

Date: _____

Name of Applicant(s): _____

TENANCY APPLICATION

In order to process this application all questions must be fully answered. The completion of this application is not an acceptance. Failure to fully complete this application may result in the application not being processed.

DUE TO PRIVACY REASONS NO FEEDBACK WILL BE GIVEN FOR UNSUCCESSFUL APPLICATIONS

To ensure you are providing Gooch Agencies with your best possible application, please provide the following documentation:

PROOF OF INCOME

Please provide one (1) of:

- Copies of your last 3 payslips
- Copy of your current Centrelink Income Statement
- If self-employed, please provide a reference from your accountant

PHOTO IDENTIFICATION

Please provide one (1) of:

- Current drivers licence
- Current Passport
- Student ID Card
- Proof of Age Card

ADDITIONAL IDENTIFICATION

Please provide two (2) of:

- Birth Certificate
- Medicare Card
- Bank Account Statement
- Motor Vehicle Registration
- Electricity/water/gas/phone Account



Gooch Agencies Real Estate & Livestock is a member of TICA – Australia's largest tenancy database. All applications are checked through the TICA database system.

OFFICE USE ONLY: SUCCESSFUL / UNSUCCESSFUL

COMMENTS:

SIGNED:

APPLICANT 1 EACH ADULT INTENDING TO RESIDE AT THE PROPERTY MUST COMPLETE

SURNAME: _____ GIVEN NAMES: _____

DATE OF BIRTH: _____ EMAIL: _____

PRESENT ADDRESS: _____

PHONE (Home): _____ MOBILE: _____ PHONE(work): _____

DRIVERS LICENCE NO: _____ VEHICLE REGISTRATION NO.: _____

RELATIONSHIP TO APPLICANT 2 (if applicable): _____

☐ Employed ☐ Homemaker ☐ Student ☐ Retired ☐ Unemployed ☐ Other SMOKER(S): YES / NO

OCCUPANTS: Adults _____ Children _____ Ages of Children _____

PETS: YES / NO If Yes, How many? _____ What Type? _____ Inside / Outside

Current Employment

OCCUPATION OF APPLICANT: _____ PHONE: _____

DATE COMMENCED: _____ DATE CONCLUDED: _____

BUSINESS/EMPLOYER NAME: _____ Full-time/Part-time/Casual

Previous Employer Details

OCCUPATION OF APPLICANT: _____ PHONE: _____

DATE COMMENCED: _____ DATE CONCLUDED: _____

BUSINESS/EMPLOYER NAME: _____ Full-time/Part-time/Casual

Current Tenancy

NAME OF PRESENT LANDLORD/AGENT: _____

PHONE: _____ PROPERTY ADDRESS: _____

COMMENCEMENT OF TENANCY: _____ CURRENT RENT PAID: _____

Previous Tenancy History

1.NAME OF LANDLORD/AGENT: _____

PHONE: _____ PROPERTY ADDRESS: _____

DURATION OF TENANCY: _____ RENT PAID: _____

2.NAME OF LANDLORD/AGENT: _____

PHONE: _____ PROPERTY ADDRESS: _____

DURATION OF TENANCY: _____ RENT PAID: _____

APPLICANT 2 EACH ADULT INTENDING TO RESIDE AT THE PROPERTY MUST COMPLETE

SURNAME: _____ GIVEN NAMES: _____

DATE OF BIRTH: _____ EMAIL: _____

PRESENT ADDRESS: _____

PHONE (Home): _____ MOBILE: _____ PHONE(work): _____

DRIVERS LICENCE NO: _____ VEHICLE REGISTRATION NO.: _____

RELATIONSHIP TO APPLICANT 1 (if applicable): _____

☐ Employed ☐ Homemaker ☐ Student ☐ Retired ☐ Unemployed ☐ Other SMOKER(S): YES / NO

OCCUPANTS: Adults _____ Children _____ Ages of Children _____

PETS: YES / NO If Yes, How many? _____ What Type? _____ Inside / Outside

Current Employment

OCCUPATION OF APPLICANT: _____ PHONE: _____

DATE COMMENCED: _____ DATE CONCLUDED: _____

BUSINESS/EMPLOYER NAME: _____ Full-time/Part-time/Casual

Previous Employer Details

OCCUPATION OF APPLICANT: _____ PHONE: _____

DATE COMMENCED: _____ DATE CONCLUDED: _____

BUSINESS/EMPLOYER NAME: _____ Full-time/Part-time/Casual

Current Tenancy

NAME OF PRESENT LANDLORD/AGENT: _____

PHONE: _____ PROPERTY ADDRESS: _____

COMMENCEMENT OF TENANCY: _____ CURRENT RENT PAID: _____

Previous Tenancy History

1.NAME OF LANDLORD/AGENT: _____

PHONE: _____ PROPERTY ADDRESS: _____

DURATION OF TENANCY: _____ RENT PAID: _____

2.NAME OF LANDLORD/AGENT: _____

PHONE: _____ PROPERTY ADDRESS: _____

DURATION OF TENANCY: _____ RENT PAID: _____

Please list the properties you wish to apply for in order of preference?

1. _____

2. _____

3. _____

Date your tenancy could commence (if successful) _____

Preferred length of lease _____

Emergency Contact (not living with you)

Name _____ Contact No _____

Address _____

Relationship to Applicant _____

Personal References

1. Name _____ Contact No _____

Address _____

Relationship to Applicant _____

2. Name _____ Contact No _____

Address _____

Relationship to Applicant _____

PRIVACY NOTICE

The Privacy Act 1988 (Cth) regulates the collection, use, disclosure and maintenance of personal information by the Agent from the Applicant and from third parties relating to the Applicant.

The information collected enables the Agent to identify the tenant, to assess this application and for the proper management of the landlord and tenant relationship should the application for tenancy be successful.

The personal information of the Applicant also includes personal information already held by the Agent on any database. Failure to provide all or any of the personal information renders the Agent unable to assess the application and or properly manage the landlord and tenant relationship.

The intended recipients of the information are any person to whom, body or agency to which it is usual to disclose the information to enable the agent to properly assess the application including the landlord, nominated referees, other agents, tenancy reference databases, owner's corporations and community associations and as otherwise permitted by the Privacy Act 1988 and this will include information about the Applicant's performance of its obligations pursuant to and under any Residential Tenancy Agreement entered into (particularly any failure to observe any obligations) and information collected during the term of the tenancy.

The Applicant has the right of access to the information and may do so by contacting the Agent. The Applicant has the right to correction of the information if it is not accurate, up-to-date and complete.

AUTHORITY AND DECLARATION OF APPLICANT:

In applying for rental accommodation, the applicant declares the following:

- All information contained in this application is true and correct;
- I acknowledge and consent to the Agent contacting my current/previous employer, current/previous landlord/agent and the referees named as to my suitability as a tenant;
- I acknowledge and consent to the Agent reporting details of the tenancy to any Tenancy Recording Services as the Agent deems necessary, including breaches of the tenancy agreement or positive references;
- I declare that I am not a bankrupt or an undischarged bankrupt and have not entered into any scheme of arrangement for payment of monies to any creditors.
- I declare that I am not paying off any previous rental debt.
- The Agent is authorised to access and check any information that may be listed on TICA Default Tenancy Database and any other tenancy databases.
- It is understood that by law, if a tenancy application is unsuccessful, the Agent is not required to provide any reasons for the decision.
- All initial monies for a tenancy will be paid by cash (EFT), money order or bank cheque.

I have inspected the premises and wish to be considered for a tenancy for such premises for a period of _____ wks, at a rental of \$ _____ per week and that the rental to be paid is within my means.

APPLICANT 1

NAME: _____

SIGNATURE: _____ DATE: _____

APPLICANT 2

NAME: _____

SIGNATURE: _____ DATE: _____