

Tenancy Application Form

Thank you for applying for a John Pye Real Estate Property

1. You must answer all questions for your application to be processed.
2. Each adult occupant must complete a separate application form.
3. Your application must be submitted by 2pm Monday to our office.
4. You can email, fax or deliver your application to our office.
5. A separate application is required for each adult occupant.

1 YOUR PROPERTY

1.1 Address of the property you would like to rent

Postcode

1.2 Tenancy commencement date?

	Day		Month		Year
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1.3 Tenancy term?

	Months
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1.4 How many people will normally occupy the property?

	Adults		Children & Ages: _____
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2 YOUR PERSONAL DETAILS

2.1 Your identity

Mr. Mrs. Ms. Miss. Other.

Given name	Surname

Date of Birth

Driver's licence no.	Driver's licence state of issue

Passport no.	Country of issue

2.2 Your contact details

Home phone no.	Mobile phone no.

Work phone no.	Fax no.

Email address

2.3 Your current address

Postcode

2.4 Your emergency contact details

Given name	Surname

Phone no.	Relationship to you

2.5 Name of each adult sharing the property

Given name	Surname

3 YOUR RENTAL HISTORY

3.1 How long have you lived at your current address?

	Years		Months
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3.2 Why are you leaving this address?

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3.3 Agent/Landlord details of this property (if applicable)

Name of Landlord or Agent

Landlord/Agent's phone no.	Weekly rent paid
	\$

3.4 Your previous residential address

Postcode

3.5 How long did you live at your previous address?

	Years		Months
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3.6 Agent/Landlord details of this property (if applicable)

Name of Landlord or Agent

Landlord/Agent's phone no.	Weekly rent paid
	\$

Was the bond refunded in full?	If not why not?



JOHN PYE REAL ESTATE PROPERTY MANAGEMENT

4 YOUR EMPLOYMENT HISTORY

4.1 Your current employment details

Occupation

Employer's name (include Accountant's details if self employed or institution if a student)

Employer's address

<input type="text"/>
Postcode

Contact name

Phone no.

Length of employment

<input type="text"/> Years	<input type="text"/> Months
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Net income

\$	<input type="text"/>	PW / PM / PA
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4.2 Your previous details

Occupation

Employer's name

Length of employment

<input type="text"/> Years	<input type="text"/> Months
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Net income

\$	<input type="text"/>	PW / PM / PA
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5 OTHER INFORMATION

5.1 Car Registration

<input type="text"/>	State	<input type="text"/>
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5.2 Pet Declaration

Will you be keeping any pets at the property? Yes No
(Note: Generally Landlords don't approve pets)

If you have ticked 'yes':

Breed / type

Council registration number

1.	<input type="text"/>
2.	<input type="text"/>

6 YOUR OFFER TO RENT

6.1 During my inspection of this property, I found it to be in a reasonably clean condition. Yes No
If 'no', I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that the items are subject to the landlord's approval.

6.2 I offer to rent the property from the Landlord under a Residential Tenancy Agreement to be prepared by the Agent at \$ _____ per week and pay the rent weekly/fortnightly/calendar monthly (please circle).

6.3 I offer to pay _____ weeks/calendar months' rent in advance (minimum 2 weeks rent).

6.4 NOTE: Your first rent is to be paid after acceptance of your offer by the Landlord, on or before the signing of the Tenancy Agreement by CASH or BANK CHEQUE or BPAY®.

IMPORTANT NOTE: Rents are advertised as a weekly figure for comparative purposes only. All rents are due and payable as a monthly amount, unless requested otherwise. To calculate the monthly rental figure, use the following calculation:

Weekly rate divided by 7 to get the daily rate.

Daily rate multiply by 365 to get the yearly rate.

Yearly rate divided by 12 to get the monthly rate.

RENTAL PAYMENT NOTE:

Your options for paying rent are:

- BPAY® – via phone or internet banking. The Biller code is **4481** and your reference number is your DEFT reference number.
- Credit card – via phone or internet banking. Either DEFT Phone pay on 1300 30 10 90 and follow the prompts or www.deft.com.au and enter your DEFT reference number under the 'Make a payment section'.

Further instructions and your DEFT reference number will be provided to you once you have signed the Tenancy Agreement.

6.5 Bond

Upon signing the Tenancy Agreement, a Bond of 4 weeks rent is required by way of Bank Cheque or Postal Money Order in the name of 'Department of Fair Trading – Bond Board'.
\$ _____

6.6 Holding Deposit

Upon the Landlords acceptance of your application, I agree to either immediately enter into a Residential Tenancy Agreement or to pay a Holding Deposit equal to 1 weeks rent.

Holding Deposit \$



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The Landlord's Agent undertakes the following:

- (a) The premises will not be let during the Reservation Period, pending your signing of a Residential Tenancy Agreement;
- (b) The whole deposit will be refunded if the Landlord does not decide to enter into a Residential Tenancy Agreement for the premises during the Reservation Period;
- (c) The whole deposit will be refunded if the Landlord does not carry out (during the Reservation Period) repairs or other work upon which is a condition to entry into a Residential Tenancy Agreement;
- (d) If the Applicant decides not to enter into a Residential Tenancy Agreement and the premises are not let or otherwise occupied during the Reservation Period, the Landlord may retain the portion of the deposit representing the rent that would have been paid during the Reservation Period (based upon the proposed rent), but must refund the remainder; and
- (e) If a Residential Tenancy Agreement is entered into, the deposit is to be contributed towards rent for the premises.

7 YOU AUTHORISE THE LANDLORD'S AGENT

7.1 I authorise the Agent to obtain personal information about me from:

- a) The Landlord or the Agent of my current or previous residences;
- b) My current and past employers;
- c) Any person who maintains any record, listing or database of defaults by Tenants.

7.2 I authorise the Agent to disclose my personal information in order to:

- a) Communicate with the Owner in order to select a Tenant
- b) Prepare Tenancy documents
- c) Allow Trades people or equivalent organisations to contact me during my Tenancy.
- d) Lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- e) Refer to Tribunals/Courts & Statutory Authorities (where applicable)
- f) Refer to collection Agents/Solicitors (where applicable)
- g) Refer to TICA. I acknowledge that any information submitted to TICA may be kept by that organisation for their use. I acknowledge that if I default on my Tenancy obligations in the future, I may be listed as a defaulter with TICA until any problem is resolved to the satisfaction of the Landlord.
- h) Provide during my Tenancy, a reference or information to other Landlords and other Agents for properties I may apply for in the future. This would include default details if applicable.

NOTE: You are entitled to access personal information at any time by contacting John Pye Real Estate.

8 EVIDENCE OF YOUR CREDENTIALS

Note: Photocopies, scanned copies or faxes are acceptable for this application. However, original documents will be required to be shown when the Residential Tenancy Agreement is signed.

	Office use only
1. Proof of Identity (current passport or proof of age card only required if you are not holding a drivers licence.)	
a) Drivers Licence	
b) Current Passport	
c) Proof of Age Card	
2. Proof of your capacity to pay rent (provide as much information as possible)	
a) Pay Advice or Employment Contract or Letter of Appointment	
b) Bank Statement	
c) Tenancy Ledger (This shows the history of rent payments made during your current tenancy)	
d) Last 6 Rent Receipts (If no Tenancy Ledger is available)	
3. Proof of your capacity to care for the property (provide as much information as possible)	
a) Landlord/Agent's Testimonial or Reference	
b) Pet Reference (If applicable and if pets are permitted by Landlord)	
c) Bond Refund Forms	

9 YOUR DECLARATION

I declare that all information contained in this application is true and correct and is given by my own free will.
 I declare that I have inspected the premises.
 I declare that I am not a bankrupt or an undischarged bankrupt.
 I acknowledge that this application is subject to the approval of the Landlord.

Signature of Applicant

Date

HOW DID YOU FIND OUT ABOUT THIS PROPERTY?

- www.johnpye.com.au
- For Lease Signboard
- www.domain.com.au
- Referral
- www.realestate.com.au
- Other: _____



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