



Attention: Prospective Tenants

All applications are processed Monday – Friday between 8:30am and 5:00pm. Our aim is to let you know as soon as possible if you have secured a rental property through our agency. Applications may take up to 48 hours to process, subject to reference and employment checks. We will only submit your application to the property owner after all applications on the property have been completely processed.

APPLICATIONS MUST BE SUBMITTED TO OUR AGENCY BEFORE 10AM OF THE FOLLOWING BUSINESS DAY AFTER VIEWING THE PROPERTY.

Applications received after this time may not be accepted.

SHOULD YOUR APPLICATION BE APPROVED, YOU WILL BE REQUIRED TO PAY THE INITIAL 2 WEEKS RENT THE SAME DAY AS A DEPOSIT TO SECURE THE PROPERTY OR THE NEXT GOOD APPLICATION WILL BE APPROVED.

Agency Operating Hours:

8:30am – 5:00pm Monday to Friday

Please note that we are only available during normal business hours except in a genuine emergency.

TENANTS WILL ONLY BE SEEN BY APPOINTMENT.

We do not require 100 points of identification however, in order for us to fast track your application, we ask that you to take the following into consideration:

- ☑ Application form is completed in full (both pages) and privacy act signed and dated on back page
- ☑ As much information as possible is included with your application form such as payslips, any written references etc.
- ☑ A copy of your photo ID is submitted
- ☑ If you are unemployed or self-employed, please include written proof such as a summary from your accountant to confirm your weekly income.

Please note: if you have no rental history you may be required to supply a letter from a guarantor.

Our property owners will seek applications that reach our selection criteria. This is as follows:

- ☑ **Verification of identification**
- ☑ **Positive rental history and/or home ownership**
- ☑ **Verification of rental history via national tenancy databases (i.e. TICA)**
- ☑ **Employment/income confirmation**
- ☑ **Positive attitude towards renting the property**

We will contact you at the end of each business day whilst your application is being processed.

We look forward to receiving your application.



TENANCY APPLICATION

HOW DID YOU HEAR ABOUT THIS PROPERTY?

Courier Mail
 Internet
 For Lease Board
 Referral
 Local Agent
 E-mail
 Other (please specify) _____

ADDRESS OF RENTAL PROPERTY _____ _____	COMMENCEMENT DATE Day /Month /Year _____	LENGTH OF TENANCY _____months
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APPLICANTS DETAILS Name/s : _____ Address: _____ Date of Birth: _____ <input type="checkbox"/> Male <input type="checkbox"/> Female Phone: _____ Mobile: _____ E-Mail: _____	APPLICANTS IDENTIFICATION <input type="checkbox"/> Passport No. _____ Expiry Date: _____ <input type="checkbox"/> Drivers License No. _____ Expiry Date: _____ <input type="checkbox"/> Proof of Income <input type="checkbox"/> Bank Card <input type="checkbox"/> Medicare Card <input type="checkbox"/> Tenant Ledger <input type="checkbox"/> Other Relevant ID (please specify) _____
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CURRENT RENTAL PROPERTY DETAILS Address: _____ How long have you lived there? _____ Years _____ Months Current Rent: \$ _____ per week Why are you leaving? _____	CURRENT RENTAL AGENT/LANDLORD DETAILS Agent/Landlord: _____ Contact Name: _____ Contact Number: _____ Email Address: _____
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PREVIOUS RENTAL PROPERTY DETAILS Address: _____ How long have you lived there? _____ Years _____ Months Current Rent: \$ _____ per week Why did you leave? _____	PREVIOUS RENTAL AGENT/LANDLORD DETAILS Agent/Landlord: _____ Contact Name: _____ Contact Number: _____ Email Address: _____
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(IF INCOME IS BASED ON AUSTUDY/CENTRELINK BENEFITS YOU MAY BE REQUIRED TO PROVIDE COPIES OF RELEVANT STATEMENTS)

EMPLOYMENT DETAILS Current Employer: _____ Your Position: _____ Full/Part time: _____ Length of employment: _____ Net Salary Per Week: \$ _____ Contact Name/Position: _____ Contact Number: _____	STUDENT DETAILS College/Campus: _____ Course: _____ Length of course: _____ Full/Part time: _____ Contact Name/Position: _____ Contact Number: _____
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OCCUPANCY DETAILS Total number of Occupants who will live in this property _____ Name: _____ Name: _____ Name: _____	PETS <input type="checkbox"/> Yes <input type="checkbox"/> No Type: _____ Number : _____ Are they registered with the council? _____
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EMERGENCY CONTACT DETAILS Name: _____ Address: _____ Contact Number: _____	PERSONAL/BUSINESS REFERENCES (NOT RELATIVES) Name: 1. _____ 2. _____ Occupation: 1. _____ 2. _____ Contact No: 1. _____ 2. _____
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AGENTS NOTES :



I have inspected the subject property and I have decided that I wish to rent the property commencing on ____/____/____ for a period of ____ months.

- 1. The rent at which I am applying for the property is \$_____per week. The rental is within my financial capacity.
2. I agree to pay the following monies at the time of signing the Tenancy Agreement and before the commencement of the Tenancy

Rent - 2 weeks \$_____
Bond - equal to 4 weeks \$_____
Total - equal to 6 weeks \$_____

Should the above monies not be paid prior to the commencement of the Tenancy, I acknowledge that I will not receive the keys to the subject property.

- 3. I agree to pay the above monies and rent payments by direct deposit or cheque (personal, bank or money order).
4. Should my application not be accepted, neither Nexus Property Solutions nor the Lessor are required to disclose or provide any reason for the non acceptance.
5. Once I have been accepted for the rental property, I agree to pay my first 2 weeks rent of \$_____, part of which will be non-refundable should I decide not to proceed.

SIGN: _____ IN THE PRESENCE OF (witness): _____

DATE: ____/____/____

PRIVACY STATEMENT

In accordance with the Privacy Act, I authorise your agency to disclose personal information provided by myself (as part of the tenancy application) to verify my identity, and to process and evaluate the application. This information may be used to forward marketing material or information supplied by Nexus Property Solutions.

If the application is successful, I understand the personal information collected may be used by your agency and disclosed to third parties (including the property owner, tradespeople, potential buyers of the property etc). I also understand that this information and other relevant personal information collected during the tenancy may be passed onto other property owners, tenancy reference databases and/or other agents in the future.

SIGNATURE: _____ DATE: _____