

# Integrity Property Management

## RESIDENTIAL TENANCY APPLICATION FORM

PROPOSED PROPERTY ADDRESS: \_\_\_\_\_ RENT P/W: \$ \_\_\_\_\_

LENGTH OF TENANCY:  6 MONTHS  12 MONTHS  OTHER: \_\_\_\_\_ COMMENCING: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_ MIDDLE NAME: \_\_\_\_\_

FAMILY/LAST NAME: \_\_\_\_\_ PREVIOUS FAMILY/LAST NAME (IF APPLICABLE): \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ MARITAL STATUS: \_\_\_\_\_ 18+ CARD No.: \_\_\_\_\_

DRIVERS LICENSE No.: \_\_\_\_\_ STATE: \_\_\_\_\_ VEHICLE REGO. No.: \_\_\_\_\_ STATE: \_\_\_\_\_

NO. OF CARS/BIKES TO BE PARK ON PREMISE: \_\_\_\_\_ CAR/S  BIKE'S

MAKE, MODEL AND COLOUR: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

HOME PHONE No.: \_\_\_\_\_ WORK No.: \_\_\_\_\_

MOBILE No.: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_ MEDICARE No.: \_\_\_\_\_

ARE YOU OR ANY OF THE DEPENDENTS RESIDING WITH YOU, SMOKERS?  Yes  No

**THE PROPERTIES MANAGED BY THIS OFFICE MAY BE PROTECTED BY THE  
BARCLAY MIS PROTECT & PROTECT PLAN.**

RENT @ \$ \_\_\_\_\_ . \_\_\_\_\_ PAYABLE \_\_\_\_\_ FOR A TERM OF \_\_\_\_\_ MONTHS, COMMENCING \_\_\_\_\_

PAYMENT DETAILS: RENT (2 WEEKS IN ADVANCE) FROM \_\_\_/\_\_\_/\_\_\_ TO \_\_\_/\_\_\_/\_\_\_ \$ \_\_\_\_\_ . \_\_\_\_\_

BOND (EQUIVALENT TO NO LESS THAN 4 WEEKS RENT) \$ \_\_\_\_\_ . \_\_\_\_\_

TOTAL AMOUNT PAYABLE ON OR BEFORE \_\_\_/\_\_\_/\_\_\_ \$ \_\_\_\_\_ . \_\_\_\_\_

**NB: WEEKLY RENT REPRESENTS \_\_\_\_\_ % OF TOTAL INCOME.**

**BEFORE ANY APPLICATION WILL BE CONSIDERED, YOU MUST ACHIEVE A MINIMUM OF 100 POINTS**

TYPE OF I.D.	NO. OF POINTS	COPY ATTACHED
COPY OF RATES NOTICE (IF OWNED PROPERTY) OR RENT LEDGER FROM CURRENT MANAGING AGENT *MUST SUPPLY ONE	50	<input type="checkbox"/> POINTS VALUE ___
DRIVERS LICENSE	40	<input type="checkbox"/> POINTS VALUE ___
PHOTO I.D. (18+ CARD)	30	<input type="checkbox"/> POINTS VALUE ___
PASSPORT	30	<input type="checkbox"/> POINTS VALUE ___
CURRENT CAR/BIKE REGISTRATION PAPERS	10	<input type="checkbox"/> POINTS VALUE ___
COPY OF PHONE, ELECTRICITY AND/OR GAS ACCOUNTS	10 EACH	<input type="checkbox"/> POINTS VALUE ___
MEDICARE CARD	10	<input type="checkbox"/> POINTS VALUE ___
PROOF OF INCOME - IF EMPLOYED LAST 2 X PAYSLEIPS. IF SELF-EMPLOYED BANKS STATEMENT; ACCOUNTANTS DETAILS; TAX RETURN FOR PREVIOUS YEAR. IF UNEMPLOYED OR ON BENEFITS COPY OF CURRENT CENTERLINK STATEMENT AND HEALTH CARE CARD. *MUST SUPPLY		<input type="checkbox"/> RELEVANT COPIES OF DOCUMENTATION ATTACHED.

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## EMPLOYMENT DETAILS

IF YOU ARE EMPLOYED ARE YOU      FULL TIME       PART TIME       CASUAL       CONTRACT

COMPANY NAME: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

HOW LONG HAVE YOU WORKED THERE: \_\_\_\_\_ NETT WEEKLY INCOME (EXCL. OVER TIME): \$ \_\_\_\_\_

IF EMPLOYED LESS THAN 6 MONTHS PLEASE PROVIDE PREVIOUS EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

LENGTH OF EMPLOYMENT: \_\_\_\_\_ POSITION HELD: \_\_\_\_\_

IF YOU ARE SELF-EMPLOYED

REGISTERED NAME OF BUSINESS: \_\_\_\_\_ ABN: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TYPE OF BUSINESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ PERSONAL NETT INCOME P/WEEK: \$ \_\_\_\_\_

NAME OF ACCOUNTANT: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

LENGTH OF TIME IN BUSINESS: \_\_\_\_\_ LIST ONE MAJOR CREDITOR: \_\_\_\_\_

IF YOU ARE A STUDENT ARE YOU       FULL TIME       PART TIME

ARE YOU AN OVERSEAS STUDENT       YES       NO      IF YES VISA EXPIRY DATE IS : \_\_\_\_/\_\_\_\_/\_\_\_\_

NAME OF LEARNING INSTITUTION: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

STUDENT UNION NUMBER: \_\_\_\_\_ STUDENT ID NUMBER: \_\_\_\_\_

INCOME SOURCE: \_\_\_\_\_ CONTACT: \_\_\_\_\_ NETT WKL INCOME: \_\_\_\_\_

IF YOU RECEIVE A CENTERLINK PAYMENT TOTAL AMOUNT RECEIVED WEEKLY (TOTAL PAYMENTS): \$ \_\_\_\_\_

TYPE OF PAYMENT: \_\_\_\_\_ CRN NUMBER: \_\_\_\_\_ COPY OF CARD ATTACHED

## YOUR RENTAL HISTORY

CURRENT AGENT/LANDLORD: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS OF RENTED PROPERTY: \_\_\_\_\_ DATE VACATED: \_\_\_\_/\_\_\_\_/\_\_\_\_

RENT PER WEEK: \$ \_\_\_\_\_ PERIOD OF TENANCY: \_\_\_\_\_ REASON FOR LEAVING: \_\_\_\_\_

WAS THE BOND REFUNDED IN FULL  YES  NO      IF NO WHY: \_\_\_\_\_

PREVIOUS AGENT/LANDLORD: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS OF RENTED PROPERTY: \_\_\_\_\_ DATE VACATED: \_\_\_\_/\_\_\_\_/\_\_\_\_

RENT PER WEEK: \$ \_\_\_\_\_ PERIOD OF TENANCY: \_\_\_\_\_ REASON FOR LEAVING: \_\_\_\_\_

WAS THE BOND REFUNDED IN FULL  YES  NO      IF NO WHY: \_\_\_\_\_

## EMERGENCY CONTACT (NOT RESIDING WITH YOU)

NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

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## REFERENCES

PLEASE COMPLETE ALL 5 REFERENCES REQUESTED BELOW, PLEASE DO NOT USE THE SAME CONTACT TWICE AND DO NOT USE THE SAME PERSON AS YOUR EMERGENCY CONTACT. YOUR 5 REFERENCES SHOULD INCLUDE, PARENT OR GUARDIAN, FAMILY MEMBERS NOT LIVING WITH YOU, PERSONAL FRIENDS (MUST BE AUSTRALIAN RESIDENTS) AND IF SELF EMPLOYED AT LEAST ONE ESTABLISHED TRADE OR BUSINESS REFERENCE.

1. NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ KNOWN FOR: \_\_\_\_\_ YEARS/MONTHS  
HM PHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

2. NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ KNOWN FOR: \_\_\_\_\_ YEARS/MONTHS  
HM PHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

3. NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ KNOWN FOR: \_\_\_\_\_ YEARS/MONTHS  
HM PHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

4. NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ KNOWN FOR: \_\_\_\_\_ YEARS/MONTHS  
HM PHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

5. NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ KNOWN FOR: \_\_\_\_\_ YEARS/MONTHS  
HM PHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

WILL DEPENDENTS RESIDE AT THE PROPERTY?  YES  NO IF YES HOW MANY: \_\_\_\_\_

PLEASE LIST THEIR NAMES AND AGES: \_\_\_\_\_  
\_\_\_\_\_

WILL THERE BE ANY OTHER PERSONS LIVING AT THE PROPERTY?  YES  NO

IF YES WHO: \_\_\_\_\_

HAVE THEY COMPLETED A TENANCY APPLICATION FORM?  YES  NO

IF NO WHY? \_\_\_\_\_

DO YOU HAVE ANY PETS?  YES  NO - IF YES HOW MANY AND WHAT TYPE: \_\_\_\_\_

IF YOU INTEND TO HAVE PETS RESIDING AT THE PROPERTY PLEASE COMPLETE A SEPARATE PET APPLICATION FORM AND ATTACH HEREWITH.

DO YOU OWN A LAWNMOWER?  YES  NO IF NO HOW DO YOU INTEND TO CARE FOR THE LAWN? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## DISCLAIMER / AUTHORITY

I, THE SAID APPLICANT, DO SOLEMNLY AND SINCERELY DECLARE THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT AND THAT ALL OF THE INFORMATION WAS GIVEN OF MY OWN FREE WILL. I FURTHER CONSENT TO THE LESSOR/AGENT CONTACTING AND /OR CONDUCTING ANY ENQUIRIES AND/OR SEARCHES WITH REGARD TO THE INFORMATION AND REFERENCES SUPPLIES IN THIS APPLICATION.

I, THE SAID APPLICANT, DO SOLEMNLY AND SINCERELY DECLARE THAT I AM OVER 18 YEARS OF AGE AND HAVE READ AND UNDERSTAND THE CONTENTS OF THIS AGREEMENT AND HAVE THE COMPETENCE AND CAPACITY TO ENTER INTO THIS AGREEMENT. I FURTHER DECLARE THAT I HAVE INSPECTED THE PROPERTY LOCATED AT \_\_\_\_\_.

1. I HAVE, OF MY OWN ACCORD, DECIDED THAT I WISH TO RENT THE AFOREMENTIONED PROPERTY COMMENCING \_\_\_\_/\_\_\_\_/\_\_\_\_ FOR A PERIOD OF \_\_\_\_\_ MONTHS.
2. I HAVE BEEN INFORMED, UNDERSTAND AND AGREE THAT THE RENTAL FOR THE SAID PROPERTY IS TO BE \$\_\_\_\_\_ PER WEEK AND IS WITHIN MY MEANS.
3. (i) I HAVE BEEN INFORMED, UNDERSTAND AND AGREE THAT THE RENTAL FOR THE SAID PROPERTY IS TO BE PAID EVERY \_\_\_\_\_ AND IS TO BE PAID BY THE DUE DATE AT ALL TIMES.  
(ii) I HAVE BEEN INFORMED, UNDERSTAND AND AGREE THAT THE LESSOR/AGENT WILL CARRY OUT AN INSPECTION ON THE PROPERTY ON A \_\_\_\_\_ BASIS AND I FURTHER WARRANT THAT I WILL COOPERATE FULLY TO ALLOW THIS INSPECTION TO BE CARRIED OUT.
4. I HAVE BEEN INFORMED, UNDERSTAND AND AGREE THAT THE ACCEPTANCE OF MY APPLICATION IS SUBJECT TO A SATISFACTORY REPORT BEING OBTAINED FROM INFORMATION SUPPLIED ON THE FULLY COMPLETED TENANCY APPLICATION SUBMITTED BY ME. I FURTHER CONSENT TO THE AGENT CARRYING OUT ANY ENQUIRIES NECESSARY TO PROCESS MY APPLICATION FOR TENANCY.
5. I HAVE BEEN INFORMED, UNDERSTAND AND AGREE THAT SHOULD THE LANDLORD BE PUT TO ANY EXPENSE OR EXPEND ANY MONEYS DURING THE CURRENCY OF THE TENANCY AGREEMENT OR AT THE EXPIRATION OF THE TENANCY AGREEMENT AS A CONSEQUENCE OF A BREACH BY ME IN THE PERFORMANCE AND OBSERVANCE OF MY OBLIGATIONS UNDER THE TENANCY AGREEMENT (INCLUDING BUT NOT LIMITED TO : EVICTIONS, PAYMENT OF RENT, MAINTENANCE OF THE PREMISES, MAKING GOOD ANY DAMAGE TO THE PREMISES), THAT ALL AND ANY SUCH MONEYS EXPENDED BY THE LANDLORD SHALL BE RECOVERABLE FROM ME AND PAYABLE BY ME, INCLUDING, BUT NOT LIMITED TO, LEGAL FEES, MERCANTILE AGENTS FEES, ACCOUNTANTS FEES, ETC..
6. I FURTHER CONSENT TO THE AGENT DISCLOSING ALL PERSONAL INFORMATION THAT THEY MAY HOLD FOR THE PURPOSE OF:
  - ⦿ LISTING MY NAME WITH A DATABASE AS A RESULT OF A TRIBUNAL ORDER
  - ⦿ ENFORCING A TRIBUNAL ORDER
  - ⦿ COMMENCING RECOVERY ACTION IN RELATION TO ANY DEBT OWED AS A RESULT OF OUTSTANDING RENT, REPAIRS AND/OR DAMAGE THAT OCCURRED OR OCCURS DURING MY PERIOD OF TENANCY.
7. I HAVE BEEN INFORMED AND UNDERSTAND THAT THIS PROPERTY MAY BE COVERED BY THE BARCLAY MIS PROTECT & COLLECT PLAN AND IN THIS CASE, I FURTHER CONSENT TO THE AGENT SUPPLYING MY PERSONAL INFORMATION TO BARCLAY MIS PROTECT & COLLECT PTY LTD.
8. I HAVE BEEN INFORMED, UNDERSTAND AND AGREE THAT SHOULD THIS APPLICATION NOT BE ACCEPTED, THE AGENT IS NOT REQUIRED OR OBLIGED TO DISCLOSE WHY OR SUPPLY ANY REASON FOR THE REJECTION OF THIS APPLICATION UNLESS THE APPLICATION IS DECLINED AS A RESULT OF MY NAME BEING LISTED WITH A TENANCY DATA BASE.
9. I HAVE BEEN INFORMED, UNDERSTAND AND CONSENT TO THE AGENT SUPPLYING ALL NECESSARY INFORMATION, AS MAY BE REQUIRED, TO ANY TENANCY DATA BASE/S THAT THEY USE, SUBJECT TO THE TENANCY DATA BASE/S COMPLYING WITH THE PROVISIONS OF THE PRIVACY ACT. FURTHER MORE I HAVE READ, UNDERSTAND AND ACCEPT THE AGENTS PRIVACY STATEMENT.
10. I HAVE BEEN INFORMED, UNDERSTAND AND ACKNOWLEDGE THAT THE AGENT HAS THE CONTACT DETAILS FOR THE TENANCY DATA BASE/S THEY USE AND THAT THE AGENT WILL SUPPLY THESE CONTACTS SHOULD I REQUEST THEM.

\* PLEASE INITIAL CLAUSES 5 & 6

APPLICANTS FULL NAME: \_\_\_\_\_

APPLICANTS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# Integrity Property Management

## RENTAL REFERENCE CHECK

IN ACCORDANCE WITH THE PRIVACY ACT, I THE UNDERSIGNED AUTHORISE THE RECIPIENT OF THIS FORM TO GIVE INFORMATION TO Integrity Property Management - FAX: (07) 3808 8871, REGARDING MY RENTAL HISTORY.  
OR Email: [rentals@integritypropertymanagement.com.au](mailto:rentals@integritypropertymanagement.com.au)

I FURTHER UNDERSTAND THIS INFORMATION WILL BE USED TO ASSESS MY APPLICATION FOR TENANCY.

**PLEASE COMPLETE THE INFORMATION BELOW AND RETURN WITH YOUR TENANCY APPLICATION FORM:-**

APPLICANTS NAME: \_\_\_\_\_  
PROPERTY APPLIED FOR: \_\_\_\_\_  
CURRENT ADDRESS: \_\_\_\_\_  
PERIOD OF TENANCY: \_\_\_\_\_ RENT PAID PER WEEK: \$ \_\_\_\_\_ NO. OF OCCUPANTS: \_\_\_\_\_  
CURRENT AGENT/LANDLORD: \_\_\_\_\_ CONTACT: \_\_\_\_\_  
AGENT/LANDLORD PHONE: \_\_\_\_\_ AGENT/LANDLORD FAX: \_\_\_\_\_  
MANAGING AGENT EMAIL ADDRESS: \_\_\_\_\_

IN ORDER FOR US TO PROCESS YOUR APPLICATION WE WILL FAX THIS TO YOUR CURRENT MANAGING AGENT/LANDLORD FOR A REFERENCE CHECK.

PLEASE **DO NOT** COMPLETE THE SECTION BELOW, THIS WILL BE COMPLETED BY YOUR CURRENT MANAGING AGENT/LANDLORD.

DEAR AGENT/LANDLORD, PLEASE COMPLETE THE FORM BELOW AND RETURN TO OUR OFFICE TOGETHER WITH A COPY OF THE RENT LEDGER, VIA EMAIL OR FAX.  
THANK YOU IN ADVANCE FOR YOUR ASSISTANCE.

NAME & POSITION OF PERSON COMPLETING THIS FORM: \_\_\_\_\_

LENGTH OF TENANCY: \_\_\_\_\_ RENT PER WEEK: \$ \_\_\_\_\_ BOND HELD: \$ \_\_\_\_\_

WAS RENT PAID ON TIME:  YES  NO IF NO DO YOU KNOW WHY? \_\_\_\_\_

WERE INSPECTIONS CARRIED OUT:  YES  NO DETAILS: \_\_\_\_\_

WERE THERE ANY PROBLEMS GAINING ACCESS:  YES  NO DETAILS: \_\_\_\_\_

RESULTS OF INSPECTIONS: \_\_\_\_\_

WHERE LAWNS AND GARDENS MAINTAINED: \_\_\_\_\_

DID THE TENANT HAVE PETS  YES  NO IF YES TYPE/NUMBER: \_\_\_\_\_

ANY DAMAGE CAUSED BY PETS: \_\_\_\_\_

WERE THE TENANTS CONSIDERATE OF NEIGHBOURS: \_\_\_\_\_

WERE ANY BREACH NOTICES ISSUED:  YES  NO TYPE: \_\_\_\_\_

REASON FOR LEAVING (IF KNOWN): \_\_\_\_\_

WAS THE BOND BE REFUNDED IN FULL:  YES  NO REASON: \_\_\_\_\_

WOULD YOU RENT TO THIS TENANT AGAIN:  YES  NO REASON: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_