



BUCKINGHAM & COMPANY
ESTATE AGENTS

Tenant Application Information

Applications will not be processed unless all information is supplied. Each applicant must complete and sign a separate application. All properties are to be leased as inspected unless specified in writing.

PROCESSING AN APPLICATION

In most instances, we are able to process your application within 48 hours and advise you by telephone. If we are unable to contact all of your referees, this process may take longer. If you are unsuccessful you will be notified by email or text message.

TENANT DATABASE CHECKS

Our office is a member of NTD, which is a National Tenant Database Agency. When processing your application form, our office will conduct the necessary tenant checks with this company.

APPROVAL OF AN APPLICATION

Upon your application being approved, you will be required to sign a Tenancy Agreement and to pay a minimum of one month's rent to secure the property. The property will not be secured for you until this money has been received and all parties have signed the tenancy related documents. Keys will not be handed over until the commencement date of the lease.

ELECTRICITY, GAS, WATER AND TELEPHONE CONNECTION

It is the tenant's responsibility to connect the electricity, gas, water and telephone and to ensure that it is disconnected at the end of the tenancy. All connection costs and deposits are the tenant's responsibility.

IDENTIFICATION CHECK

In order to ensure a swift and thorough process of your application we ask you to refer to the following checklist and ensure all information has been provided.

Please tick (✓)

- ☐ Photo Identification (18+ Card, Driver's Licence, University or TAFE Card, Passport)
- ☐ Other Identification (Medicare card, bank card, pensioner card)
- ☐ Proof of regular housing payments (Rent Receipts, Tenant Ledger, Proof of Mortgage Payments)
- ☐ Proof of Income (Wage Slips, Bank Statements, Employee Letter, Centrelink letter)
- ☐ Written References (Personal, Rental and Employment)
- ☐ Complete bank statements (Everyday and Savings Account)
- ☐ Provided any further information that may assist in your application, written references, rent receipts, photos of current premises in support of your application
- ☐ Anyone over the age of 18 who will be residing in the premises MUST fill out an individual application form



A Free Service to connect your utilities. We will reduce your stress and save you time by arranging your utility connections. We will contact you within 2 hours.

**ELECTRICITY / GAS / TELEPHONE / INTERNET
FOXTEL / TENANTS INSURANCE**

Ph: 1300 850 360 Fax: 1300 661 160

☐ **YES!** I would like On The Move to contact me. ☒ **Water** (standard connection with all applications)

Terms & Conditions - By ticking the box above you are consenting to On The Move contacting you to arrange your services. On The Move may need to disclose personal information to utility companies to arrange your services. Please see On The Move's Privacy Policy at www.onthemove.com.au. On The Move and your agent may receive a benefit for arranging your services. On The Move and your Agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees and bonds may apply.



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Residential Application Form

PROPERTY DETAILS - PROPERTY YOU WOULD LIKE TO RENT IF THIS APPLICATION IS ACCEPTED?

Proposed Property: _____ Rent per week: _____
2nd Preference: _____ Rent per week: _____
Inspected Property? Yes / No Date Inspected ____ / ____ / ____
Length of Tenancy: _____ Years Months Tenancy to Commence: ____ / ____ / ____
How many tenants will occupy the property: _____ Adults Children Ages: _____
Pets: Yes / No (circle) Types: _____ Pets Name: _____ Registered? Yes / No
Breed/s: _____ Ages: _____ Inside / Outside

APPLICANT 1 - PERSONAL DETAILS

Title: Mr / Ms / Mrs / Miss / Dr (circle)
First Name: _____ Surname: _____
Date of Birth: ____ / ____ / ____ Rego: _____
Drivers Licence No: _____ State: _____
Passport No: _____ Country: _____
Mobile: _____ Work Phone: _____
Email: _____

APPLICANT 1 - CURRENT OCCUPANCY

Current Address: _____
_____ Post Code: _____
Occupancy Commenced: ____ / ____ / ____ ☐ Owner ☐ Tenant
Rent / Mortgage per week: \$ _____
Landlord / Agency: _____
Contact: _____ Phone: _____
Reason for leaving: _____

APPLICANT 1 - PREVIOUS OCCUPANCY

Current Address: _____
_____ Post Code: _____
Occupancy Commenced: ____ / ____ / ____ ☐ Owner ☐ Tenant
Rent / Mortgage per week: \$ _____
Bond Refunded: Yes / No
If not, why? _____

Landlord / Agency: _____
Contact: _____ Phone: _____
Reason for leaving: _____

APPLICANT 2 - PERSONAL DETAILS

Title: Mr / Ms / Mrs / Miss / Dr (circle)
First Name: _____ Surname: _____
Date of Birth: ____ / ____ / ____ Rego: _____
Drivers Licence No: _____ State: _____
Passport No: _____ Country: _____
Mobile: _____ Work Phone: _____
Email: _____

APPLICANT 2 - CURRENT OCCUPANCY

Current Address: _____
_____ Post Code: _____
Occupancy Commenced: ____ / ____ / ____ ☐ Owner ☐ Tenant
Rent / Mortgage per week: \$ _____
Landlord / Agency: _____
Contact: _____ Phone: _____
Reason for leaving: _____

APPLICANT 2 - PREVIOUS OCCUPANCY

Current Address: _____
_____ Post Code: _____
Occupancy Commenced: ____ / ____ / ____ ☐ Owner ☐ Tenant
Rent / Mortgage per week: \$ _____
Bond Refunded: Yes / No
If not, why? _____

Landlord / Agency: _____
Contact: _____ Phone: _____
Reason for leaving: _____

ADDITIONAL COMMENTS

APPLICANT 1 - CURRENT EMPLOYMENT DETAILS	
Occupation: _____	
Nature of your Employment: FULL TIME / PART TIME / CASUAL (circle)	
Employers Name: _____	
Employers Address: _____	
Contact: _____	Phone: _____
Employment: _____ Years	_____ Months
Income: \$ _____ Net weekly	

APPLICANT 1 - PREVIOUS EMPLOYMENT DETAILS	
Occupation: _____	
Nature of your Employment: FULL TIME / PART TIME / CASUAL (circle)	
Employers Name: _____	
Contact: _____ Phone: _____	
Employment: _____ Years	_____ Months
Income: \$ _____ Net weekly	

APPLICANT 1 - CENTRELINK BENEFITS	
Centrelink Card Number: _____	
Centrelink Payment Type: PENSION / FTB / UNEMPLOYMENT / AUSTUDY (circle)	
Allowance: \$ _____	
Child Support: Yes / No (circle) Allowance: \$ _____	
Are you a full time student? Yes / No (circle)	
Please provide a copy of your Centrelink Statement	

APPLICANT 1 - IF SELF-EMPLOYED PLEASE COMPLETE	
Name of Business: _____	
Business Address: _____	
ABN: _____	Phone: _____
Business Established: _____ Years	_____ Months
Wage: \$ _____ per week / month	
Accountant: _____	Phone: _____

APPLICANT 1 - EMERGENCY CONTACT	
First Name: _____	Surname: _____
Relationship: _____	
Address: _____	
Mobile: _____	Phone: _____

APPLICANT 1 - REFERENCE: NOT A RELATIVE	
First Name: _____	Surname: _____
Address: _____	
Mobile: _____	Phone: _____

DECLARATION & AUTHORITY			
<p>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.</p> <p>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.</p> <p>I authorise the Agent to obtain personal information from:</p> <ul style="list-style-type: none"> a) The owner or Agent of my current or previous residence; b) My personal referees and employer/s; c) Any record listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history. <p>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 if the 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 may access personal information on the contact details above.</p>		<p>I am aware that the Agent will use and disclose my personal information in order to:</p> <ul style="list-style-type: none"> 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). You may request copies of your records from NTD on 1300 563 826 or www.ntd.net.au to amend or dispute the record h) transfer water account details into my name. 	
APPLICANT 1 SIGNATURE		APPLICANT 2 SIGNATURE	
DATE / /		DATE / /	

APPLICANT 2 - CURRENT EMPLOYMENT DETAILS	
Occupation: _____	
Nature of your Employment: FULL TIME / PART TIME / CASUAL (circle)	
Employers Name: _____	
Employers Address: _____	
Contact: _____	Phone: _____
Employment: _____ Years	_____ Months
Income: \$ _____ Net weekly	

APPLICANT 2 - PREVIOUS EMPLOYMENT DETAILS	
Occupation: _____	
Nature of your Employment: FULL TIME / PART TIME / CASUAL (circle)	
Employers Name: _____	
Contact: _____ Phone: _____	
Employment: _____ Years	_____ Months
Income: \$ _____ Net weekly	

APPLICANT 2 - CENTRELINK BENEFITS	
Centrelink Card Number: _____	
Centrelink Payment Type: PENSION / FTB / UNEMPLOYMENT / AUSTUDY (circle)	
Allowance: \$ _____	
Child Support: Yes / No (circle) Allowance: \$ _____	
Are you a full time student? Yes / No (circle)	
Please provide a copy of your Centrelink Statement	

APPLICANT 2 - IF SELF-EMPLOYED PLEASE COMPLETE	
Name of Business: _____	
Business Address: _____	
ABN: _____	Phone: _____
Business Established: _____ Years	_____ Months
Wage: \$ _____ per week / month	
Accountant: _____	Phone: _____

APPLICANT 2 - EMERGENCY CONTACT	
First Name: _____	Surname: _____
Relationship: _____	
Address: _____	
Mobile: _____	Phone: _____

APPLICANT 2 - REFERENCE: NOT A RELATIVE	
First Name: _____	Surname: _____
Address: _____	
Mobile: _____	Phone: _____