

## Tenancy application form

Thank you for choosing a cooke property agents property. Please complete this application thoroughly so we can process it as quickly as possible. Please note the following important points:

1. This application must be accompanied by a copy of your driver's licence or passport for identification purposes.
2. If there is more than one applicant, a separate application form is required for each applicant.
3. If the application is approved, you will be required to provide either a bank cheque or money order for the rental bond.
4. **When form has been completed, please fax back to your Cooke & Associates Property Manager.**

Rental Property:

property address

Tenancy requirements:

length of tenancy

rent \$ per week

commencement date

Occupancy details:

no. of occupants who will live in the property

no. and ages of children (if any)

no. and type of pets

Applicant's details:

name

email

address

work phone

home phone

mobile phone

Personal details

date of birth

drivers licence number

drivers licence state of issue

passport number

country of issue

car rego

By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.

signed

date

office property leased through

## Tenancy application form (page 2)

Current rental details:

current rent \$	how long have you lived there? months	reason for leaving
agent/landlord	work phone	

Previous rental details:

previous property address		
current rent \$	how long have you lived there? months	reason for leaving
agent/landlord	work phone	

Current employment:

current employer (company)		
contact name (manager)	contact's work phone	your position
length of employment <small>(if less than 6 months complete Previous Employment Details)</small>	net income \$ per week	full time or part time?

Current employment:

previous employer (company)		
contact name (manager)	contact's work phone	your position
length of employment	net income \$ per week	full time or part time?

Emergency contact details:

name	relationship	contact phone
address		

Personal/business references: (not relatives)

name	occupation	work phone
address		
name	occupation	work phone
address		

How did you find out about this property:

- Internet (please specify)  
  cookeproperty.com.au  
  realestate.com.au  
  domain.com.au  
 For lease board  
 Facebook  
 Local newspaper  
 Other \_\_\_\_\_

## Tenancy application form (page 3)

### I confirm the following:

1. During my inspection of this property I found it to be in a reasonably clean condition.
2. If "No," I believe the following items should be attended to prior to the commencements of my tenancy. I acknowledge that these items are subject to the landlord's approval.

property address
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3. I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval.
4. I confirm having received a copy of this application for my retention.
5. I consent to the information provided in this application being verified and a reference check on TICA.

### Application:

I apply for approval to rent the premises referred to in this form. I acknowledge that my application will be referred to the Landlord of the property for their approval and if the application is approved, a Residential Tenancy Agreement for the premises will be prepared.

I declare that I am not bankrupt or an undischarged bankrupt and that the information provided by me is true and correct.

I have inspected the premises and wish to apply for tenancy of the premises   month period, at a rental of \$     p/w  
I undertake to pay the monies detailed below by a bank cheque or money order made payable to Cooke & Associates Property Management.

### Statement of costs:

Rental bond

\$
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Rent in advance (3 Weeks)

\$
----

Total

\$
----

applicant's signature
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date
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agent's signature
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date
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## Tenancy application form (page 4)

### Trading Reference Australia disclosure

I understand this agent is a member of TICA and may conduct a reference check with that organisation on myself and the company whose name appears on the lease. I authorise this Agent to provide any information about me or the company to TICA/Landlord for the purpose of the check and I acknowledge that such information may be kept and recorded by . I realise that if a search is performed on the TICA database and my identification and the company whose name appears on the lease with the label "Refer to Agent" beside my name and company name, the agency who conducted the search and as a matter of procedure will call the listing agency to exchange information and establish why my name and company's details have been entered on the register and in turn provide my contact detail to the listing agency for the purpose of resolution and removal of my name and the company details from the database. The agency that searched will then inform me of the listing/listings, the listing agency name and contact details given me the right of reply. I accept that if I and the company whose name appears on the lease are currently listed as a defaulter with TICA, this Agency/Landlord has the authority to reject my application. I understand that I am under no obligation to sign this consent form, but that failure to do so may result in my application being refused. I acknowledge that if I default on my tenancy/rental obligations in future, which means in breach of my contact/lease agreement for residential or commercial property and in accordance to the Property Stock and Business Agents Amendment (Tenant Databases) regulation 2004.) I am company whose name appears on the lease may be listed with the TICA, until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent/Landlord or in accord with the new regulations.

The same applies to me if I am a Residential Tenant and or Holiday Tenant and in breach of my contract whatever the stipulations are within that contract with the said agency. I hereby authorise this agent to provide information about me to TICA and my default to TICA in connection with that listing. I also understand that my agent may list me as an excellent tenant if my obligations during my tenure are fully compliant and are of a high standard. I will not hold TICA accountable for the inaccurate keying in of information by TICA members therefore delivering an incorrect search as I understand faults can be made within this process due to human error. It is also understood that technical failure can cause errors and I do not hold TICA or the Agent responsible for same. I understand that if the said eventuates I may question the source and understand this will be thoroughly investigated and corrected immediately.

Furthermore I authorise the agent to contact my employers past and present to confirm my employment history and my previous Landlord/Agency to verify details of my tenancy. I also authorise the agent to contact two personal referees to establish my identification/location and concede that those referees have given permission for me to use them.

Referee 1:

name	gender	date of birth
address		
mobile phone	signature	

Referee 2:

name	gender	date of birth
address		
mobile phone	signature	

I recognise that my photo id may be scanned onto TICA for absolute identification. I, the tenant I, the referee, do acknowledge that the information provided to the TICA and the agent by these authorities given by me may be available to: a) Real Estate Agents and Landlord's to assist them in evaluation applications for leases. b) Real Estate Agents, Landlord, Video stores, Banks, Utility companies, Commercial Agents, organisations or any other members for the purpose of locating me for any legal matter. Should this Agent transfer its agency business to another person, I consent to the new agent (and any further person to whom that business may be transferred) taking any step which the former agent could have taken.

name	signature	date
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(If more than one applicant, "I" means "we" in this form). "I have read and I understand the above information".

Cooke & Associates adheres strictly to requirements of the Privacy Laws and therefore does not use the information supplied by the tenant for advertising purposes

The personal information the prospective tenant provides in this application or collected from other sources is necessary for Cooke & Associates to verify the Applicant's 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 to the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to this agency 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 face 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 complete or out-of-date. If the information is not provided, this agency may not be able to process the application and manage the tenancy.

Cooke & Associates complies with laws protecting your privacy. This information you provide to Cooke & Associates will be collected and stored, but will not be sold to third parties. We conduct direct marketing for our services from time to time and you may receive such information from us. If you wish to access your personal information held by Cook or do not wish Cooke to use your information for purposes other than in accordance with this Agreement, please contact our Privacy Officer 9386 3333. You may obtain a copy of Cooke & Associates Privacy Policy by visiting our website [www.cookeproperty.com.au](http://www.cookeproperty.com.au).

This agreement is required by the Property, Stock & business Agents Act 2002. Any amounts payable by the Principal to Cooke & Associates are expressed inclusive of Goods and Services Tax (GST) at the rate of 10% or such other rate as determined by legislation. Cooke Property Agents is the trading name of Cooke Property Agents Pty Ltd ABN 43 585 161 531. Copyright Cooke Property Agents.

## The following information and documentation is required by EACH applicant

Identification (at least 100 points must be provided)

- Current drivers license (40 points)
- Passport (40 points)
- Birth Certificate (30 points)
- Proof of age card (30 points)
- Medicare card (20 points)
- Credit card (20 points)
- Motor vehicle registration certificate (10 points)
- Bank statement (10 points)
- Telephone account statement (10 points)
- Gas account statement (10 points)
- Electricity account statement (10 points)

Proof of rental history

- Last four rental receipts OR
- Printout of tenancy history

Proof of current address

- Utility statements (no greater than six months old) OR
- Council rates notice

Proof of income

- 3 previous pay slips OR
- Bank statement OR
- If self-employed: tax returns and business registration

Proof of current address

- Minimum 2 written references from previous agent or landlord; AND/OR
- Written reference from employer or friend

Should you not be able to meet the 100 check points, please phone your property management team.