business type		Employer phone number	
Position held		Please provide a contact number you are available on all day	
A.B.N		Contact number	
Accountant name		You must supply 100 Points of Identification With your Application Before It Can Be Processed.	
Solicitor name		PHOTO ID 50 pts each, BIRTH CERT 10, OTHER ID 20, LAST 2 RENT RECIEPTS 20 COPY OF UTILITIES BILL 20, BANK STATEMENT 20	
Solicitor phone		5. Current Situation	
4. Next of Kin		Are you the <input type="checkbox"/> Owner <input type="checkbox"/> Tenant	
Emergency contact	Relationship	Duration at your current address Yrs Mths	
Address	Ph	Name of landlord/Agent (if applicable)	
Mobile	Other	Phone number	
6. Other Information		Rent paid per month	
Number of persons occupying property Adults chn		Reason for leaving	
Ages of children		Was bond repaid in full <input type="checkbox"/> Yes <input type="checkbox"/> No – please specify	
Do you have pets <input type="checkbox"/> No <input type="checkbox"/> Yes Please specify			
Type of pet	Breed of pet		

7.Previous rental history		8.Current Employment Details	
Were you the <input type="checkbox"/> Owner <input type="checkbox"/> Renter		Occupation	
Previous address		Current employer	
Suburb	Postcode	Employment address	
Duration at your previous address	Yrs Mths	Suburb	Postcode
Name of Landlord/Managing agent/Selling Agent		Contact name	
Phone number		Length at current employment	Yrs Mths
Rent paid per month		Net Income \$	per wk \$ per month
Reason for leaving		9.Previous Employment Details	
		Occupation	
Was bond repaid in full <input type="checkbox"/> Yes <input type="checkbox"/> No – please specify		Employers name	
10.If Student, please complete the following		Employment address	
Place of study		Suburb	Postcode
Course being undertaken		Employer name	
Course length		Employer phone number	
Enrolment number		Length at previous employment	
Parents name	Ph.	Net income \$	per wk \$ per month
Campus contact	Ph.	11.Personal Referees	
Course co-ordinator	Ph.	1.Reference name	
Income		Occupation	
Parents address overseas		Relationship	Ph.
12.How did you find out about this property?		2.Reference name	
<input type="checkbox"/> RENT LIST <input type="checkbox"/> FOR LEASE BOARD <input type="checkbox"/> NEWSPAPER		Occupation	
<input type="checkbox"/> INTERNET <input type="checkbox"/> OTHER		Relationship	
		Ph.	

13. Declaration

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. I hereby offer to rent the property under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997. I acknowledge that I will be required to pay rental in advance and a rental bond, and that this application is subject to approval from the landlord/owner. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises, I am satisfied with the current condition and cleanliness of the property and am not a bankrupt.

I the applicant, hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be approved, I acknowledge that I will be required to pay the following amounts.

\$	rent per week, or	\$	rent per calendar month
First payment of rent in advance:			\$
Rental Bond			\$
Subtotal			\$
Less holding fee (if applicable)			\$
Amount payable upon signing a tenancy agreement			\$

PRIVACY STATEMENT

PRIVACY STATEMENT DISCLOSURE

We are an independently owned and operated business. We are bound by the National Privacy Principles. 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 your previous landlords or letting agents, your current or previous 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 owners insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our privacy officer. If you do not complete this form or do not sign below then your application if a residential tenancy may not be considered by the owner of the relevant property or, if considered may be rejected.

I authorise the Agent to obtain details of my credit worthiness from, the owner or Agent of my current or previous residence, my personal referees, any record, listing or database of defaults by tenants. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information.

Applicant name:

Signed:

Date: / /

OFFICE USE ONLY

100 POINT IDENTIFICATION CHECK – the following identification has been provided, photocopied and attached to this application.

Item		Points	Initial			Points	Initial
Drivers License	<input type="checkbox"/>	40		Medicare card	<input type="checkbox"/>	20	
Passport	<input type="checkbox"/>	40		Bank debit/credit card	<input type="checkbox"/>	20	
Other photo ID	<input type="checkbox"/>	20		Bank Statement	<input type="checkbox"/>	20	
Current wage advice	<input type="checkbox"/>	30		Phone account	<input type="checkbox"/>	20	
Previous Tenancy References	<input type="checkbox"/>	20		Electricity account	<input type="checkbox"/>	20	
Previous 2 Rent Receipts	<input type="checkbox"/>	20		Gas account	<input type="checkbox"/>	20	