**Application for Residential Tenancy**

Before any application can be processed, each applicant must provide the following:

|  |  |  |
| --- | --- | --- |
| 1x | Current Drivers Licence or Passport (Proof of Age Card accepted) |  |
| 3x | Pay Slips for proof of income |  |
| 1x | Council Rates Notice or Rental Ledger |  |
| 1x | Bank Statement or Utility Bill (less than 3 months old) |  |

**Unit Number** being applied for:

Have you inspected the unit Yes / No Inspection Date:

Additional Extras: Linen Hire $25 per week Yes / No

 Weekly Clean $55 per week Yes / No

Lease Terms 12 Months 6 Months Other

Rent $ Bond $

**Applicants Details:**

Full Name:

Date of Birth:

Mobile Number: Work Number:

Email:

Drivers Licence Number: State:

Car Make & Model: Registration Number:

Are you a smoker: Yes / No

Current Address:

Renting? Yes / No Own? Yes / No

Period at Address: Reason for leaving:

Rent Paid per week:

Name of Agency / Owner:

Contact Name: Contact Number:

Contact Email:

Previous Address:

Renting? Yes / No Own? Yes / No

Period at Address: Reason for leaving:

Rent Paid per week:

Name of Agency / Owner:

Contact Name: Contact Number:

Contact Email:

**Employment Details:**

Occupation:

Full Time Part Time Casual Contactor Centrelink Pension

Self-employed:

Company Name:

ABN/CAN:

Accountants Name:

Accountants Email:

Employer:

Address:

Contact Name: Phone:

Contact Email:

Length of employment: Income: per week/fortnight

Other Income:

**Referees:**

Personal Reference: Name:

Relationship:

Phone:

Personal Reference: Name:

Relationship:

Phone:

Professional Reference: (if self-employed)

Name:

Company:

Phone:

Email:

Professional Reference: (if self-employed)

Name:

Company:

Phone:

Email:

Emergency Contact:

Name:

Relationship:

Phone:

**Other Occupants:**

Are there other occupants applying to rent the unit with you? Yes / No

Name:

Please supply the name and age of anyone under 18 that will be living with you

Child 1:

Child 2:

**Terms & Conditions:**

## I/We do solemnly and sincerely declare that the information provided by me is true and correct and has been willingly supplied to assist in the assessment of my application.

## I/We have read and signed the Privacy Act Acknowledgment attached to this application.

Applications are only accepted Monday to Friday 9am to 4pm and may take up to 72 hours to process.

I understand that in the event of this application being rejected there is no requirement for KT Property Management P/L to disclose to me any reason for such rejection of this application.

I undertake to pay the Bond (equal to 4 weeks rent) plus the first 2 weeks rent by bank direct deposit prior to the commencement date of the Tenancy Agreement. Bond transfers are not accepted.

Electricity, Gas hot water and phone will be billed to you each month. Hotel Gloria has a strict 14-day payment period for all accounts.

Please note that Internet and Foxtel area available at the property as a complimentary service but are NOT inclusions of the lease agreement.

I agree that no keys for the property will be provided until all monies owed are paid in full before you arrive.

It is your responsibility to insure any personal belongings whilst renting the apartment.

**Acknowledgement:**

Applicant Name:

Applicant Signature:

Date:

**Privacy Consent:**

In accordance with Privacy Principle 1.3 of the Privacy Act 1988 we, KT Property Management Pty Ltd require you to read and sign this acknowledgement.

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 employer and your referees.

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, housekeeping and the landlord’s insurers. We may also send the personal information about you to the owners or agents of any other properties at your request.

If you do not sign this form then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

I, the Applicant acknowledge that I have read and understand this form and hereby authorise Gloria Springwood Apartments / KT Property Management Pty Ltd to collect information about me from:

* My previous letting agents and/or landlords
* My Employer/personal referees
* TICA Tenancy Database

I, authorise Gloria Springwood Apartments / KT Property Management Pty Ltd to disclose the personal information it collects about me to the owner of the property. I also authorise Gloria Springwood Apartments / KT Property Management Pty Ltd to refer my details if requested to:

* Financial Services (to assist with a loan application)
* Insurance Services (for contents insurance, claims and other insurance products)
* Trades people (to enable them to arrange access for repairs and maintenance)

**Privacy Acknowledgement:**

Applicant Name:

Applicant Signature:

Date: