



APPLICATION FOR TENANCY

Note: Each person over the age of 18 years who intends to be a Lease holder of the premises must supply a **SEPARATE** application for tenancy form.

Extra forms can be obtained from www.mickbarlowproperty.com.au

Primary Contact ☐

Group/Shared Tenancy ☐

PROPERTY DETAILS

Date Required Date Viewed Weekly rent
Property Address Length (months)
Number of persons who wish to occupy the premises: Adult/s Children Pets

APPLICANT'S DETAILS

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dr ☐ Relationship Status DOB
First Name Last Name
Current Address
Phone (w) Phone (h) Phone (m)
Email (primary) Email (alternate)
ID Number: Drivers Licence Other

PETS

I intend to have a pet in or on the premises: Yes ☐ No ☐ Number of Pets Age
Type Breed Indoor or Outdoor

PLEASE NOTE: PETS ARE NOT PERMITTED UNLESS WRITTEN AUTHORISATION IS PROVIDED BY THE LESSOR AND / OR THE BODY CORPORATE (IN THE CASE OF UNITS OR TOWNHOUSES).

EMPLOYMENT DETAILS

Name of Employer Name of Manager
Occupation Length of employment Phone Number
Email Fulltime ☐ Part time ☐

If you are a Student

Name of institution Faculty / Department
Source of Income Net Income
Guarantor Relationship
Phone (h/w) Phone (m) Email

EMERGENCY CONTACT (person not living with you)

Full Name Relationship
Address Phone

**WHO WILL BE RESIDING AT THE PROPERTY?**

Name	<input type="text"/>	<input type="text"/>	M / F Smoker: Yes <input type="checkbox"/> No <input type="checkbox"/>
Name	<input type="text"/>	<input type="text"/>	M / F Smoker: Yes <input type="checkbox"/> No <input type="checkbox"/>
Name	<input type="text"/>	<input type="text"/>	M / F Smoker: Yes <input type="checkbox"/> No <input type="checkbox"/>
Name	<input type="text"/>	<input type="text"/>	M / F Smoker: Yes <input type="checkbox"/> No <input type="checkbox"/>

CURRENT RENTAL REFERENCE

Agency Name	<input type="text"/>	(or private) Lessor Name	<input type="text"/>
Agent/Lessor Phone Number	<input type="text"/>	Agent Email	<input type="text"/>
Rent \$	<input type="text"/>	Period Rented	<input type="text"/>
Rented Property Address	<input type="text"/>		
Reason for Vacating	<input type="text"/>		

PREVIOUS RENTAL REFERENCE

Agency Name	<input type="text"/>	(or private) Lessor Name	<input type="text"/>
Agent/Lessor Phone Number	<input type="text"/>	Agent Email	<input type="text"/>
Rent \$	<input type="text"/>	Period Rented	<input type="text"/>
Rented Property Address	<input type="text"/>		
Reason for Vacating	<input type="text"/>		

If you do not have any rental reference(s) please state why:

TWO PERSONAL REFEREES (must not be relatives)

Name	<input type="text"/>	Phone	<input type="text"/>	Email	<input type="text"/>
Name	<input type="text"/>	Phone	<input type="text"/>	Email	<input type="text"/>

The following must be completed before your application can be processed. Please initial to confirm you understand the following:

I acknowledge that I will make no claim or demand nor commence litigation against the lessor or his agent should the premises be found unavailable. Initial_____

I declare that I am not bankrupt or an undischarged bankrupt and affirm that all the information on this application is true and correct. Initial_____

I acknowledge that this agency is not required or obliged to disclose why or supply any reason should my application be unsuccessful. Initial_____

I give permission for Mick Barlow Property to conduct reference checks at its discretion for the sole purpose of establishing my credentials and suitability to enter into a tenancy agreement for the property. Initial_____

If the property has lawns/gardens I understand that it is my responsibility to maintain the lawn/gardens including watering, mowing, edging and weeding. Initial_____

I undertake to pay a security bond by EFT (proof of Transfer required) or cleared funds, Bank Cheque or Money Order upon or prior to signing of the lease, with rental payments thereafter to be made by EFT, personal cheque or Money Order only. I acknowledge that **CASH PAYMENTS WILL NOT BE ACCEPTED.** Initial_____

I acknowledge that if my application is successful that I and all occupants must be present at the time of lease signing. The lease must be signed within 24 hours of offer. At the time of signing, I will need to pay the bond by EFT (proof of Transfer required) or cleared funds, Bank Cheque or Money Order. Bond is equivalent to 4 weeks rent. Initial_____

I confirm that I attended the exhibition/s of the premises and if approved I accept the premises in the current condition. Initial_____

Privacy Disclosure Statement – Mick Barlow Property Pty Ltd

Mick Barlow Property is an independently owned and operated business. We are committed to protecting your privacy in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs). It is necessary to collect personal information about applicants in this form in order to assess the applicants from previous lessors, letting agents, current employers and referees. We will also verify whether any details of tenancy defaults by applicants are listed on any tenancy reference databases to which we have access.

Your consent in collecting this information is:

Mick Barlow Property may disclose personal information about you to the lessor of the property to which this application relates. Should this application be successful Mick Barlow Property may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the lessor's insurers. We may also send personal information about you to the owners/agents of any other properties at your request.

You have the right to access any personal information that we possess regarding you by contacting our Property Management staff. **Should the applicant not fully complete this form or not sign the consent below then the application for Residential Tenancy may not be considered by the lessor of the said property, or if considered, may be declined.**

The collection, handling, use and disclosure of your personal information is governed by our privacy policy. You may view our privacy policy by visiting our website or contacting our Privacy Officer.

I, the applicant, acknowledge that I have read the above Privacy Disclosure Statement and authorise Mick Barlow Property to collect information regarding me from; my previous letting agent/lessors, my personal referees, my employer, any tenancy database which may contain personal information about me. I authorise Mick Barlow Property to disclose details about any defaults by me relating to the property noted on this application to any tenancy reference database to which the agency subscribes, in accordance with current Residential Tenancies Act 1997 guidelines. I authorise Mick Barlow Property to disclose the personal information it collects about me to the lessor of the said property, even if the Lessor is a resident outside Australia.

I authorise Mick Barlow Property to disclose all personal information it may hold for the purpose of enforcing or commencing recovery action in relation to any debt owed as a result of any outstanding rent, repairs or damage that occurs during my period of tenancy of the said property.

I confirm that I have read and understand the Privacy Disclosure statement above.

Signature of Applicant Name Date

In the presence of _____ Name _____ Date _____

You are required to supply the following information:

- | | |
|--|--|
| <input type="checkbox"/> Recent Pay slip (if employed) | <input type="checkbox"/> Bank statement (if self-employed) |
| <input type="checkbox"/> Centrelink statement | <input type="checkbox"/> Rates notice (if no rental history) |
| <input type="checkbox"/> Appointment letter (if starting new employment) | <input type="checkbox"/> Photo ID |

Please submit this application by email or in person. If all paperwork is not submitted in full, the processing of your application will be delayed.

Email: info@mickbarlowproperty.com.au
Telephone (02) 6257 2700
In Person: 13 Edgar Street Ainslie Shopping Centre, Ainslie, ACT 2602

Please note if your application is unsuccessful, you will *not* be notified and your application will be destroyed. Please only provide copies of information required.