

APPLICATION FOR TENANCY

Thank you for your application. Please note applications are processed in order of receipt. We endeavour to assess applications as fast as possible and you can assist the speed of your application by completing all questions on this form and advising your referees they will have contact from us. Once all sections of the are complete, and the requested forms are supplied, we can commence checking your application against our criteria. Incomplete applications will not be processed.

NAME OF ALL APPLICANTS
1.
2.
3.
4.

Please attach copies of the following to your application:

A. EVIDENCE OF INCOME

One (1) proof of your current income such as:

- Your most recent payslip
- If self-employed, a copy of your most recent tax assessment
- If starting new employment, a signed letter of appointment from your employer
- A Centrelink statement

B. APPROPRIATE IDENTIFICATION

100 points of identification such as:

- Driver's license (40)
- Passport (70)
- Medicare Card (25)
- Other photo ID (40)
- Birth certificate (70)

C. OTHER SUPPORTING DOCUMENTS

- Current pay slip (10)
- Last four (4) rental receipts
- Two (2) prior written rental references
- Pet references (if applicable)

SUCCESSFUL APPLICATIONS

- You will be asked to sign a tenancy agreement within 48 hours of your application being approved
- Please allow up to an hour for this signing appointment
- During your appointment at a Luton Properties office you will need to pay the security bond which is equal to four weeks rent

PLEASE NOTE:

1. If your tenancy agreement commences on the same day that you are signing contracts and paying the bond, the payment of one month's rent (calculated calendar monthly) will also be due and payable. Otherwise the first rental payment will be due on the day your tenancy agreement commences and no keys to the property will be provided until your rental payment is made.

2. The payment of the bond and the first month's rent (calculated calendar monthly) must be paid by bank cheque or money order made out to Luton Properties. You will also need to provide on the day that your lease commences your bank account details for the account from which you then will pay all subsequent rental payments by direct debit. Luton Properties are unable to accept cash payments.

UNSUCCESSFUL APPLICATIONS

You will be notified by phone or email and your application form will be destroyed to protect your privacy.

IMPORTANT: PLEASE READ THE LUTON PROPERTIES PRIVACY STATEMENT BEFORE COMPLETING THE FORM:

Under the guidelines of the National Privacy Principles contained in the Privacy Act 1988, Luton Properties has prepared this statement to explain the types of personal information we keep on record and how we may use that information. We require you to provide us with personal information in this application for the purpose of processing your application for tenancy for this property. The processing of your application will involve the disclosure to the lessor the information contained in this form in order for the lessor to assess your suitability to tenant this property and, if successful, will form part of your tenancy agreement. Part of this process is to verify the information that you have given with the nominated contacts provided in your application. By signing this statement, you are agreeing to allow Luton Properties staff to ask the questions that they require to assess your suitability to be considered for this tenancy. If you do not provide us with the requested information or permit us to confirm the information provided, we will not be able to process your application for tenancy. Luton Properties will not use the information provided by you for any other purpose. If your application is unsuccessful, Luton Properties will destroy your application form to protect your right to privacy. You may request access to any personal information we hold about you, either by writing to or calling us. We will provide this information within seven days. If you believe that the personal information we hold about you is incorrect, incomplete or inaccurate, then you may request amendments via our Head of Customer Experience Manager on (02) 6260 8999.

I agree to the above conditions.

SIGNED:
NAME (PRINT):
DATE:

APPLICATION FOR TENANCY

To process your application you must answer ALL questions. Please write clearly in block lettering.

PROPERTY DETAILS

ADDRESS OF PROPERTY APPLIED FOR:	DATE INSPECTED:
LEASE COMMENCEMENT DATE: / /	LENGTH OF TENANCY: (Years) (Months)
HOW MANY PEOPLE WILL OCCUPY THE PROPERTY:	(Adults) (Children) Ages:
WEEKLY RENT: \$	Do you require a posting clause? <input type="checkbox"/> YES <input type="checkbox"/> NO

APPLICANT DETAILS

TITLE: Mr Mrs Ms Miss Dr Prof		
SURNAME:	GIVEN NAMES:	
CURRENT ADDRESS:		
MOBILE:	WORK:	HOME:
EMAIL:	DATE OF BIRTH: / /	
CAR REGO:		
CURRENT / PREVIOUS LESSOR OR AGENT:	PHONE:	
AMOUNT OF RENT PAID: \$ /per week	LENGTH OF TENANCY FROM: (Start) to (End)	
WAS YOUR BOND FULLY REFUNDED? <input type="checkbox"/> YES <input type="checkbox"/> NO	If no, why not? HISTORY	

HISTORY

Please detail below the history of where you have lived for the past five (5) years. Starting with your most current address.
PLEASE NOTE: If you do not provide phone numbers for each contact we will be unable to process your application.

ADDRESS:	FROM/TO	RENT PAID P/W	LESSOR NAME & PHONE NUMBER
1.			
2.			
3.			
4.			

IDENTIFICATION

Attach copies of each applicable identification (one photo ID is essential.)

DRIVER'S LICENSE NUMBER:	STATE OF ISSUE:	EXPIRY:
REGISTRATION PAPERS:	PENSION CARD:	
PASSPORT NUMBER:	COUNTRY OF ISSUE:	COUNTRY OF BIRTH:
MEDICARE CARD NUMBER:		

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EMPLOYMENT

EMPLOYER'S / COMPANY NAME:	POSITION HELD:	ANNUAL SALARY:
EMPLOYER'S ADDRESS:	PERIOD OF EMPLOYMENT:	
SUPERIOR'S NAME:	EMPLOYER'S PHONE:	

SELF-EMPLOYMENT

NAME OF BUSINESS:	ABN:		
TYPE OF INDUSTRY:	LENGTH OF SELF-EMPLOYMENT:	Years	Months
ACCOUNTANT:	ACCOUNTANT'S PHONE:	MOBILE:	

NOTE: If you do not derive an income from employment or are a student, unemployed or receive an alternative type of income, please provide details on a separate document and attach it. If you are under 18 years of age or are a student, you may require a rental guarantor.

CALENDAR MONTHLY RENT CALCULATION – ACT ONLY

FOR EXAMPLE: Rent per week, divided by 7, times by 365, divided by 12 = \$ per calendar month

Rent is to be paid by direct debit, on the first day of each month at \$ _____ per calendar month

REFEREES

Please provide details for referees. All referees supplied must be contactable during business hours directly by phone. Referees must not be related to you.

NAME OF PERSONAL REFEREE 1:	PHONE (Mobile or Home):
NAME OF PERSONAL REFEREE 2:	PHONE (Mobile or Home):
NAME OF PERSONAL REFEREE 3:	PHONE (Mobile or Home):

EMERGENCY CONTACT

NAME:	RELATIONSHIP:	PHONE (Mobile or Home):
NAME:	RELATIONSHIP:	PHONE (Mobile or Home):
NAME:	RELATIONSHIP:	PHONE (Mobile or Home):

PETS

DO YOU OWN ANY PETS?	<input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, WHAT TYPE?
	<input type="checkbox"/> INSIDE <input type="checkbox"/> OUTSIDE <input type="checkbox"/> BOTH	

I acknowledge no pets can be kept unless discussed with the property manager and they agree to add a pet clause to the lease.

APPLICANT SIGNATURE: _____

APPLICATION FOR TENANCY

PLEASE NOTE, THE FOLLOWING CONDITIONS APPLY:

- You agree and understand that if your application is approved by the lessor you must be available to sign the tenancy agreement within 48 hours of being approved or at another mutually agreeable time.
- You agree and understand and will bring to the signing appointment, the security bond payment equal to four weeks' rent.
- You agree and understand if your tenancy commences on the same day you are signing contracts, you will pay in addition to the security bond, the payment of one month's rent (calculated calendar monthly).
- You agree and understand if your tenancy commences after the signing of the tenancy agreement appointment you will pay the payment of one month's rent (calculated calendar monthly) on the day the tenancy commences.
- You agree and understand if the above two payments are not made no keys to the property will be made available.
- You agree and understand Luton Properties cannot accept cash payments and the above two initial payments can only be paid by bank cheque or money order made out to Luton Properties.
- You agree and understand a condition of this tenancy is that all subsequent regular rental payments are to be made by direct debit from your account. Full bank details must be supplied, and all forms completed prior to the commencement of your tenancy.
- You agree and understand all rental payments for the term of your tenancy will be due and payable on the day of each month and this will be stated in your tenancy agreement contract.
- You agree and understand you may be held responsible for the payment of all water consumption charges and will also be paid by direct debit and will be deducted on the 14th day of the invoice being generated and supplied to you.
- You agree and understand you are accepting the property you have applied for, in the condition as it was when you inspected it originally on date: / /
- You agree and understand the information provided here will form part of the tenancy agreement, and your application will be approved on this basis.
- You agree and understand if the property is currently tenanted, or under construction/re-construction, this application will be processed subject to the availability of the property on the due date and no action shall be taken by you against the lessor of the agent should any circumstances arise whereby the property is not available for occupation on the due date.

APPLICANT SIGNATURE:

DATE:

FINAL DECLARATION

APPLICANT SIGNATURE:

DATE:

PRINTED NAME:

WITNESS SIGNATURE:

DATE:

PRINTED NAME:

PLEASE NOTE: It is your responsibility to organise connection of utilities such as electricity, gas and phone connection.

NOTES