

# Example of Real Estate Agent Application Form - Legally Binding

## Identification

Please provide 3 forms of identification

For example

<input type="checkbox"/> drivers licence	<input type="checkbox"/> passport	<input type="checkbox"/> birth certificate
<input type="checkbox"/> car registration	<input type="checkbox"/> phone account	<input type="checkbox"/> utility account
<input type="checkbox"/> bank statement	<input type="checkbox"/> rates notice	<input type="checkbox"/> rent receipts

## Supporting documents

In evaluating your application we will consider your ability to pay the rent and maintain the property. This information is required so that you can demonstrate your ability to pay rent

For example

<input type="checkbox"/> payslips	<input type="checkbox"/> employment contract	<input type="checkbox"/> letter of parental support
<input type="checkbox"/> bank statement	<input type="checkbox"/> proof of scholarship	

## Property details

Address of property

Rent per week:

Bond:

I would like to apply for a 6 month / 12 month lease

starting on    /    /

I would pay me rent   weekly / fortnightly / monthly

## Applicant one

Surname

Given names

DOB (date of birth)

E-mail

Phone (home)

(work)

(mobile)

Current address

How long

Name of owner/agent

Phone

Why do you wish to move?

Current rent paid \$

Employers Name

Phone

Occupation

How long?

Income

\*Name of personal reference 1

Ph

\* Name of personal reference 2

Ph

Car Make and Rego

Licence Number

Name of emergency contact person

Address

Work phone

Home phone

Relationship

Who else will be living in the property?

Names and age of children

Pets owned?

Type/breed

\* References must be provided by people who are not related to you and do not share the same address

Please supply other information that may assist with this application

<b>Declaration</b>
I/we the applicants do solemnly and sincerely declare that I am/we are not bankrupt. I/we inspected the premises and wish to take a tenancy of such premises for a period of _____ at the rent _____ per _____ from _____ and that the rent is within my/our means. I/we undertake to pay a bond of _____ upon the signing of the tenancy agreement.
I/we the applicants acknowledge that the information concerning my/our performance as a tenant may be disclosed by the agent to a tenant reference organisation and that the tenant reference organisation may publish such information. I/we acknowledge that such information may claim that:
a) I/we have been a satisfactory tenant
b) I/we have been irregular in paying our rent
c) My/our bond was retained to pay rent, damages or cleaning
d) I/we have caused or been responsible for accidental damage
e) I/we have caused or been responsible for intentional damage
f) I/we have caused or been responsible for additional cleaning
g) I/we have caused or been responsible for additional yard maintenance
h) I/we have caused or been responsible for excessive noise
i) I/we have caused or been responsible for fighting or other disturbances
j) I/we have caused or been responsible for unauthorised pets
k) I/we have breached my/our lease
l) I/we have caused or been involved in conduct which may be of interest to a prospective landlord or agent
I/we release the agent from any liability or responsibility whatsoever for any loss or damage caused by me/us as a result of information so disclosed or published
I/we the applicant(s) declare that the above information is true and correct and that I/we have supplied it of our own free will. I/we understand that the information has been collected by you as the letting agent for the purpose of determining whether I am/we are an appropriate tenant for the property. I/we authorise you to verify the above information by contacting and checking the information with those persons named on this application form and by undertaking enquiries and searches (including tenancy database searches) as you consider reasonably necessary. I/we acknowledge false information in this application could jeopardise this application and any subsequent tenancy agreement. I/we acknowledge that should this application be rejected, the agent is not legally obliged to give reasons for the rejection.

<b>Please read the following carefully</b>	<b>Initial here</b>
1. If your application is approved and you fail to sign the lease your holding deposit will be forfeited.	
2. Holding deposits can only be refunded by way of a Trust Account Cheque	
3. Personal or business cheques will not be accepted for initial payment of rent and bond	
4. It is agreed that immediately upon communication that this application will be accepted, this tenancy is binding on the landlord and tenant	
Dated:	
Applicant 1 to sign	
Applicant 2 to sign	