
O'Gorman & Partners

EST.1983

LEASING APPLICATION

IMPORTANT INFORMATION

In order for this application to be processed, you **MUST** supply a copy of as many of the following documents as possible & a valid E-MAIL address. All applicable spaces must be completed:

- A current photo driver's license or current passport (if you do not have a driver's license)
- A copy of a rate notice (water board or council - if you are moving from your own home and cannot supply a rental reference)
- A copy of the last 6 months rental ledger from your current Real Estate Agent
- A copy of recent payslips or letter of employment

PROPERTY APPLIED FOR

ADDRESS: RENT \$.....PW
IF RENTAL \$300 PW OR OVER, RENTAL MUST BE PAID MONTHLY IN ADVANCE
TERM REQUIREDMONTHS PREFERRED START DATE

PERSONAL PARTICULARS

FULL NAME.....
PRESENT ADDRESS.....
DATE OF BIRTH.....
DRIVERS LICENSE No.....STATE OF ISSUE.....
TELEPHONE (h).....(w).....(mob).....
E-MAIL ADDRESS.....@.....
No OF PEOPLE TO OCCUPY PROPERTY.....ADULTS.....CHILDREN
PETS.....
SMOKER YES NO (please circle one)

OCCUPATION (must be fully completed)

POSITION.....
EMPLOYERS NAME.....YEARS THERE.....
EMPLOYERS ADDRESS.....
EMPLOYER PHONE.....FAX.....
EMPLOYER CONTACT NAME.....(manager/director etc)
INCOME PER ANNUM \$.....
IF SELF EMPLOYED ABN.....ACN.....
ACCOUNTANT.....PH.....

LEASING/OWNERSHIP HISTORY (NOT OPTIONAL)

CURRENT LANDLORD/AGENT.....
AGENCY CONTACT NAME.....
AGENT/LANDLORD PHONE NUMBER.....W.....H
ADDRESS OF PROPERTY.....
CURRENT RENT/BOARD/MORTGAGE PAID \$.....PER.....

NEAREST RELATIVE (MUST BE FULLY COMPLETED)

NAME.....
ADDRESS.....
E-MAIL ADDRESS
PHONE NUMBER (H).....(W).....
WHAT RELATION IS THIS PERSON TO YOU?.....

I, the applicant, do solemnly and sincerely declare that I am not a bankrupt or undischarged bankrupt and affirm that the above information is true and correct. I have inspected the premises and wish to take a tenancy for said premises for a period of [] weeks/months at a rental of \$ [] per week and that the rental to be paid is within my means. It is agreed that the rental can be paid either fortnightly or monthly.

PRIVACY CONSENT

The personal information the prospective tenant provides in this application is necessary for the Agent to verify the Applicant’s identity, to process and evaluate the Application, the applicants suitability, and to manage the tenancy. The Applicant consents to the Agent verifying the information as provided by any and all means available to them including any external agencies and at any stage from this point onwards and during the tenancy.

If the information required is not provided, the Agent may not be able to process the application and manage the tenancy.

IMPORTANT

BY SIGNING THIS APPLICATION YOU CONFIRM THAT YOU HAVE INSPECTED THE PROPERTY AND THAT YOU ACCEPT IT IN ITS CURRENT STATE OF CLEANLINESS AND REPAIR UNLESS AGREED IN WRITING PRIOR TO LEASE SIGNING. NO CLAIM CAN BE MADE AFTER TAKING POSSESSION OF THE PROPERTY NOTWITHSTANDING URGENT REPAIRS.

APPROVAL PROCESS

You will be contacted via SMS or e-mail to advise acceptance or otherwise. Owners’ decision is final. It is not our policy to give reasons for unsuccessful applications. If you do not supply the required documents, your application may not be considered.

HOLDING DEPOSIT

If your application is successful, you will be asked to pay a holding deposit equivalent to 1 weeks rent. Should the applicant decide not to proceed with the lease, then the deposit shall be forfeited to the owner on a pro rata basis calculated from the date the deposit was paid to the date the agent is advised. If the owner decides not to proceed with the lease, the deposit will be refunded in full. The deposit will form part of the first rental payment once the tenant signs the lease. The holding deposit will not be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement because of a misrepresentation or failure to disclose a material fact by the landlord or landlord’s agent.

NOTICE TO PROSPECTIVE TENANTS

The availability of telephone lines, internet services, any type of TV service are NOT guaranteed by the owner or their agent and as such applicants should make their own enquiries as to the availability and suitability of said services. The owner in no way guarantees that any points or connections in the property are serviceable. If the property contains induction cooktops- please ensure pots used are compatible as any damage to the cooktop will need to be rectified at tenants expense.

APPLIANCE CONDITIONS

Any non fixed appliances left at the property are left on the basis that if they break down, the tenant can fix them at their own cost OR the owner will remove them and the tenant can supply their own replacement.

APPLICANT [] AGENT []
DATE [/ /]

Agent use only

Real Estate
Employment
Status