



# Tenancy Application Form

## Please read prior to completing your application.

1. The application must be accompanied by relevant supporting documentation.
2. If you are approved you will be required to pay bond and a minimum of two weeks rent in advance prior to signing the tenancy agreement.
3. You will be required to attend a sign-up appointment within 48 hours of approval to sign lease documentation.

**IMPORTANT: This application will not be processed unless it is filled out completely with copies of all supporting documents attached.**

## Supporting documentation to confirm identity

Please ensure at least ONE item from each section per applicant is attached.

Section One	Section Two	Section Three
<ul style="list-style-type: none"> <li>• Drivers License</li> <li>• Passport</li> </ul>	<ul style="list-style-type: none"> <li>• Current Pay Slips (2 min) – <i>For new employment please include a letter of confirmation which states salary</i></li> <li>• Statement of Centrelink Entitlements</li> </ul>	<ul style="list-style-type: none"> <li>• Council Rates</li> <li>• Motor vehicle registration</li> <li>• Utility Bill (e.g. Phone Bill)</li> <li>• Bank Statement – <i>please ensure your personal banking details are not visible, only the balance</i></li> </ul>

## Property address you are applying for

Address line 1	<input type="text"/>		
Address line 2	<input type="text"/>		
City/Suburb	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>

## Tenancy requirements

Length of tenancy	<input type="text"/> months	Rent (per week)	\$ <input type="text"/>	Lease start date	<input type="text"/>
No. of dependents	<input type="text"/>				
No. of pets (including breed & age)	<input type="text"/>				

Do you own an investment property in Australia?    Yes ☐    No ☐

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# Applicant Details

(For additional applicants or guarantors please copy and complete pages 2–4)

## 1. Personal details

Full Name			
Contact No.		Mobile No.	
Email			

## 2. Current address

Address line 1						
Address line 2						
City/Suburb		State		Postcode		
Current rent/ mortgage	\$	How long have you lived there?		Years		Months
Agent / Rental Provider details						
Contact No.		Email				
Reasons for leaving						

## 3. Previous address

Address line 1						
Address line 2						
City/Suburb		State		Postcode		
Current rent/ mortgage	\$	How long have you lived there?		Years		Months
Agent / Rental Provider details						
Contact No.		Email				
Reasons for leaving						

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# Applicant Details

## 4. Current employment

If less than 6 months in current job please also provide previous employment details in Section 4 below

Company Name			
Your position			
Employment type		Annual Salary	\$
Length of employment	<input type="text"/>	Years	<input type="text"/> Months
Employment reference details			
Contact No.	<input type="text"/>	Email	<input type="text"/>

## 5. Previous employment

Payroll or Accountant name			
Contact No.	<input type="text"/>	Mobile No.	<input type="text"/>
Previous employer's address			
Address line 1	<input type="text"/>		
Address line 2	<input type="text"/>		
City/Suburb	<input type="text"/>	State	<input type="text"/> Postcode <input type="text"/>
Net income (after tax)	\$ <input type="text"/>	Length of employment	<input type="text"/> Years <input type="text"/> Months
Business type/ ABN	<input type="text"/>		

## 6. Self employed

Payroll or Accountant name			
Contact No.	<input type="text"/>	Mobile No.	<input type="text"/>
Accountant/Solicitor details			
Full Name	<input type="text"/>		
Contact No.	<input type="text"/>	Email	<input type="text"/>
Company net income.	\$ <input type="text"/>	Date Company established	<input type="text"/> ABN <input type="text"/>

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# Applicant Details

## 7. Student Information

Are you a full time student?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	TAFE / University Student No.	<input type="text"/>
Do you receive income from your parents?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Amount	\$ <input type="text"/>

## 8. Centrelink benefits

Benefit type	<input type="text"/>
Benefits per month/fortnight	\$ <input type="text"/>

## 9. Additional sources of income

Type / Description	<input type="text"/>
Amount	\$ <input type="text"/>

## 10. Emergency contact

Please provide details of an emergency contact not living with you

Full Name	<input type="text"/>		
Relationship	<input type="text"/>	Contact No.	<input type="text"/>
Address line 1	<input type="text"/>		
Address line 2	<input type="text"/>		
City/Suburb	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>

## 11. Personal referee

Full Name	<input type="text"/>		
Occupation	<input type="text"/>		
Relationship	<input type="text"/>	Contact No.	<input type="text"/>

## 12. Confirmation

I confirm that during my inspection of this property I found it to be in a satisfactory condition and suitable for occupancy.  
If No, I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge and understand that these items are subject to the Rental Provider's approval and do not form part of the Tenancy Agreement.

<input type="text"/>
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I also acknowledge that this rental application is subject to the Rental Provider's approval and I consent to the information provided in this application being verified and a reference check on VEDA being undertaken.

## 12. Privacy Act acknowledgement for Renters

I provide consent for the Agency as part of application processing to contact all necessary people (such as referees, other agents, tenancy databases) to verify the application information provided and understand that all Federal Privacy Act requirements and the Australian Privacy Principles will be adhered to by the Agency.

I consent to my personal information being passed on during the tenancy (should it commence) and after the tenancy, if required, to other third parties which include, but are not limited to: tradespeople/contractors, salespeople, bodies corporate, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act and any other relevant information.

The Rental Provider of the property will be provided all relevant information as the tenancy agreement is between the Rental Provider and the Tenant; the Agency manages the property on behalf of the Rental Provider. The agreement (should it commence) is a contract between the Rental Provider and the Tenant and personal information will be passed onto the Rental Provider as the owner of the property. A detailed copy of our Privacy Policy can be found at [www.littlerealestate.com.au](http://www.littlerealestate.com.au)

I also acknowledge that:

- I am responsible for ensuring the main power switch is turned off to enable power to be connected.
- The premises is a "Smoke Free Zone" and I/we will ensure there is no smoking inside the premises.

### Applicant one (Primary contact)



Signature

Full name

Date

### Applicant two



Signature

Full name

Date

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#### How it works

1. Tick the consent box below
2. We'll give you a no obligation call
3. We'll arrange your services ready for your move

We'll attempt to contact you within 1 working day of receiving this application. If you don't hear from us, please call **1300 554 323** to ensure your services are connected.

**PRIVACY CONSENT AND TERMS:** By signing this form you consent and agree to the following: Connect Now Pty Ltd (ABN 79 097 398 662) ("connectnow") will collect, use and disclose your personal information to contact you (including electronically) about providing moving, connection and disconnection services and to inform you about products and services offered by its related companies and third party suppliers. These other companies may also use your details to contact you directly about their products and services. See connectnow's Privacy Policy for further details, including your rights to access and correct the information held about you at [connectnow.com.au](http://connectnow.com.au). Third party service providers (who may transfer your data overseas) may have their own Privacy Policy, which you can request from them. You consent to connectnow continuing to market to you unless you opt out, including by emailing [privacy@connectnow.com.au](mailto:privacy@connectnow.com.au). To the extent permitted by law and except where expressly guaranteed, connectnow is not responsible or liable for delayed or failed connections or the service providers' connection charges, which you must pay to them directly. Connectnow may be paid a fee by service providers and may pay a fee to real estate agents relating to services provided to you. If you nominate an alternative contact person on this application, you authorise them to act on your behalf to arrange moving, connection and disconnection services, including accepting third party terms. You warrant that you are authorised to make this application on behalf of all applicants and alternative contact persons listed and that each person has consented and agreed to the handling of their personal information on the same terms as you have.

- ☐ Yes, I accept the terms. Please call me to connect my new home services.

Signed \_\_\_\_\_ Date \_\_\_\_\_ PM/ID \_\_\_\_\_

[connectnow.com.au](http://connectnow.com.au) | P: 1300 554 323 | E: [info@connectnow.com.au](mailto:info@connectnow.com.au) | F: 1300 889 598