



Tenancy Application Form

Vitale & Co Property Management Services

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VITALE & CO

PROPERTY MANAGEMENT SERVICES

APPLICATION REQUIREMENTS

Your Application will NOT be processed unless the following is provided:

PHOTO ID—Passport and/or Driver's Licence

PROOF OF INCOME—Last 3 Pay Slips and/ or Centrelink Statements

LAST 2 MONTHS BANK STATEMENTS—This is another way for us to see income deposited and current rental payments being made

PROOF OF ADDRESS—Phone/Gas/Electricity Accounts or Rental Ledger

TO ASSIST YOUR APPLICATION

- Write clearly and neatly, an application cannot be processed if it cannot be understood
- Answer ALL questions. For an application to be successful you must fill out all relevant sections
- Be honest in your application as ALL INFORMATION will be verified prior to acceptance
- Submit your application as quickly as possible with ALL relevant documents attached

IF YOUR APPLICATION IS SUCCESSFUL

Upon approval of this application by Vitale & Co Property Management Services, a payment of the first two weeks rent will be required to secure the property. This must be paid to the office within 24 hours in the form of Bank Transfer and or Bank Cheque . NOT CASH

UTILITY CONNECTIONS



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PROPERTY DETAILS

Proposed Property Address _____ Postcode _____

Rent Per Week \$ _____ Bond Amount(4 Weeks Rent)\$ _____

Length of Tenancy (Please circle) 6 or 12 Months Tenancy to Commence ____/____/____ Any Smokers? Y / N

How many tenants will occupy the property? Adults _____ Children _____ Ages _____

Pets? Y / N Types _____ Reg? Y / N Breed/s _____ Age/s _____ Inside/Outside

FIRST APPLICANT

MR / MRS / MS

First Name _____

Surname _____

Date of Birth ____/____/____ Drivers Lic # _____

Expiry Date _____ Licence State _____

Vehicle Registration _____

Passport No/Country _____

Current Address _____

_____ Postcode _____

Phone _____ Mobile _____

Email _____

SECOND APPLICANT

MR / MRS / MS

First Name _____

Surname _____

Date of Birth ____/____/____ Drivers Lic # _____

Expiry Date _____ Licence State _____

Vehicle Registration _____

Passport No/Country _____

Current Address _____

_____ Postcode _____

Phone _____ Mobile _____

Email _____

CURRENT RENTAL HISTORY—APPLICANT 1

Length at Current Address _____ Years _____ Months

Reason for Leaving _____

Agent/Landlord _____

Phone _____

CURRENT RENTAL HISTORY—APPLICANT 2

Length at Current Address _____ Years _____ Months

Reason for Leaving _____

Agent/Landlord _____

Phone _____

PREVIOUS RENTAL HISTORY—APPLICANT 1

Previous Address _____

_____ Postcode _____

Length at Previous Address _____ Years _____ Months

Agent/Landlord _____

Bond Refunded? Y / N If not why? _____

PREVIOUS RENTAL HISTORY—APPLICANT 2

Previous Address _____

_____ Postcode _____

Length at Previous Address _____ Years _____ Months

Agent/Landlord _____

Bond Refunded? Y / N If not why? _____



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EMPLOYMENT HISTORY—APPLICANT 1

Current Occupation _____
Nature of Employment FULL TIME / PART TIME / CASUAL
Current Employer's Name _____
Employer's Address _____
Contact Name _____
Phone _____
Employment _____ Years _____ Months
Income \$ _____ Net Per Week

PREVIOUS EMPLOYMENT HISTORY—APPLICANT 1

Previous Employer _____
Occupation _____ Time Employed _____

IF YOU ARE A STUDENT—APPLICANT 1

Institution _____ Dept _____
Student ID _____ Income _____ Net Per Week

IF YOU RECEIVE CENTRELINK PAYMENTS—APPLICANT 1

Type _____ Cust No _____
Income \$ _____ Net Per Week

IF SELF EMPLOYED—APPLICANT 1

Accountant Name _____
Phone _____ ABN _____

REFERENCE—APPLICANT 1

Name _____
Phone _____

EMERGENCY CONTACT—APPLICANT 1

Name _____
Phone _____
Relationship to you _____

EMPLOYMENT HISTORY—APPLICANT 2

Current Occupation _____
Nature of Employment FULL TIME / PART TIME / CASUAL
Current Employer's Name _____
Employer's Address _____
Contact Name _____
Phone _____
Employment _____ Years _____ Months
Income \$ _____ Net Per Week

PREVIOUS EMPLOYMENT HISTORY—APPLICANT 2

Previous Employer _____
Occupation _____ Time Employed _____

IF YOU ARE A STUDENT—APPLICANT 2

Institution _____ Dept _____
Student ID _____ Income _____ Net Per Week

IF YOU RECEIVE CENTRELINK PAYMENTS—APPLICANT 2

Type _____ Cust No _____
Income \$ _____ Net Per Week

IF SELF EMPLOYED—APPLICANT 2

Accountant Name _____
Phone _____ ABN _____

REFERENCE—APPLICANT 2

Name _____
Phone _____

EMERGENCY CONTACT—APPLICANT 2

Name _____
Phone _____
Relationship to you _____



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DECLARATION / PRIVACY STATEMENT AND UTILITES DISCLOSURE:

I/we, the applicant/s, declare that the information provided is true and correct and that I /we have supplied it of my/our own free will. I/we acknowledge that my personal contents insurance is not covered under the lessor's insurance policy and understand that it is my responsibility to insure my/own personal belongings. I/we understand that you as the agent/lessor have collected this information for the purpose of determining whether I/we are suitable tenant/s for the property—in particular to check my/our identification, my/our ability to care for the property, my/our character and my/our credit worthiness.

For such purposes, I/we authorise you to contact the persons named in this application, and to undertake such enquires and searches (including tenancy databases) as you consider necessary. In doing so, I/we understand the information provided by me/us may be disclosed to and further information obtained from, references named in this application and other relevant third parties. I/we declare I/we are not bankrupt or insolvent and have inspected the property, and wish to take a tenancy of such property in its inspected condition. I/we acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons as to why. I/we also consent and understand that should my/our tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the agent/lessor to pass my details onto others which may include but is not limited to insurance companies, body corporate, contractors, other real estate agents, sales people and tenancy default databases.

The applicant acknowledges that they have available to them, from the agent, Form 17a (Pocket Guide for Tenants), Form 18 (General Tenancy Agreement), Body Corporate By-Laws (If applicable) before signing this application.

The applicant acknowledges that they have available to them from the agent, the agency's privacy policy.

The applicant acknowledges that the lessor and applicant (Tenant/s) are bound by this agreement upon communication of approval. YES / NO

Name Applicant 1 _____

Signed _____ Date _____

Name Applicant 2 _____

Signed _____ Date _____

