Rite Properties
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Licence No. 10104049 · ABN 62 640 953 055

Rental Application Form

Please complete one form for **each adult** who will live at the property, and return it with copies of your identification and proof of income. Incomplete applications take longer to process. There is no fee to apply.

1 The property you're applying for

PROPERTY ADDRESS

WEEKLY RENT | PREFERRED START DATE | LEASE TERM (MONTHS)

NUMBER OF ADULTS | NUMBER OF CHILDREN | HOW DID YOU FIND THIS PROPERTY?

2 About you

TITLE | GIVEN NAME(S) | SURNAME

DATE OF BIRTH | MOBILE | OTHER PHONE

EMAIL

DRIVER LICENCE NUMBER | STATE | EXPIRY | PASSPORT NUMBER & COUNTRY

3 Other occupants and pets

List everyone else who will live in the home. Pets are considered on application.

NAME	AGE	RELATIONSHIP TO YOU

PETS (TYPE, BREED, NUMBER) | INDOOR / OUTDOOR

4 Current address

CURRENT ADDRESS

HOW LONG AT THIS ADDRESS? | WEEKLY RENT | OWNED / RENTED / OTHER

LANDLORD OR AGENT NAME | LANDLORD OR AGENT PHONE

REASON FOR LEAVING

5 Previous address

PREVIOUS ADDRESS

HOW LONG AT THIS ADDRESS? | WEEKLY RENT | OWNED / RENTED / OTHER

LANDLORD OR AGENT NAME | LANDLORD OR AGENT PHONE

6 Employment and income

OCCUPATION | EMPLOYER

EMPLOYER ADDRESS

CONTACT PERSON | CONTACT PHONE | LENGTH OF EMPLOYMENT

GROSS WEEKLY INCOME | EMPLOYMENT TYPE (FULL-TIME, PART-TIME, CASUAL, SELF-EMPLOYED)

PREVIOUS EMPLOYER AND LENGTH OF EMPLOYMENT (IF UNDER 12 MONTHS IN CURRENT ROLE)

OTHER INCOME (CENTRELINK, INVESTMENTS, ETC.) — SOURCE AND WEEKLY AMOUNT

7 References

Not related to you, and known to you for at least two years if possible.

PERSONAL REFERENCE 1 — NAME | RELATIONSHIP | PHONE

PERSONAL REFERENCE 2 — NAME | RELATIONSHIP | PHONE

8 Emergency contact

NAME | RELATIONSHIP | PHONE

ADDRESS

9 Documents attached

Copies only — never send originals. You can black out tax file numbers and account numbers.

- [ ] Photo ID — driver licence or passport
- [ ] Secondary ID — Medicare card or birth certificate
- [ ] Two most recent payslips or an employment letter
- [ ] Centrelink income statement (if applicable)
- [ ] Rental ledger from your current agent
- [ ] Written references
- [ ] Recent bank statement showing savings (optional)
- [ ] Pet registration / reference (if applicable)

10 Privacy and declaration

1. I confirm the information in this application is true and complete, and that I have inspected the property (or accept it in its current condition).
2. I authorise Rite Properties to contact the referees, landlords, agents and employers named above, and to check tenancy databases, to assess this application.
3. I understand Rite Properties collects my personal information to assess this application and, if it is approved, to manage the tenancy. It may be shared with the landlord and with service providers involved in the tenancy, and I can ask to see or correct it.
4. I understand that this application is not accepted until I am told so in writing and the residential tenancy agreement has been signed, and that I have not been asked to pay any fee to apply.

APPLICANT SIGNATURE | DATE

OFFICE USE ONLY

RECEIVED BY | DATE RECEIVED | OUTCOME