

Please submit the completed form and attached documents to:
danielle.sun@goodsun.com.au

Tenancy Application Form



Please note: This application will not be processed unless it is filled out completely with copies of all supporting documents attached.

Please read prior to completing your application.

1. You will need to make your own enquires as to the availability of NBN or any other service you require.
2. If you are approved, you will be required to pay a bond equivalent to 4 weeks rent, and the first 2 weeks rent prior to moving in. Only bank cheque or money order made payable to: Little Real Estate will be accepted as the initial payment.
3. You will be required to attend a sign-up appointment within 48 hours of approval to sign lease documentation.
4. All information contained in the marketing material is considered correct at the time of advertising. Whilst every care is taken in the preparation of the marketing, Little Real Estate, will not be held liable for any error in typing or information. If you have any questions or concerns, please contact us prior to applying.

Rent Payment

- Direct Debit is our preferred rent payment method and is a free option for tenants.
A Direct Debit form will be provided to you at the Tenancy sign up.
Please speak to your property manager about other payment options if required.

Applicants Checklist

Before I submit this application, I/we have:

- Attached photocopies of supporting documents (see below)
- Inspected the property both internally and externally
- Completed all details in full on the application form
- Provided all contact details and documentation for confirmation of income source
- Read and signed all the Privacy Disclosure Statement and Privacy Consent

Supporting Documentation

When submitting an application you must include at least one item from each section per applicant.

Section One

Drivers Licence
Proof of Age Card
Passport

Section Two

Current Pay Slips (minimum of 2)
If new job - Letter of confirmation incl. salary
Statement of Centrelink Entitlements

Section Three

Previous 4 rent receipts (or ledger)
Council Rates
Motor vehicle registration
Bank statement
Utilities or phone account

Address of property you are applying for

Preference 1

Preference 2

Tenancy Requirements

Length of tenancy months Rent \$ per week Lease start date

Names of other applicants and their relationship to you (husband, wife, partner, friend)

Names & ages of children (if any)

No. of pets (including breed & age)

Do you own an investment property in Australia? Yes / No

Primary contact

First Name		Last Name		Email	
Phone		Mobile		Date of birth	
Drivers Licence No.	State of issue		Passport No.		Country of issue
Number of vehicles	Car Rego	Any trailers, caravans or boats?		Yes / No	

Emergency Contact

Please provide an emergency contact not living with you (eg: Next of Kin)

Name		Relationship to you		Contact phone	
Address					

Current Address Details

If owner occupier include details here.

Current rent / mortgage		\$	per week	How long have you lived there?		years	months
Current Address							
Agent / Landlord			Phone			Fax	
Email			Reason for leaving				
Was your bond refunded in full?		Yes / No	If No, please specify				

Previous Rental Details

Rent		\$	per week	How long have you lived there?		years	months
Property address							
Agent / Landlord			Phone			Fax	
Was your bond refunded in full?		Yes / No	If No, please specify				

Current Employment/Self Employed

If less than 6 months in current job please also provide previous employment details.

Company Name		Your position					
Payroll or Accountant		Payroll/Accountant work phone					
Company address		Net income (after tax) \$ per wk / fn / mth					
Length of employment		Business Type/ABN (if applicable)					

Student

Are you a full time student? Yes / No		TAFE / University			Student No.	
Contact name			Contact No.			
Do you receive income from your parents? Yes / No			Amount \$ per week			
Name of parents			Phone			

Centrelink Benefits

Type	\$	per fortnight
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Additional source of income

Type	\$	per wk / fn / mth
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Personal Referee (cannot be related)

Referees Name		Occupation	
Relationship to you		Phone	

Applicant two (for additional applicants please copy this page)

First Name		Last Name		Email	
Phone		Mobile		Date of birth	
Drivers Licence No.	State of issue		Passport No.		Country of issue
Number of vehicles	Car Rego	Any trailers, caravans or boats?		Yes / No	

Emergency Contact

Please provide an emergency contact not living with you (eg: Next of Kin)

Name		Relationship to you		Contact phone	
Address					

Current Address Details (if different to the Primary contact)

If owner occupier include details here.

Current rent / mortgage		\$	per week	How long have you lived there?		years	months
Current Address							
Agent / Landlord			Phone			Fax	
Email			Reason for leaving				
Was your bond refunded in full?		Yes / No		If No, please specify			

Previous Rental Details (if different to the Primary contact)

Rent		\$	per week	How long have you lived there?		years	months
Property address							
Agent / Landlord			Phone			Fax	
Was your bond refunded in full?		Yes / No		If No, please specify			

Current Employment/Self Employed

If less than 6 months in current job please also provide previous employment details.

Company Name		Your position					
Payroll or Accountant		Payroll/Accountant work phone					
Company address		Net income (after tax) \$				per wk / fn / mth	
Length of employment		Business Type/ABN (if applicable)					

Student

Are you a full time student?		Yes / No		TAFE / University		Student No.	
Contact name				Contact No.			
Do you receive income from your parents?				Yes / No		Amount \$ per week	
Name of parents				Phone			

Centrelink Benefits

Type	\$	per fortnight
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Additional source of income

Type	\$	per wk / fn / mth
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Personal Referee (cannot be related)

Referees Name		Occupation	
Relationship to you		Phone	

Confirmation

I confirm that during my inspection of this property I found it to be in a satisfactory condition and suitable for occupancy.

If No, I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge and understand that these items are subject to the landlord's approval and do not form part of the Tenancy Agreement.

I also acknowledge that this rental application is subject to the Landlord's approval and I consent to the information provided in this application being verified and a reference check on TICA or VEDA being undertaken.

Privacy Act Acknowledgement for Tenants

I provide consent for the Agency as part of application processing to contact all necessary people (such as referees, other agents, tenancy databases) to verify the Application information provided and understand that all Federal Privacy Act requirements and the Australian Privacy Principles will be adhered to by the Agency.

I consent to my personal information being passed on during the tenancy (should it commence) and after the tenancy if required to other third parties which include however are not limited to tradespeople/contractors, salespeople, bodies corporate, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act and any other relevant information. The Lessor of the property will be provided all relevant information as the tenancy agreement is between the lessor and the tenant; the agency manages the property on behalf of the lessor. The agreement should it commence is a contract between the lessor and the tenant; personal information will be passed onto the lessor as the owner of the property.



Primary contact

Name: Signature: Date:



Applicant two

Name: Signature: Date:

Please send your completed tenancy application form with relevant copies of ID to the below email address:

danielle.sun@goodsun.com.au



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