

# Application for residential tenancy



## Holding Deposit/Reservation Fee:

A holding deposit or reservation fee, the equivalent of one week's rent is required before an application is processed. At the signing of the lease, a further amount equivalent to five week's rent is required. Four week's rent is then used as bond and the remaining two week's rent is used as rent in advance.

## Identification Points System & Proof of Finances:

A minimum of 100 points MUST be achieved and must include either a Driver's licence or Passport and no greater than three for any given type of proof of identity.

- |   |                       |
|---|-----------------------|
| 1) Driver's Licence with Photo, Passport                        | <b>40 points each</b> |
| 2) Other Photo ID, Birth Certificate, Credit Card or Debit Card | <b>25 points each</b> |
| 3) Previous Rent Receipt, Landlord/Agent Reference              | <b>20 points each</b> |
| 4) Car Registration, Phone or Electricity A/C, Bank Statement   | <b>10 points each</b> |

## You are also required to supply proof of your income upon submission of your application.

- 1) Employed – Last two pay slips or Bank Statement
- 2) Self Employed – Bank Statement, Group Certificate, or Accountant's Letter
- 3) Not Employed – Centrelink Statement

## Property Details:

Rental Address:	
Date of Application:	
Rent per Week: \$	
Lease Start Date:	Period of Lease:
Total Number of Applicants applying for this property:	

## Address Details:

Current Address:	Tenant/Own Home/Parents
Name & Phone:	Landlord/Agent/Parent's
Time Period:	Rent Paid:
Reason for Leaving:	
Previous Address:	Tenant/Own Home/Parents
Name & Phone:	Landlord/Agent/Parent's
Time Period:	Rent Paid:
Reason for Leaving:	

## General Details:

Title:	Surname:
Given Names:	
Dependants (incl. age):	
Home Phone:	
Work Phone:	
Mobile Phone:	
Email Address:	
Nationality:	
Passport Number:	
Country of Residence:	
Type of Visa & Expiry:	
Driver's Licence (Country/State):	
Driver's Licence Number:	
Motor Vehicle Make/Model/Registration Number:	
Animals? Yes/No	Description:



### Current Employment:

Position:
Weekly Net Pay (A payslip is req'd):
Employer Name & Address:
Employer Contact & Phone:

### Previous Employment:

Position:
Weekly Net Pay (A payslip is req'd):
Employer Name & Address:
Employer Contact & Phone:

### Self Employed:

Type of Business:	ABN:
Years Trading:	Annual Turnover:
Net Income:	
Business Name & Address:	
Accountant Contact & Phone:	

### Student:

Place of Education:
Course:
Course Completion:
Avg. Hours per Week?
Source of Income:
Contact & Phone:

### Personal Reference:

Name & Address (NB: Relatives are not accepted):
Contact Phone:
Relationship:
How long known?

### Work Reference:

Name & Address:
Contact Phone:
Relationship:
How long known?

### Next of Kin:

Name & Address:
Contact Phone:
Relationship:

### Tenancy & Financial Record:

(If any answers are "Yes", then please provide details.)

Have you ever been refused or evicted from a rental property? Yes/No

Have you ever incurred a debt with any landlord or letting agent? Yes/No

Are you listed on any Tenancy Database (eg. TICA, RPData)? Yes/No

Were deductions taken from your last rental bond? Yes/No

Source: Where did you hear about our office?

## Declaration, Agreement to Pay & Privacy Consent:

I, the applicant declare that the information provided is true and correct and that I have supplied information of my own free will. I undertake to pay the equivalent of six week's rent in the form of one week's holding deposit/reservation fee now and a further five weeks upon signing of the lease.

I acknowledge that I will forfeit part or all of my deposit/reservation fee should either I:

- 1) cancel after Savills has confirmed acceptance of my proposed tenancy application; or
- 2) knowingly provide you with information in this application that is false or misleading either by error or omission and which would influence Savills' decision to approve my application.

I further acknowledge that my personal contents are not covered under any lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings.

I understand that you as the agent have collected this information for the purpose of determining whether I am a suitable tenant for the property – in particular to check my identification, my ability to care for the property, my character and my creditworthiness.

For such purposes, I authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy database searches and credit reference checks) as you consider reasonably necessary. In doing so, I understand that information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties.

I also understand and consent that should my application be accepted and upon commencement of the tenancy agreement, there may be cause for the agent to pass my details onto others, which may include (but is not limited to) insurance companies, body corporates, contractors, other real estate agents, salespeople and tenancy default databases. In particular, should I fail to comply with my obligations under the tenancy agreement, this failure may be disclosed to third party operators of tenant default registry agents and/or other agents.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Savills is committed to fulfilling its legal obligation to responsibly manage personal information that it collects and holds as a result of its business operations. The information that you provide to Savills will be collected and stored according to our privacy policy, and will not be sold to third parties. We like to keep our clients and customers informed and therefore conduct direct marketing from time to time and as such you may receive information from us. If you wish to access your personal information held by Savills or do not wish Savills to use your information for these purposes, and other than in accordance with this agreement, please contact your local office directly. You may obtain a full copy of our Privacy Policy by visiting our website, [savillsresidential.com.au](http://savillsresidential.com.au)