

TENANCY APPLICATION FORM

Please ensure you have read and completed each page in **FULL** and you have all required information when submitting this application.

I/we agree to supply the following for each applicant. Each item can only be used for one category

Category 1	1 x Photo ID (eg. Drivers Licence, passport, proof of age card)	Supplied: <input type="checkbox"/>
Category 2	2 x Forms of ID (eg. Medicare card, bank card, birth certificate)	Supplied: <input type="checkbox"/>
Category 3	2 x Forms of proof of current address (eg: Bank statement, Phone Bill) other than those used for categories 1 and 2	Supplied: <input type="checkbox"/>
Category 4	Proof of Income (eg. 2 x recent payslips, income statement, recent group certificate (if self-employed))	Supplied: <input type="checkbox"/>
Home owners or Private Renters	<u>Please supply the following:</u> Proof of regular housing payments (eg. Rent receipts, rent ledger, bank statement, Mortgage Statement)	Supplied: <input type="checkbox"/>

PLEASE READ THE FOLLOWING ITEMS:

- ✓ I/we have inspected the Property _____ on ____/____/____ and wish to submit this application for tenancy
- ✓ I/we acknowledge that once acceptance of my application has been conveyed to at least one of the applicants either in writing or verbally the terms of the lease agreed upon becomes binding.
- ✓ I/we authorise KellCo Rural Agencies to make any enquires they feel necessary to verify the information provided in this application.
- ✓ I/we agree to receive tenancy documentation via email and also agree to receive advice or notification of tenancy issues by email and/or SMS throughout the tenancy.
- ✓ I/we the applicants understand and acknowledge the above requirements and terms and wish to submit this application for processing.

Applicant (1) Print Name:	Applicant (2) Print Name:
Applicant (1) Signature:	Applicant (2) Signature:
Date:	Date:

PLEASE COMPLETE DETAILS HERE:

I/we have inspected the above-mentioned premises and wish to apply for a tenancy of such premises for a period of _____ months from ____/____/____ with rent of \$_____ per week and the rent to be paid is within my/our means. I/we also undertake to pay a rental bond of \$_____ (4 x weekly rent) which I/we understand must be paid upon the signing by me/us of the Tenancy Agreement. We understand and wish to apply for a tenancy on this property as we inspected it.

PRIVACY NOTICE & CONSENT

In accordance with the National Privacy Principles Act we require you to read and sign this Acknowledgment and Consent Form

- We are an independently owned and operated business.
This Acknowledgment outlines how our business will handle your personal information.
- If you do not sign and complete this Acknowledgement we may elect not to accept or proceed with processing this application.
- If you do not provide sufficient information for us to adequately process your application we may elect not to accept or proceed with processing this application.

Acknowledgement

The primary purpose for collecting your personal information on this application form is to accurately assess your suitability for a tenancy in the nominated property. The information we collect about you from your previous landlords/letting agents, your current/previous employer, your references and tenancy default databases including TICA, may be disclosed to the owner and/or owner's representatives of the property to which this application relates, even if the owner/owners representative resides outside Australia.

If this application is accepted, the secondary purpose for maintaining your personal information provided on this application, and collected throughout your tenancy, is to responsibly manage the property and your tenancy. The information we hold about you may be disclosed to other parties including, but not limited to, other landlords/lettings agents, registered valuers, sales consultants from licensed real estate agencies, contractors/tradespeople, Body Corporates, debt collection agencies, tenancy default databases including TICA, insurance companies and government departments.

If this application is declined and you wish to collect the personal information you supplied in this application, you can do so within 7 days of this application being lodged. After this 7 day period, KellCo Rural Agencies will take all reasonable steps to destroy all information collected during the application process including this application form and any information from previous landlords/letting agents, your current/previous employer, your references and any information received from tenancy default databases including TICA.

Consent Form

I, the said applicant declare that I give my permission to KellCo Rural Agencies to confirm any personal information provided in this application as well as collect my information and pass on such information as outlined in the above acknowledgement if this application is accepted.

I do solemnly and sincerely declare that the information contained in this application is true and correct and that all information has been given of my own free will. I authorise KellCo Rural Agencies to contact and/or conduct any inquiries or searches with regard to the information supplied on this application.

I acknowledge that once acceptance of my application has been conveyed to me either in writing or verbally, the terms of the lease agreed upon become binding.

Applicant (1) Print Name:	Applicant (2) Print Name:
Applicant (1) Signature:	Applicant (2) Signature:
Date:	Date:

Property Address Applying For: _____

APPLICANT (1) **KELLCO.**
RURAL AGENCIES

Full Name:	Phone number:
Have you even been known by any other name? Y <input type="checkbox"/> Please note:	N <input type="checkbox"/>
Email:	Date of birth: / / Smoker: Y <input type="checkbox"/> N <input type="checkbox"/>
	Driver's Licence number:

CURRENT AND PAST LIVING ARRANGEMENTS

1. Current Address <i>Where are you currently living?</i>	2. Previous Address <i>Where were you living prior to your current address?</i>
How long have you lived here?	How long did you live here?
Do you own this home? Y <input type="checkbox"/> N <input type="checkbox"/>	Do/Did you own this home? Y <input type="checkbox"/> N <input type="checkbox"/>
<u>Landlord Contact Details:</u>	<u>Landlord Contact Details:</u>
Name/Agent: _____	Name/Agent: _____
Phone number: _____	Phone number: _____
Email: _____	Email: _____

If the above equals less than 3 years' worth of history, please supply the following information

3. Previous Address	4. Previous Address
How long did you live here?	How long did you live here?
Do/Did you own this home? Y <input type="checkbox"/> N <input type="checkbox"/>	Do/Did you own this home? Y <input type="checkbox"/> N <input type="checkbox"/>
<u>Real Estate/Private Landlord Contact Details:</u>	<u>Real Estate/Private Landlord Contact Details:</u>
Name: _____	Name: _____
Phone number: _____	Phone number: _____

PREVIOUS RENTING HISTORY

Have you ever been evicted? Y <input type="checkbox"/> N <input type="checkbox"/>	If yes, please provide additional information:
Have you always been refunded your bond? Y <input type="checkbox"/> N <input type="checkbox"/>	If no, please provide additional information:

INCOME INFORMATION

Occupation:	Company Name:
<input type="checkbox"/> Full Time <input type="checkbox"/> Casual <input type="checkbox"/> Part Time	
Length of Employment:	Contact Name:
Income: \$ /week	Contact Phone:
Please attach proof of income (eg. 2 x recent payslips, income statement, recent group certificate (if self-employed))	

APPLICANT (1) Continued

CHILDREN/ DEPENDENTS & OTHER OCCUPANTS: anyone 16 or over **MUST** complete an application Form

Name:	DOB: / /	Drivers Licence number:
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PETS

Pet/s Breed:	Number:	Age:	Council Rego Number:
Pet/s Breed:	Number:	Age:	Council Rego Number:
Pet/s Breed:	Number:	Age:	Council Rego Number:
Pet/s Breed:	Number:	Age:	Council Rego Number:
Are any of these inside pets? Please provide information:			

VEHICLES TO BE KEPT AT THE PREMISES (including Boats, Motorbikes, Trailers etc)

Type:	Number:	Registration Number/s:
Type:	Number:	Registration Number/s:

EMERGENCY CONTACT / NEXT OF KIN DETAILS (Must be residing in Australia and not living with you)

Full Name:	Phone Number:
Address:	Relationship to you:

ADDITIONAL INFORMATION

SIGNED: Applicant (1) _____

APPLICANT (2)

Full Name:	Phone number:
Have you even been known by any other name? Y <input type="checkbox"/> Please note:	N <input type="checkbox"/>
Email:	Date of birth: / / Smoker: Y <input type="checkbox"/> N <input type="checkbox"/>
	Driver's Licence number:

CURRENT AND PAST LIVING ARRANGEMENTS

1. Current Address <i>Where are you currently living?</i>	2. Previous Address <i>Where were you living prior to your current address?</i>
How long have you lived here?	How long did you live here?
Do you own this home? Y <input type="checkbox"/> N <input type="checkbox"/>	Do/Did you own this home? Y <input type="checkbox"/> N <input type="checkbox"/>
<u>Landlord Contact Details:</u>	<u>Landlord Contact Details:</u>
Name/Agent: _____	Name/Agent: _____
Phone number: _____	Phone number: _____
Email: _____	Email: _____

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Name/Agent: _____	Name/Agent: _____
Phone number: _____	Phone number: _____
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PREVIOUS RENTING HISTORY

Have you ever been evicted? Y <input type="checkbox"/> N <input type="checkbox"/>	If yes, please provide additional information:
Have you always been refunded your bond? Y <input type="checkbox"/> N <input type="checkbox"/>	If no, please provide additional information:

INCOME INFORMATION

Occupation:	Company Name:
<input type="checkbox"/> Full Time <input type="checkbox"/> Casual <input type="checkbox"/> Part Time	
Length of Employment:	Contact Name:
Income: \$ /week	Contact Phone:
Please attach proof of income (eg. 2 x recent payslips, income statement, recent group certificate (if self-employed))	

Please note any pets, vehicles or dependents on previous page

SIGNED: Applicant (2) _____