

**APPLICATION FOR TENANCY**  
(One Per Adult)

**Property Applying For:** \_\_\_\_\_

**Rental Amount:** \$ \_\_\_\_\_ per week

**Where did you see this property advertised?** \_\_\_\_\_

**PERSONAL DETAILS**

Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Drivers licence number: \_\_\_\_\_ State of issue: \_\_\_\_\_ Car Rego: \_\_\_\_\_

Date Property is required from: WHEN AVAILABLE / OTHER: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Length of lease required: 12MONTHS / 6 MONTHS / OTHER: \_\_\_\_\_

Contact Details:

H) \_\_\_\_\_ W) \_\_\_\_\_ M) \_\_\_\_\_

Email: \_\_\_\_\_

Property Required for: SELF / FAMILY / 2 PEOPLE / GROUP

Full names of other persons to be living at property including children and ages

\_\_\_\_\_

Pets? YES / NO Type: \_\_\_\_\_ INSIDE / OUTSIDE

Do you intend on getting a pet? YES / NO

Smoker? YES / NO

Next of Kin (not residing with you)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Personal References:

1) Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

2) Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Date of Internal inspection of property: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Do you have intentions of purchasing a property in the near future? YES / NO

**I have included the following (at least 2 required)**

<input type="checkbox"/> Licence/Passport	<input type="checkbox"/> Rent Receipt	<input type="checkbox"/> Letter of Employment
<input type="checkbox"/> Lease	<input type="checkbox"/> Electricity Account	<input type="checkbox"/> Pay slip
<input type="checkbox"/> Phone Bill	<input type="checkbox"/> Bank Statement	<input type="checkbox"/> Centrelink Statement

**CURRENT ADDRESS:**

Current Address: \_\_\_\_\_

Period Occupied: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Rent per week: \$\_\_\_\_\_ Your share of rent \$\_\_\_\_\_

Agent / Lessor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**OR**

I own my own home, I am SELLING / LEASING / MOVING OUT

Details of agent if selling \_\_\_\_\_ (for reference purposes)

**PREVIOUS ADDRESS:**

Previous Address: \_\_\_\_\_

Period Occupied: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Rent per week: \$\_\_\_\_\_ Your share of rent \$\_\_\_\_\_

Agent / Lessor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Have you ever:

Had any matters in front of a tribunal? Y / N

Been issued with a Notice to Vacate? Y / N

If yes brief detail: \_\_\_\_\_

**EMPLOYMENT DETAILS:**

Occupation: \_\_\_\_\_ Period Employed: \_\_\_\_\_

Company: \_\_\_\_\_ Address: \_\_\_\_\_

Supervisors name: \_\_\_\_\_ Phone: \_\_\_\_\_

Net Income: \$\_\_\_\_\_ Pay frequency: \_\_\_\_\_

\*\*If self employed please provide accountants details and statement of income from last financial year\*\*

\*\*If student, please provide proof of income source\*\*

**PREVIOUS EMPLOYMENT:**

Occupation: \_\_\_\_\_ Period Employed: \_\_\_\_\_

Company: \_\_\_\_\_ Address: \_\_\_\_\_

Supervisors name: \_\_\_\_\_ Phone: \_\_\_\_\_

Net Income: \$\_\_\_\_\_ Pay frequency: \_\_\_\_\_

**PLEASE NOTE: INITIAL PAYMENT MUST BE MADE BY BANK CHEQUE OR MONEY ORDER**

- I acknowledge that I make no claim or demand nor commence litigation against the lessor or his agent should the premises be found unavailable
- The renting book can be obtained from The Commissioner for Fair Trading and I understand that I should consider this book if I am successful
- I confirm that I have sighted both the interior and exterior of the property of which I am applying for.
- I give permission for referee's nominated to be contacted
- I do / do not need an interpreter
- Should I be successful, I agree to make rental payments in the following manner:- Cheque, Money Order, Direct transfer from my bank account
- For group applications, I agree to make one full rental payment to Hodgkinson Real Estate and to nominate one applicant main point of contact

APPLICANT SIGN: \_\_\_\_\_

DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## PRIVACY POLICY OF HODGKINSON REAL ESTATE

### OUR OFFICE COMMITMENT TO YOUR PRIVACY

Maintaining privacy of information you supply is an important issue to this office. This real estate office has a policy of openness in the way that personal information is handled. In particular we comply completely with the requirements of the National Privacy Principles, the Act, and as such our information handling practices have been reviewed to ensure that they are privacy friendly.

As part of this office's commitment to the protection of your right to privacy, we list below an explanation of our information handling practices.

I understand and accept my details can and may be provided to Tenancy databases for breaches and debts relating to this and previous tenancies.

### COLLECTION, USE AND DISCLOSURE

The type of personal information that this office holds is contained in the tenancy application form that you would complete at the time you make an application for a residential tenancy. A copy of the tenancy form is available for your perusal upon request. This office will not accept tenancy application forms completed by third parties. This office does not hold any information that would be classed as Sensitive Information under the Act.

The primary purpose for the collection of the information contained within the tenancy application form is for the assessing of any application for a residential tenancy.

Should you at any time need to view your personal information you may do so by contacting this office by telephone on 6251 3566 and make an appointment with the privacy officer to view and or obtain a copy of the information kept. You should be aware that this office uses the services of any one of a number residential tenancy data bases to confirm –

- (a) any previous tenancy default history:
- (b) certain details contained within the tenancy application. And as such some or all of the information may be disclosed to these data bases.

These data bases have confirmed that they also comply with the requirements of the Act.

The contact details of the data bases used are available to you upon request.

You should further be aware that we act as agent for the landlord/lessor of the property that you have applied to rent, and as such the landlord/lessor has the right to select the most appropriate tenant for their property. To assist the landlord/lessor in this decision we may supply some or all of the information contained in the tenancy application form to the landlord/lessor.

### ANONYMITY AND CONSEQUENCES

The provision of your personal information as requested in the tenancy application form is voluntary. However if the tenancy application form is not completed in full we may not be able to process your application for tenancy or it may put you at a disadvantage compared to an applicant who has supplied all the information requested in the tenancy application form.

### SECURITY, ACCESS AND FURTHER INFORMATION

You have the right to have access to your personal information that this office holds.

This office policy in relation to the handling of requests for information is set below:

- 1) Any request for information not made in person must be in writing and must be accompanied with a stamped self addressed envelope.
- 2) Request for general information will be handled at the time of the request at no charge.
- 3) Written requests to supply copies of information will be handled within a 14 day period of the written request being received by this office, and a charge of \$2 per page for copying will apply.

Applicants signature \_\_\_\_\_ Date \_\_\_\_\_