

## **APPLICATION FOR TENANCY**

We require the following information to process an application for tenancy:

- Photographic Identification – Drivers licence or passport with current address shown
- Reference – Current landlord / Agent – if you are renting privately provide a copy of the council rates notice proving ownership of the property or your written lease agreement and a written reference from your current landlord
- Reference – Previous landlord / Agent
- Proof of residential address – i.e. phone, electricity account, bank or credit card statements
- Copy of rental receipts and tenant ledger
- Copy of tenancy agreement
- Supporting proof of income for payment of rent
- Completed and signed Application Form

On approval of application all monies must be paid in full. A separate bank cheque is required for payment of bond monies. **THIS PAYMENT MUST BE ADDRESSED TO THE RENTAL BOND BOARD.**

Please note that VIBE property **DO NOT ACCEPT** cheques, cash or EFTPOS for payment of rent (including holding deposits), all rent payments must be paid via BPAY or our DEFT system.

Applications will only be processed on a **completed and signed** tenancy application form.

Our office reserves the right to allow for any changes or additions to the above. Should an applicant fail to provide the above details the application may not be processed.

- **All adults who occupy the premises must complete a separate tenancy application form.**
- We reserve the right to accept multiple applications for a property
- No bond transfers will be accepted by this office

## TENANCY APPLICATION FORM

**\*\*PLEASE NOTE\*\* A separate form must be completed for each adult who wishes to occupy the premises**

### PREMISES ADDRESS OF PREMISES APPLIED FOR

|                             |                                  |
|-----------------------------|----------------------------------|
|                             |                                  |
|                             |                                  |
| Proposed Commencement Date: |                                  |
| Proposed Lease Term:        | 6 MONTHS / 12 MONTHS / 24 MONTHS |
| Proposed Rent Per Week:     |                                  |

### APPLICANT PERSONAL DETAILS

|                                       |                                 |
|---------------------------------------|---------------------------------|
| Title: Mr Mrs Miss Ms Other           | Date of Birth        /        / |
| Full Name:                            |                                 |
| Present Address:                      |                                 |
| Postcode:                             |                                 |
| Phone Work:                           | Mobile:                         |
| Phone Home:                           | Fax:                            |
| Email:                                |                                 |
| Best Contact Method:                  | Email / Text Message / Mobile   |
| Vehicle Registration No.              | Drivers Licence No.             |
| Passport No.                          | Expiry Date        /        /   |
| Bank or Building Society              | Branch                          |
| BSB                    /              | Account Number                  |
| Nearest Relative Not living with you: |                                 |
| Phone:                                |                                 |

### PERSONAL REFERENCES

|                  |        |
|------------------|--------|
| Referee 1 – Name |        |
| Phone: Work      | Mobile |
| Fax              | Email  |
| Referee 2 – Name |        |
| Phone: Work      | Mobile |
| Fax              | Email  |

### EMPLOYMENT HISTORY

|                   |                    |
|-------------------|--------------------|
| Occupation        | Date Commenced / / |
| Employers name    |                    |
| Employers Address |                    |
| Postcode          |                    |
| Phone: Work       | Mobile             |
| Fax               | Email              |

|                            |               |              |
|----------------------------|---------------|--------------|
| Previous Occupation        | Commenced / / | Finished / / |
| Previous Employers name    |               |              |
| Previous Employers Address |               |              |
| Postcode                   |               |              |
| Phone: Work                | Mobile        |              |

### TENANCY HISTORY

|                                  |        |
|----------------------------------|--------|
| Name of present Landlord / Agent |        |
| Phone: Work                      | Mobile |
| Email                            |        |
| How long at this address         |        |
| Current rent paid                | \$     |

|                                     |        |
|-------------------------------------|--------|
| Name of previous Landlord / Agent   |        |
| Phone: Work                         | Mobile |
| Email                               |        |
| Address of previous Premises rented |        |
| Postcode                            |        |

### OCCUPANT(S) DETAILS

|  |                   |      |
|--|-------------------|------|
| Number of persons who will occupy premises |                   |      |
| Adults                                     | Children          | Ages |
| Pets: Yes No                               | If Yes, no & type |      |
| Smoker(s) Yes No                           |                   |      |

**NOTE: the Applicant acknowledges and consents to the Agent verifying personal and employment references and tenant history references.**

**SIGNATURE OF APPLICANT**

**DATE**

|  |  |
|--|--|
|  |  |
|--|--|

## **INFORMATION COLLECTION PRIVACY NOTICE FOR TENANTS**

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the Applicant in this application and during the course of the tenancy, if the application is successful may be disclosed for the purpose for which it was collected to other parties including to the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to the Agent and/or Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and/or other agents.

Information no longer required for our records will be shredded.

If the Applicant would like to access the personal information held by VIBE property they may do so by contacting us at the following address. The Applicant may also correct this information if it is inaccurate, incomplete or out-of-date.

VIBE property Australia Pty Ltd  
P.O. Box 353  
Richmond NSW 2753  
Ph: (02) 4578 4234  
E: [info@vibeproperty.com.au](mailto:info@vibeproperty.com.au)

If the information is not provided, VIBE property may not be able to process the application and manage the tenancy.

I hereby declare that I give my permission to VIBE property to collect my information and pass such information onto landlord, operators of tenancy reference databases or other agents.

Applicants Name: \_\_\_\_\_

Applicant's  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To process your application you are requested to answer all questions to the best of your ability. Any false information could jeopardize your application.

1/ Has your tenancy ever been terminated by a landlord or agent? Yes/No

If yes give details \_\_\_\_\_

2/ Have you ever been refused a property by any landlord or agent? Yes/No

If yes give details \_\_\_\_\_

3/ Are you in debt to another landlord or agent? Yes/No

If yes give details \_\_\_\_\_

4/ Have any deductions ever been made from your rental bond? Yes/No

If yes give details \_\_\_\_\_

Statement of Rental Affordability

| <b>Income</b>              | <b>Weekly Amounts</b> |
|----------------------------|-----------------------|
| Applicants Income per week | _____                 |

|                     |       |
|---------------------|-------|
| Government Benefits | _____ |
|---------------------|-------|

|                     |       |
|---------------------|-------|
| Other Income: _____ | _____ |
|---------------------|-------|

**Liabilities**

|              |       |
|--------------|-------|
| Car Payments | _____ |
|--------------|-------|

|                    |       |
|--------------------|-------|
| Credit/Store Cards | _____ |
|--------------------|-------|

|                |       |
|----------------|-------|
| Personal Loans | _____ |
|----------------|-------|

|             |       |
|-------------|-------|
| Other Debts | _____ |
|-------------|-------|

**Living Expenses**

Phone/Mobile, Health Insurance, Vehicle & Home Contents Insurance Rent, Fuel, Power, Gas, Car registration and running expenses, food, clothing and personal expenses

\_\_\_\_\_

I/We the applicants declare that I/we am/are not bankrupt and that I/we have not entered into any scheme of arrangement for payment of monies to others. I/We further declare that I/we are not paying off any previous rental debt.

Applicants Signature: \_\_\_\_\_