

OFFICE USE ONLY: COMMENTS _____

Property Application

Upon submitting an application for Tenancy the following documentation is required:
 (applications will not be processed until all documentation is submitted)

- Current driver’s license, or passport
- Current bank statement
- Current pay slip or letter of employment or ABN Number and accountants contact details (if self employed)
- Tenancy references, tenancy ledger or rent receipts
- Medicare Card/Pension Card/Centrelink Documents

Please complete one application form for each person applying for the property who is over 18 years old.

All applicants must provide 100 points of identification and keep a copy of their application for their own records.

If application is approved, one week’s rent must be deposited into the following bank account within 24 hours of approval:

Commonwealth Bank
Spencer Property Group
BSB: 062 902 Account: 1036 2657
Reference: Surname/Property Address

Holding deposits will be forfeited if an application is withdrawn after approval.

QUESTIONS	Please circle	Details
Have you applied for any other properties?	Y / N	
Have you ever been refused a rental property?	Y / N	
Are you in debt to another landlord or agent?	Y / N	
Have you had money claimed from your Bond?	Y / N	
Are you considering purchasing a property soon?	Y / N	

PROPERTY DETAILS

Property Address:		
Preferred date to commence:	Rental Amount**:	Length of lease:

** The rent is payable either fortnightly or monthly – please indicate your preference above.

APPLICANT DETAILS

Surname:		Given Name(s):	
Work:	Mobile:	Home:	
The only E-mail address for the service of notices:			
Secondary E-mail address:			
Citizenship:		Date of Birth:	
Drivers License No:		Car Registration No:	

NAMES AND AGES OF ALL CHILDREN TO OCCUPY THE PROPERTY

1.	3.
2.	4.

CURRENT AND PREVIOUS RENTAL HISTORY/DETAILS OF PROPERTIES OWNED

Address of Premises	Dates Occupied	Rental Price Per Week	Contact Details including name, and phone number of Sales Agent/ Property Manager/Landlord	
			Real Estate Name	
1.			Real Estate Name	
			Contact Name	
			Contact Phone	
			Agent's Suburb	
2.			Real Estate Name	
			Contact Name	
			Contact Phone	
			Agent's Suburb	

CURRENT OCCUPATION DETAILS

Employer	Position in Company
Contact Name	Contact Number
Time Employed with Company	Salary

PREVIOUS OCCUPATION DETAILS

Employer	Position in Company
Contact Name	Contact Number
Time Employed with Company	Salary

NEXT OF KIN: Not living with you

Name/Relationship	Address	Phone
Name/Relationship	Address	Phone

When was the last date you attended ACAT? __/__/____

Why: _____

How many vehicles (cars, motorbikes, trailers, boats, caravans) will be at the property?

PETS

YES NO If YES, please complete PET APPLICATION

SMOKING

YES NO

BANK ACCOUNT DETAILS

Account Name	
Account Number	
BSB	

The statement below is unbinding and does not constitute a lease.

- I/we have inspected the above mentioned premises and wish to take a tenancy for such premises as inspected. The rental to be paid is within my/our means.
 - I/we give permission for the agent to carry out at their discretion any reference that is considered to be necessary before allowing me to enter into a tenancy agreement.
 - I/we acknowledge that I/we will make no claim or neither demand nor commence litigation against the lessor or his agent should the premises be found to be unavailable.
 - I/we undertake to pay a bond **via EFT or bank cheque** upon the signing of the lease.
 - I/we hereby acknowledge that Spencer Property Group may refuse or cancel application if any answers provided by me/us should prove to be untrue.
 - I/we declare that I/we am not bankrupt or an undischarged bankrupt and affirm that the above information is true and correct.
 - I do not nor intend to have a pet in or on the premises without permission in writing from the landlord or their agent.
- I understand that this application is subject to vacant possession of the property.

PRIVACY DISCLOSURE ACKNOWLEDGEMENT

Name: _____

Personal information collected about the applicant in this application and during the course of the tenancy if the applicant is successful may be disclosed to other parties including the lessor/s, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to the agent and/or lessor. 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 lessor, third party operators of tenancy reference databases and/or other agents.

In accordance with Section 18n (1((b) of the Privacy Act, I/we authorise you to give information to and obtain information from all credit providers and references named in this application. I understand this can include information about my credit worthiness, credit sharing, credit history or capacity. I understand this information may be used to assess my application.

Applicant Signature: _____

Date _____