

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 you 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 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 Momentum Property 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 Momentum Property. 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. Momentum Property 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.

We require you to provide personal information in this application for the purpose of processing your tenancy application for this property. The processing of your application will involve disclosure of the information contained in this form to the lessor, in order for the lessor to assess your suitability to lease this property. If successful, this information will form part of your tenancy agreement. As part of this process, we may verify the information you have provided with the nominated contacts listed in your application. By signing this statement, you agree to allow Momentum Property staff to make the necessary enquiries required to assess your suitability for tenancy. If you do not provide the requested information, or do not permit us to verify the information, we will be unable to process your application. Momentum Property will not use the information you provide for any purpose other than processing your tenancy application. If your application is unsuccessful, Momentum Property will securely 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 us or calling us. We will provide this information within seven (7) days. If you believe the personal information we hold about you is incorrect, incomplete, or inaccurate, you may request amendments by contacting our office on (02) 6176 3420.

I agree to the above conditions.

Signature: _____

Name (Print): _____

Date: _____

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

Property Details

Property Address:	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? ☐ Yes ☐ No

Applicant Details

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr ☐ Prof	Date inspected:
Surname:	Given Names:
Current Address:	
Mobile:	Work/Home:
Email:	Date of Birth:
Car Rego:	
Current/Previous Lessor or Agent:	Phone:
Amount of Rent Paid: \$	Length of Tenancy:
Was your bond full refunded? ☐ Yes ☐ No	If no, why not?

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 (per week)	Lessor Name/Phone Number
1.			
2.			
3.			
4.			