

For enquiry please email: applications@independent.com.au
Fax applications to (02) 62491093

Address of Property/ies You Are Applying For:	
1. _____ viewed ___/___/___ Weekly Rental \$ _____	
2. _____ viewed ___/___/___ Weekly Rental \$ _____	
3. _____ viewed ___/___/___ Weekly Rental \$ _____	
4. _____ viewed ___/___/___ Weekly Rental \$ _____	
Number of persons who wish to occupy the premises: Adults: _____ Children: _____	
Shared Tenancy – Yes/No _____ Name(s) of other Applicant(s): _____	
NOTE: EACH PERSON OVER THE AGE OF EIGHTEEN (18) YEARS WHO INTEND TO OCCUPY THE PREMISES MUST SUPPLY A SEPARATE APPLICATION FOR TENANCY FORM.	
I heard about the property through: <input type="checkbox"/> Canberra Times <input type="checkbox"/> IPG Website <input type="checkbox"/> Real Estate.com <input type="checkbox"/> Canberra Times Website <input type="checkbox"/> Phone Enquiry <input type="checkbox"/> Sign <input type="checkbox"/> Word of Mouth <input type="checkbox"/> Internet <input type="checkbox"/> Sales Catalogue	
<u>Applicants Information</u>	
Title: Mr/Mrs/Miss/Ms/Dr _____	
First Name: _____ Middle Name: _____	
Last Name: _____ D.O.B. ___/___/___	
Current Address: _____	
Phone Numbers H: _____ W: _____ M: _____	
(Please supply the following for service of notices as per clause 98 of the Residential Tenancies Act 1997)	
Fax H: _____ W: _____ Email: _____	
Postal Address: _____	
I.D Number – Licence: _____ Other: _____	
<u>Current Rental Reference</u>	<u>Previous Rental Reference</u>
Agency Name _____/or Private Lessor Contact Name: _____	Agency Name _____/or Private Lessor Contact Name: _____
Rental Property Address: _____	Rental Property Address: _____
Phone H: _____ W: _____	Phone H: _____ W: _____
Rent Paid \$ _____ per week	Rent Paid \$ _____ per week
Period Rented: _____ (months)	Period Rented: _____ (months)
If you do not have any rental reference/s please state and provide evidence as to why: _____	
<u>Employment</u>	<u>Second Employer</u>
Name of Employer/Company: _____	Name of Employer/Company: _____
Position Title (optional): _____	Position Title (optional): _____
Name of Manager: _____	Name of Manager: _____
Contact Number: _____	Contact Number: _____
If you are currently not employed please state and provide evidence as to why/circumstances: _____	
<u>Personal Reference: (Not Relatives) Please supply Two</u>	
Name: _____	Name: _____
mob/email: _____ W: _____	mob/email: _____ W: _____
<u>Emergency Contact (can not be other applicant/s)</u>	<u>Next of Kin (not the same as Emergency contact):</u>
Name: _____	Name: _____
Relationship: _____ W: _____	Relationship: _____ W: _____
Mob: _____	Mob: _____
Email: _____	Email: _____

Applicants Name: _____

You are required to provide 100 points of identification to be included with your application before it can be processed

Drivers licence	40 points	Bank statement	10 points	Current wage advice	20 points
Birth certificate	30 points	Electricity account	10 points	Motor vehicle registration certificate	10 points
Medicare card	20 points	Passport	40 points	Telephone account	10 points
Previous 2 rent receipts	20 points	Other photo ID	30 points	Gas account	10 points

The following must be completed before your application can be processed (Please initial each section)

I, the applicant acknowledge that I will make no claim or demand nor commence litigation against the lessor or his agent should the premises be found to be unavailable due to occupation by another occupier. **Initial:** _____

I give permission for Independent Property Management to conduct application reference checks at its discretion for the sole purpose of establishing my credentials and suitability to enter into a tenancy agreement for the aforementioned property. **Initial:** _____

I am aware that the "The Renting Book" is available for my reference as a guide to the rights and responsibilities as a tenant, property owner or Real Estate Agent from the ACT Office of Fair Trading. **Initial:** _____

I the applicant, do solemnly and sincerely declare that I am not bankrupt or an undischarged bankrupt. **Initial:** _____

I intend to have a pet in or on the premises. YES NO **Initial:** _____

Number of pet(s)..... Type..... Age..... Desexed **YES/NO**
(PLEASE NOTE: Pets are not permitted in units or townhouses unless written authorisation is provided by both the Body Corporate Committee and the Lessor) **Initial:** _____

If the property has lawns/gardens I understand that it is my responsibility to maintain the lawn/garden including watering and lawn mowing. **Initial:** _____

I, the applicant am aware that all rent in advance, after the initial rent payment, will be accepted by Direct Debit only. I will fill out and sign a request for Direct Debit form at the execution of the tenancy and understand that any arrangements with my bank need to be made prior to this. **Initial:** _____

PROPERTY GROUP Privacy Act 1988 Collection Notice

The personal information the prospective tenant provides in this application or collected from the sources is necessary for the Agent to verify the Applicants identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the Application 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 parties including the lessor, referees, and other agents and third party operators of tenancy reference data bases. Information already held on tenancy databases may also be disclosed to the Agent and/or Lessor. If the applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement that fact and the 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 the tenancy reference databases and/or other agents. If the applicant would like to access personal information the Agents holds, they can do so by contacting Independent Property Management at pmenquiry@independent.com.au or 02 62091555. The Applicant can also correct this information if it is inaccurate, incomplete or out-of-date. If the information is not provided, the Agency may not be able to process the application and manage the tenancy.

I, the applicant acknowledge that I have read the above Privacy Collection Notice issued by Independent Property Management. **Initial:** _____

I, the applicant if approved will require a clause if I am posted outside of the Canberra Region due to my employment to apply within the tenancy, giving 4 weeks notice in writing. YES NO **Initial:** _____

I confirm that I attended the exhibition/s of the aforementioned premises and if approved I accept the current condition. The exhibition was carried out by _____

Leasing Consultant's Name

I wish to apply for tenancy for a period of _____ weeks commencing on ____/____/____

I wish for rent to be paid (select one) Calendar Monthly / Fortnightly

I confirm that the rental to be paid is within my means. I undertake to pay rent in advance, initial payment will be as either a bank cheque or money order, all following payments will be direct debit as initialed above. The security bond will be paid by bank cheque or money order at the time of signing the tenancy agreement. All monies must be receipted prior to the commencement of the Tenancy Agreement. (Cash and personal cheques can not be accepted). **Initial:** _____

I have read and understood the above:

Signature of Applicant: _____ **Name:** _____ **Dated:** / /

In the Presence of: _____ **Name:** _____ **Dated:** / /