

Please be advised that our agency will only accept and process applications that have been completed in full and all applicable information has been provided.

## PROPERTY YOU ARE APPLYING FOR:

.....

## APPLICANTS FULL NAME:

.....

## NAME/S AND AGE/S OF ADDITIONAL APPLICANTS TO RESIDE AT THE PROPERTY:

Name:.....	Age:.....	Name:.....	Age:.....
Name:.....	Age:.....	Name:.....	Age:.....
Name:.....	Age:.....	Name:.....	Age:.....
Name:.....	Age:.....	Name:.....	Age:.....

## IDENTIFICATION CHECK

Our agency requests the following documentation in order to process your application in full.

<b>PHOTO ID</b> <small>Applicant <b>MUST</b> have at least one</small>	Australian Drivers Licence	<input type="checkbox"/>
	Passport	<input type="checkbox"/>
	Proof of Age Card	<input type="checkbox"/>
	Other Photo ID	<input type="checkbox"/>
<b>INCOME</b> <small>Applicant <b>MUST</b> have at least one</small>	Last 2 Payslips (Current)	<input type="checkbox"/>
	Letter of offer	<input type="checkbox"/>
	Current Centrelink Income Statement	<input type="checkbox"/>
	Current Bank Statement	<input type="checkbox"/>
<b>OCCUPANCY HISTORY</b> <small>Applicant <b>MUST</b> have at least one</small>	Last 2 Rent Receipts	<input type="checkbox"/>
	Current General Tenancy Agreement	<input type="checkbox"/>
	Current Tenant Ledger	<input type="checkbox"/>
	Current Rates Notice (if Home Owner)	<input type="checkbox"/>
<b>OTHER ID</b> <small>Applicant <b>MUST</b> have at least one</small>	Utilities Statement - eg. Electricity, Phone bill	<input type="checkbox"/>
	Car Registration Certificate	<input type="checkbox"/>
	Birth Certificate	<input type="checkbox"/>
	Medicare Card	<input type="checkbox"/>
	Current VISA (if not an Australian Citizen)	<input type="checkbox"/>

## HOW TO APPLY

**EMAIL TO:**  
[rentals.in@oneagency.com.au](mailto:rentals.in@oneagency.com.au)

OR

**IN PERSON TO:**  
Shop 11, 120 Woogaroo St  
Forest Lake

## OFFER OF TENANCY

I/We, are requesting to reside at the property for a period of:  12 Months  6 Months  Other: .....

I/We, are offering the following amount in weekly rent: \$..... per week

I/We, request to commence the lease on: ...../...../..... (Day:.....)

The total number of occupants to reside at the property will be: ..... Adults ..... Children

I/We, request that pet/s reside at the property:  NO  Yes, please attach pet application

I/We, have viewed a copy of the General Tenancy Agreement:  Yes  No, please contact the agency ASAP

## APPLICANT DETAILS

First Name: ..... Last Name: .....  
Date of Birth: ...../...../..... Drivers Licence #: .....  
Contact Number: ..... Australian Citizen:  Yes  No (You **MUST** attach current VISA)  
Email: .....

## CURRENT ADDRESS

I am currently RENTING (please complete ALL fields below) OR  I am a HOME OWNER

Full Address: .....  
Term of Occupancy: ..... years ..... months Rent per week: \$..... per week  
Agent/ Landlord Name: ..... Contact Number: .....  
Email: .....

## PREVIOUS ADDRESS

(complete only if current occupancy less than 2 years)  RENTING (complete ALL fields below) OR  I am a HOME OWNER

Full Address: .....  
Term of Occupancy: ..... years ..... months Rent per week: \$..... per week  
Agent/ Landlord Name: ..... Contact Number: .....  
Email: .....

## EMPLOYMENT / INCOME

I am currently EMPLOYED AND/OR  I currently receive other INCOME (eg. Centrelink)

Occupation: ..... Employer Name: .....  
NET weekly income: \$..... per week Manager Name: .....  
Manager Phone & Email: ☎ ..... ☒ .....

**Other NET weekly income: \$..... per week. (You MUST supply supporting documentation for other income)**

## WHAT HAPPENS NEXT?

Your application will be processed as a matter of urgency. Upon completion of the processing stage, our agency will then present the application to the owner for their approval.

If your application is successful, it is important to note that you will be required to undertake the following **WITHIN 24 hours** of approval:

- Payment of two (2) weeks rent
- Payment of Bond (equivalent to 4 weeks rent)
- All parties will be required to attend the office and sign the General Tenancy agreement

The Property Manager will contact you directly for further details relating to the tenancy.

If your application is unsuccessful, you will be notified accordingly. In accordance with the Privacy Act, our agency will NOT keep unsuccessful applications or identification. All documentation will be destroyed.

Thank you for applying!

# PET APPLICATION & AGREEMENT

Its important that you complete this form to the best of your ability and include as much information as possible, where possible. Attaching a photograph of your pet/s will also assist with the application. Use this form only for Properties where the Lessor has indicated that pet/s may be accepted. Please note: This form is NOT relevant for Guide, Hearing and Assistance Dogs. If unsure, please contact our agency prior to completing this pet application form.

## PET DETAILS

If more than 3 pets, print and complete a separate Pet Agreement form.

## WHAT IS CLASSED AS A PET?

A pet, is any animal that will reside with you at the property and requires approval from the Owner. This includes, but is not limited to, Dogs, Cats, Fish, Reptiles and Guinea Pigs.

ITEM	PET 1	PET 2	PET 3
Type of Pet/s			
Breed			
Name/s			
Age			
Desexed	YES / NO	YES / NO	YES / NO
Council Reg #			
Colour			
Weight	____KG	____KG	____KG
Inside / Outside	Inside / Outside	Inside / Outside	Inside / Outside

The Tenant acknowledges and agrees to the following terms:

1. The Lessor has agreed to permit pet/s at the Premises as specified in the General Tenancy Agreement and this Pet Agreement.
2. Any pet/s other than the approved pet/s specified in the General Tenancy Agreement and this Pet Agreement must first be requested by the Tenant in writing via a separate Pet Application giving full details and then be approved in writing by the Lessor PRIOR to the pet/s being allowed onto the Premises. Pet approval may be subject to specific criteria and must be complied with. Approval is NOT guaranteed.
3. The Tenant shall be liable for any damage or injury whatsoever caused by the pet/s on the Property, whether they are the Tenant's pets or their guests' pets and regardless of their approval status.
4. The Tenant accepts full responsibility and indemnifies the Lessor for any claims by or injuries to third parties or their Property caused by, or as result of actions by their pet/s or their guest's pet/s, and regardless of their approval status.
5. The Tenant agrees to arrange for Flea Fumigation at the end of the Tenancy or at a time during the Tenancy as required or requested by the Lessor / Lessor's Agent to be carried out by a Company complying with Australian Standards.
6. The pet/s are always to be outside, unless specified otherwise in the General Tenancy Agreement or this Pet Agreement. Guide dogs are an exception.
7. If the pet is a dog, the Tenant agrees to restrain or remove the dog from the premises for the duration of inspections arranged by the Agent with the required notice given.
8. By signing below, you are only asking for approval of the above-mentioned pet/s to be accepted at the Property for which you are applying.

## APPLICANTS ACKNOWLEDGEMENT

Print Full Name: .....

Signature: .....

Date: ...../...../.....

OFFICE USE ONLY	
APPROVAL GIVEN:	<input type="checkbox"/> Yes <input type="checkbox"/> No
DATE:	____/____/____
AGENT:	_____



**PRIVACY DISCLOSURE STATEMENT:**

We are an independently owned and operated business and are bound by the National Privacy principles. We collect personal information about you in this form to assess your Application for Tenancy. We may need to collect information about you from your previous Lessors or Letting Agents, your Employer and Referees. We will also check if details of Tenancy defaults by you are held on a Tenancy Database. Your consent for us to collect the information is set out below in the Privacy Consent section.

**COLLECTION NOTICE:**

The personal information you provide in this Application or our Agency collects from other sources is necessary for One Agency Isaac Nguyen Real Estate to verify your identity, to process and evaluate the Application and to manage the Tenancy. If the Application is successful, personal information collected about you in this Application and during the course of your Tenancy, may be disclosed for the purpose for which it was collected to other parties including the Lessor, Referees, other Agents and third party operators of Tenancy Databases. Information already held on Tenancy Databases may also be disclosed to our Agency and/or the Lessor. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the Agreement, the facts and other relevant personal information collected about you during the course of your Tenancy may also be disclosed to the Lessor, third party operators of Tenancy Databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your Application is not successful it will be stored securely for a period of one month only. If you decide not to collect your Application we will destroy your documents to comply with Privacy Legislation.

If you do not complete this form or do not sign the consent below then your Application for Tenancy may not be considered by the owner of the relevant Property or, if considered, may be rejected, due to insufficient information to assess the Application.

**PRIVACY CONSENT:**

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of One Agency Forest Lake and I authorise One Agency Isaac Nguyen Real Estate to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references on this application;
- Tenancy Databases to which One Agency Forest Lake subscribes. I can refer to their Privacy Disclosure Statements via: [www.tica.com.au](http://www.tica.com.au) and [www.ntd.com.au](http://www.ntd.com.au)

I authorise One Agency Isaac Nguyen Real Estate to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this Property), salespeople (primary and secondary Agents), valuers, the Lessor, other Agents, database operators, other Property Managers, Body Corporate, Insurance companies, Financial services, if required in the future, and to Authorities as required by law.

**MARKETING CONSENT:**

I understand that the Agency may need to contact me about Property related information eg properties for rent or for sale or other services which may interest me. I am the telephone account holder or nominated person by the account holder and agree One Agency Isaac Nguyen Real Estate to use the phone details provided below to contact me for marketing purposes until I advise otherwise.

Period of Contact:       Indefinite until advised in writing otherwise       Other -

**UTILITY CONNECTIONS:**

If my Application for Tenancy is accepted I would like assistance at no additional charge, with the connection of telephone, electricity or gas to the Property. ON THE MOVE is authorized to contact me direct regarding the CONNECTION of these utility services.

**ELECTRONIC TRANSMISSION:**

It is agreed by ticking this box, consent is given to receive any documentation relevant to the Tenancy by electronic communication methods such as email or facsimile and the method of receiving advice or notification by SMS is accepted.

**APPLICANTS ACKNOWLEDGEMENT**

Print Full Name: .....

Signature: .....

Date: ...../...../.....