

application for tenancy

highland property agents

Please attach the following information to your application (not all of the below information is applicable to every applicant):

- Drivers licence or passport
- Other photo ID and birth certificates
- Current bank statement
- 3 latest payslips
- Letter of employment
- Tenancy ledger from current/previous agent
- Government assistance statements

Your application will take approximately 1-3 days to process depending on how quickly we can get in contact with your references. When we conduct your references checks we confirm your employment, your current and previous rental references as well as your personal references.

Once your application has been approved, you will be required to pay 1 weeks rent as a holding deposit. When you sign the lease the following will be payable:

- 4 weeks rent for bond
- 2 weeks rent (less holding deposit)

Note: We do not accept cash or personal cheques for this payment. Bank cheques, money orders or direct debit is accepted.

The only way to pay rent with Highland Property Agents is via DIRECT DEBIT. Please ensure you bring your account details with you when you sign the lease

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f 02 9523 4555
e info@highlandproperty.com.au
w highlandproperty.com.au
abn 67 125 430 980

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Tenancy Application

Property Details

Address of Property

Lease commencement date:

Lease Term:

Rent Per Week:

No. Adults occupying the property:

No. and ages of children (if any):

No. and type of pets:

How did you find out about this property? (please circle)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Newspaper | <input checked="" type="checkbox"/> Website |
| <input checked="" type="checkbox"/> For Lease Sign | <input checked="" type="checkbox"/> Internet |
| <input checked="" type="checkbox"/> Other | |

Applicants Personal Details

Given name(s):

Surname:

Date of Birth:

Current Address:

Home Phone:

Work Phone:

Mobile:

Email:

Fax:

Drivers Licence No:

Drivers Licence State:

Vehicle Registration Number:

Passport No:

Passport Country of issue:

Next of Kin

Given Name(s):

Surname:

Relationship:

Address:

Phone:

Mobile:

Email:

Current Tenancy Details

Address:

Rent Paid:

Period of Occupancy:

Reason for leaving:

Name of Landlord/Agent:

Phone:

Previous Address

Address:

Length of time at above address:

Rent Paid:

Name of Landlord/Agent:

Contact:

Current Employment

Occupation:

Current Employer:

Employers Address:

Contact Name (pay roll / manager):

Contact Number:

Length of Employment:

Net Income:

Previous Employment

Occupation:

Employer:

Employers Address:

Contact Name (pay roll / manager):

Contact Number:

Length of Employment:

Net Income:

Self-Employment Details

Company name:

Business Type:

Business Address:

ABN:

Accountant Name:

Phone:

Net Income:

Personal References (not a relative):

Referee 1 Name:

Relationship:

Phone:

Mobile:

Referee 2 Name:

Relationship:

Phone:

Mobile:

Privacy Consent

PRIVACY DISCLOSURE STATEMENT OF Highland Property Agents. We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current employer and your referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship, including maintenance contractors and the landlord's insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our privacy officer. If you do not complete this form or do not sign the consent below your application for a residential tenancy may not be considered by the owner of the relevant property or if considered may be rejected.

Tenant Name

Signature

Date

Privacy Consent

I the Applicant acknowledge that I have read the Privacy Notice of Highland Property Agents. I authorise Highland Property Agents to collect information about me from:

1. My Previous letting agents and/or landlords;
2. My personal referees;
3. Any Tenancy Default Database which may contain personal information about me.

I also authorize Highland Property Agents to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA). I authorise Highland Property Agents to disclose the personal information it collects about me to the owner of the property even if the owner is a resident outside Australia; and to any third parties – valuers, contractors, sales people, insurance companies, body corporates, other agents and tenancy default databases.

I/We agree and understand that in the event of this application being approved by the agent, the agent may report any defaults that may occur from time to time in the tenancy with TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available. I/we understand that in the event of a default being reported to TICA DEFAULT TENANCY DATABASE or any other tenancy database, the removal of such information is subject to the guidelines of the database companies.

Tenant Name

Signature

Date

Utility Connection – This is a Free Service



SIMPLY TICK WHAT YOU WANT CONNECTED AND WE WILL ELECTRONICALLY CONNECT YOUR UTILITIES WITHOUT THE HASSEL OF PHONE CALLS. THIS A COMPLETELY FREE SERVICE PROVIDED TO YOU FOR YOUR CONVENIENCE AND WILL SAVE YOU HOURS OF TIME.

			Tick	⇒	Connection Date
ELECTRICITY	AGL <input type="checkbox"/>	Tick to Connect	<input type="checkbox"/>		/ /
GAS	AGL <input type="checkbox"/>	Tick to Connect	<input type="checkbox"/>		
TELEPHONE	TELSTRA <input type="checkbox"/>	Tick to Connect	<input type="checkbox"/>		

Upon application, Fast Connect will electronically lodge your request and ensure that your utility provider has all the relevant details to connect on your requested date.

ARE YOU INTERESTED IN:

PAY TV <input type="checkbox"/>	Broadband Internet <input type="checkbox"/>	Broadband Wireless <input type="checkbox"/>
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Sign _____
Date ____/____/____