



TENANCY APPLICATION FOR PROPERTY LOCATED AT:

Applications that do not include the following details **will not** be processed. Please read the following document carefully as it will form part of your Tenancy Agreement.

- ✿ **Photo Identification** – at least one of the following – drivers licence, passport or photo ID
- ✿ **Proof of Income** – your most recent payslip, letter of offer stating your income, contract or if you are self employed please provide details of your accountant and a copy of your latest tax assessment
- ✿ **Rental Reference** – if your rental reference is an Agent you will need to obtain a copy of your tenant ledger and attach it with your application. If your rental reference is a private landlord you must provide proof of tenancy, i.e copy of your lease and a written reference. If you are a current home owner you are required to provide proof of ownership i.e a copy of your most recent rates notice
- ✿ **The property will remain on the market until a lease has been signed and initial rent has been received.**

If your application is successful:

	Initialled
You will be asked to sign a lease within 24 hours , or at another time agreed by both parties	
All relevant parties must be present at the time of signing the lease	
At the time of signing the lease you will be required to pay 4 weeks rent (Bond)	
At the time of collecting your keys you will be required to pay 2 weeks rent	
All initial payments must be in the form of a BANK CHEQUE OR MONEY ORDER. (No CASH or personal cheques) made payable to Bright Partners Property Group. We DO NOT accept bond transfers	
Payment of future rent is by the following options only: DEFT Payment Systems – Offering BPay or Credit card payment options Money Order or Bank Cheque – Made out to Bright Partners Property Group <u>NO CASH PAYMENTS OR PERSONAL CHEQUES ARE ACCEPTED</u>	
I, the Applicant, declare that I am not a bankrupt or undischarged bankrupt and that the information provided by me is true and correct.	
Foxtel/Internet – It is the responsibility of the applicant to investigate the availability of Foxtel connection/Internet services available at the property	
If your application is unsuccessful it will be shredded along with any supporting documents that you provided with your application	

Signed and Dated Signed and Dated



If there is more than one applicant, an additional Tenancy Application Form must be completed for each applicant.

PROPERTY DETAILS			
Property Address:			
Rent:	Per week: \$	Bond: \$	
Requirements:	Commencement Date:	Lease term (months):	
Occupants:	Number of adults:	Smoker Y / N	Children & ages:
Pets:	Yes/No	Type:	If yes breed & age:
APPLICANT'S DETAILS			
Mr/Mrs/Miss/Ms	Surname:		Given Names:
Contact details Address for service of notices	Home:	Work:	Mobile:
	Email:		Other:
Personal Details:	Date of Birth: / /	Vehicle Registration & State:	
	Drivers License No: Expiry Date / /	Vehicle Make & Model:	
CURRENT ADDRESS			
Address:			
Lessor/Agent:		Contact (name):	
Daytime Telephone:		Rent per week: \$	
Reason for leaving:		How long at this address:	
Agent Comments:			
PREVIOUS ADDRESS			
Address:			
Lessor/Agent:		Contact (name):	
Telephone:		Rent per week: \$	
Reason for leaving:		How long at this address	
Agent Comments:			
EMERGENCY CONTACT DETAILS (Next of Kin) – not residing at same property			
Name:		Relationship:	
Phone (Work):		Phone (Home):	
Address:			
EMPLOYMENT DETAILS			
Company Name:		Basis: Full time <input type="checkbox"/> Part time <input type="checkbox"/> Casual <input type="checkbox"/> Status: Temporary/Contract/Permanent (please circle)	
Occupation:		Length of Employment:	
Net Fortnightly Income:		Reference Name:	
Reference Daytime Phone:		Reference Position Held:	
Employment Address:			
Agent Comments:			
PREVIOUS EMPLOYMENT DETAILS (If employed for less than 6 months)			
Company Name:		Basis: Full time <input type="checkbox"/> Part time <input type="checkbox"/> Casual <input type="checkbox"/> Status: Temporary/Contract/Permanent (please circle)	
Occupation:		Length of Employment:	
Net Fortnightly Income:		Reference Name:	
Reference Daytime Phone:		Reference Position Held:	
Employment Address:			
Agent Comments:			

IF SELF EMPLOYED: (please provide a copy of most recent tax assessment)

Name of Business:		Industry:			
ABN No:	Years in Business:	Personal Net Monthly Income:			
Phone:	Fax:	Email:			
Address:					
Accountant:		Telephone:			
IF YOU ARE A STUDENT: (please provide a copy of your most recent bank statement and a student confirmation letter)					
Name of Institution/Uni:		Faculty/Department:			
Campus Contact Name:	Phone:	Student ID No:			
Income Source:		Amount/week \$:			
Income Source:		Amount/week \$:			
REFERENCES (not relatives)					
1.	Name:		2.	Name:	
	Occupation:			Occupation:	
	Relationship:			Relationship:	
	Ph (W):	(Mobile):		Ph (W):	Mobile:
Agent Comments:			Agent Comments:		
3.	Name:		4.	Name:	
	Occupation:			Occupation:	
	Relationship:			Relationship:	
	Ph (W):	(Mobile):		Ph (W):	Mobile:
Agent Comments:			Agent Comments:		

Applications can be lodged:

In Person

Suite 21, Manuka Terrace
Franklin Street, MANUKA

Via Email

terese@brightpartners.com.au
maureen@brightpartners.com.au
lesley@brightpartners.com.au
ainslie@brightpartners.com.au
carly@brightpartners.com.au
marea.ordanic@brightpartners.com.au
danielle.hill@brightpartners.com.au
patrick.bergman@brightpartners.com.au
padmin@brightpartners.com.au

Via Fax

Fax: 02 6239 4600
Telephone: 02 6239 4555
www.totalpropertymanagement.com.au



Address Under Application : _____

Privacy Statement

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, 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 reference databases. Information already held on these databases may also be disclosed to us and the landlord. If you enter into a Residential Tenancy Agreement and you fail to comply with your obligations under that agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the Lessor, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your Property Manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required is not provided by you, we may not be able to process your application and manage your tenancy.

Applicant's name(s):

Applicant's signature:..... Date:..... / /

Applicant's signature:..... Date:..... / /

Agent's signature:..... Date:..... / /

<p><u>OFFICE TO COMPLETE</u></p> <p>To: _____</p> <p>Agent: _____</p> <p>Fax: _____</p>	<p><u>PLEASE CONTACT</u></p> <hr/> <p><u>ONCE YOU HAVE RECEIVED THIS FAX TO</u></p> <p><u>PROVIDE A VERBAL REFERENCE:</u></p> <p>From: Bright Partners Property Group Total Property Management P O Box 3785, Manuka ACT 2603 Fax: (02) 6239 4600 Phone: (02) 6239 4555</p>
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Pets:	Yes/No	Type:	If yes breed & age:
APPLICANT'S DETAILS			
Mr/Mrs/Miss/Ms	Surname:		Given Names:
Contact details Address for service of notices	Home:	Work:	Mobile:
	Email:		Other:
Personal Details:	Date of Birth:	/ /	Vehicle Registration & State:
	Drivers License No:		Vehicle Make & Model:
	Expiry Date	/ /	
CURRENT ADDRESS			
Address:			
Lessor/Agent:		Contact (name):	
Daytime Telephone:		Rent per week: \$	
Reason for leaving:		How long at this address:	
Agent Comments:			
PREVIOUS ADDRESS			
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		Status: Temporary/Contract/Permanent (please circle)	
Occupation:		Length of Employment:	
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ABN No:		Years in Business:		Personal Net Monthly Income:	
Phone:		Fax:		Email:	
Address:					
Accountant:			Telephone:		
IF YOU ARE A STUDENT: (please provide a copy of your most recent bank statement and a student confirmation letter)					
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Campus Contact Name:		Phone:		Student ID No:	
Income Source:				Amount/week \$:	
Income Source:				Amount/week \$:	
REFERENCES (not relatives)					
1.	Name:		2.	Name:	
	Occupation:			Occupation:	
	Relationship:			Relationship:	
	Ph (W):	(Mobile):		Ph (W):	Mobile:
Agent Comments:			Agent Comments:		
3.	Name:		4.	Name:	
	Occupation:			Occupation:	
	Relationship:			Relationship:	
	Ph (W):	(Mobile):		Ph (W):	Mobile:
Agent Comments:			Agent Comments:		

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carly@brightpartners.com.au
marea.ordanic@brightpartners.com.au
danielle.hill@brightpartners.com.au
patrick.bergman@brightpartners.com.au

Via Fax

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