

Tenancy Application Form

Mail or Fax to: Colin McIntyre Property
Shop 1 Chisholm Shops Chisholm ACT 2905
PH: 02 6292 4966 FAX: 02 6292 5037



Thank you for choosing Colin McIntyre Property. Please complete this application as accurately as possible to enable us to process your application as quickly as possible. Please note the following points:

1. Our rent payment options are direct credit to our account, bank cheque or money order.
2. This application must be accompanied by a copy of your driver's licence and other id (100 points)
3. If there is more than one applicant a separate application must be filled out for each.
4. If this application is approved you will be required to provide either a bank cheque or money order for the rental Bond and rent in advance as per the Statement of costs on this application (split bonds are not accepted).
5. Colin McIntyre Property is committed to the principles of the **Privacy Act 1998**. The information you provide will be collected and stored, but will not be sold to third parties. Please contact Colin McIntyre Property if you would like to access your information or if you would like a copy of our complete privacy policy.

Rental property:

Property address:

Tenancy requirements:

Rent (Per week)	Length of lease (months)	Commencement date
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Applicants details:

Name	Email address	
Current address		
Home phone	Work Phone	Mobile Phone

Personal Details:

Date of birth	Drivers licence no. (Copy to be supplied)	Drivers licence state of issue
Passport number	Country of issue	Car rego number and state

Occupancy details:

No. Of occupants who will live at the property	No. and ages of children (if any)	No. and type of pets
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Employment details:

Current employer (Company)		
Contact name (Manager)	Contact's work phone number	Your position (Title)
Length of employment (If less than 6 months complete previous employer)	Net income (Per week)	Full time / Part time / Casual

Previous employment:

Previous employer (Company)		
Contact name (Manager)	Contact's work phone number	Your position (Title)
Length of employment (If less than 6 months complete previous employer)	Net income (Per week)	Full time / Part time / Casual

Current rental details:

Current rent (Per week)	How long have you lived there? (months)	Reason for leaving
Agent / Landlord	Agent's / Landlord's Phone No.	

Previous rental details:

Previous property address		
Previous rent paid (Per week)	How long did you live there? (months)	Reason for leaving
Previous Agent / Landlord	Agent's / Landlord's Phone No.	

Personal / Business References: (not relatives)

Name	Occupation	Work Phone
Address		
Name	Occupation	Work Phone
Address		

Other Information

Please write any other information you may feel is relevant to this application.
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Application

I apply for approval to rent the premises referred to in this application. I acknowledge that my application will be referred to the landlord of the property for their approval and if the application is approved, a Residential Tenancy Agreement for the premises will be prepared.

I confirm the following:

1. I have personally inspected the property.
2. I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval.
3. I consent to the information contained on this application be verified and reference checks being conducted including but not limited to contacting my employer, references and previous Agent / Landlord.
4. I have disclosed any information regarding my credit history and financial position that may affect a Landlord's decision in regards to this application

I undertake to pay the monies detailed below by a Bank Cheque or Money Order made payable to Colin McIntyre Property Management Trust Account upon signing the agreement.

Statement of costs

Rental Bond	\$ 4 weeks rent	
Rent in advance	\$	Rent to date:
Total	\$	

Colin McIntyre Property, acting for the landlord of the premises, acknowledges receipt of this application and agree:

1. To notify the applicant as soon as practical whether or not they have been approved.
2. If the applicant has been approved, to prepare a Residential Tenancy Agreement for the premises

Applicants signature	Date:
Agents signature	Date:

THE FOLLOWING INFORMATION AND DOCUMENTATION IS REQUIRED BY EACH APPLICANT:

Identification (at least 100 points must be provided)

- Current drivers licence (40 Points)
- Birth certificate (30 Points)
- Proof of age card (30 Points)
- Passport (40 Points)
- Medicare card (20 Points)
- Credit card (20 Points)
- Motor vehicle registration certificate (10 Points)
- Bank statement (10 Points)
- Telephone account statement (10 Points)
- Gas account statement (10 Points)
- Electricity account statement (10 Points)
- Council rates notice (10 Points)

Please also attach the following documents:

Proof of rental history

- Last 4 rental receipts or
- Printout of tenancy history or
- Mortgage statement showing payments

Proof of current address

- Utility Statements (no greater than 6 months old)
- Council / General rates notice

Proof of income

- 3 Previous pay slips or
- Bank Statement showing pay deposits or
- If self-employed – tax assessment notice and business registration

References (Minimum of 2)

- Written references from previous agent or landlord; and/or
- Written reference from employer or friend

Should you not be able to meet the 100 check points, please phone the friendly management team on 02 6292 4966