

APPLICATION FOR TENANCY

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

- Photographic Identification – Drivers licence or passport
- Reference – Current landlord / Agent
- Reference – Previous landlord / Agent
- Proof of residential address – i.e. phone, electricity account, bank or credit card statements
- Copy of rental receipts
- Copy of tenancy agreement
- Supporting proof of income for payment of rent
- Completed Application Form

On approval of application all monies must be paid in full. A separate bank cheque or money order is required for payment of bond monies. This payment **must** be addressed to the Rental Bond Board. Cheque or money order for payment of rental and fees should be made out to VIBE property.

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
- A reservation fee will not be accepted until an application has been approved by the landlord.
- Once an application has been approved a reservation fee equal to one weeks rent must be paid within 24 hours of approval. Failure to do so will result in the property remaining available for lease to other parties and further applications may be processed
- 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**

Car space / garage number

**APPLICANT
PERSONAL DETAILS**

Title: Mr Mrs Miss Ms Other	Date of Birth / /
Full Name:	
Present Address:	
Postcode:	
Phone Work:	Mobile:
Phone Home:	Fax:
Email:	
Vehicle Registration No.	Drivers Licence No.
Passport No.	Expiry Date / /
Bank or Building Society	Branch
BSB /	Account Number

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

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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

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: _____