



Email your application to: [rentals@htwills.com.au](mailto:rentals@htwills.com.au)

## **Thank you for applying for a rental property through HT Wills Real Estate**

Please take the time to fill out our application correctly with all spaces filled, if there is missing information we will not be able to process your application. In case of a joint application, each applicant needs to complete their own application and all applications are to be submitted together with supporting documents.

**Please Print clearly, especially phone numbers and email address**

### **Documents Required With Your Application**

1. Copy of drivers licence/passport/identification = 100 Points of ID
2. Most recent payslip or letter from your employer
3. If self employed – Certificate of registration
4. Bank statement
5. If you are a student – letter of acceptance from your University/Tafe/College or copy of Student Card
6. Tenant Ledger from previous Landlord/Agent. Rates notice if home owner

**Have all applicants viewed the property and accept the current condition as viewed? Yes  No**



**PROPERTY DETAILS**

**1. What is the address of the property you would like to rent?**

Rent per week?

**2. Lease commencement date?**

Day  Month  Year

**3. Lease Term**

Years  Months

**4. How many tenants will occupy the property?**

**5. Adults**  **Children**

**Personal Details**

**6. Please give us your details**

Mr  Ms  Miss  Mrs  Other

Surname

Given Name/s

Date of Birth

Drivers licence number

Drivers licence expiry

Drivers Licence State

Passport no.  /Country

Pension no. (If applicable)/ Pension type (if applicable)

**7. Pets? YES/NO**

Type of animal

**Breed**

**8. Please provide your contact details**

Home   
Mobile   
Work   
Fax   
Email

**9. What is your current address?**

Postcode

**Applicant History**

**10. How long have you lived at your current address?**

Years  Months

**11. Why are you leaving this address?**

**11. Landlord/Agent details of this property (if applicable)**

Name of Landlord/Agent

Landlord/Agent Phone no.

Weekly Rent Paid

**12. What was your previous residential address?**

**13. How long did you live at this address?**

Time   
Name of Landlord/Agent

Landlord/Agent Phone no.



### 14. Employment Details?

What is your occupation?

Employers name

Employers Address

Contact name

Phone no

Length of employment

Net Income

### 15. Please provide your previous employment details

Occupation

Employer's name & number

Length of employment

Net income

### Contacts/References

Emergency Contact

Surname

Given names

Relationship

Phone no

### Personal References

Person 1: Names

Relationship

Phone no

Person 2: names

Relationship

Phone no

### Other Information

Car Registration

Please provide details of any pets

### Declaration

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt. I authorise the Agent to obtain personal information from:

- (a) The owner or the Agent of my current or previous residence;
- (b) My personal referees and employer/s;
- (c) Any record listing or database of defaults by tenants;

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow tradespeople or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with NTD (National Tenancies Database)

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above.

Name

Date

Signature

### Privacy

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicants 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 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. If the Applicant would like to access the personal information the Agent holds, they can do so by contacting the Agent at the address and contact numbers contained in this application. The Applicant can also correct this information if it is inaccurate, incomplete or out-of-date. If the information is not provided, the Agent may not be able to process the application and manage the tenancy.