



PROPERTY DETAILS

Property you are applying for?

Lease Commencement Date?

 Day Month Year

Lease Term?

 6 months 12 months

How many tenants will occupy the property?

 Adults Children Ages

Do you smoke? Y / N

PERSONAL DETAILS

Mr Ms Miss Mrs Other

Given Names

Surname

Driver's Licence No.

D/Licence Expiry Date

Passport No.

Passport Country

Work Telephone

Mobile Telephone

Home Telephone

Date of Birth

Email Address

What is your current home address?

Why are you leaving this address?

YOUR FIRST PAYMENT WITH US

Will be required when you attend our office for the Lease signing appointment by way of:

Building Society, Bank / Counter Cheque or Money Order

NB: We do not accept personal cheques

- 2 Weeks Rent (less any Reservation Fee paid) payable to **Russell Agencies Trust**
- 4 Weeks Rent payable to **Rental Bond Board**

EMPLOYMENT HISTORY

Please provide your employment details

What is your occupation?

Full Time Part Time Casual

Employers Name

Employers Address

Contact Name

Telephone

Length of Employment

2nd Employers Name

Employers Address

Contact Name

Telephone

Length of Employment

CONTACTS & REFERENCES

Please provide a contact in case of an emergency

First Name

Surname

Relationship to you

Telephone No.

Please provide a personal reference (not related to you)

First Name

Surname

Relationship to you

Telephone No.

100 ID POINTS MUST BE PROVIDED

For this Application to be processed:

Mandatory ID – (50 points each)

**Drivers License / Current Passport
Birth Certificate**

Supporting ID – (20 points)

**Student Card / Medicare Card
Rental Receipts / Social Security Card
Electricity & Gas Accounts / Phone Accounts
Land or Water Rates**

APPLICANT RENTAL HISTORY

Given Names _____ **Surname** _____

Current Address

How long have you lived at your current address?

Years Months

Landlord/Agent details of this property

Telephone No. _____ Weekly Rent Paid _____

\$

APPLICANT DECLARATION

- I, the applicant, hereby agree:
- That the above information is true and correct;
- That I have physically inspected the property;
- That I am financially able to meet all commitments under the Residential Tenancy Agreement;
- That Russell Property Partners may check all references & make any enquiries that they feel necessary;
- That I have not declared bankruptcy;
- That information given herewith may be placed on our rental system for the purposes of managing the property applied for & details given herein to tradespeople or people associated in the management of the property.
- That information given in this application may be used to verify with any tenancy databases or agent references.
- That if in course of our approved tenancy there is a lease default or breach, information given in the application may be placed on a tenancy database (i.e. TICA or similar)
- That permission is given for any information given now, or created through the history of tenancy with Russell Property Partners may be passed on as a future rental reference.
- That information contained herein can be passed onto a debt collector or court of law, if payment of monies owing is required.

If you answer YES to any of the following questions, please provide an explanation

- 1) Have any civil judgements been entered against you for the collection of a debt in the past 10 yrs? **Y/N**
- 2) Have you ever been evicted or have you ever refused to pay rent for any reason? **Y/N**
- 3) I have inspected the property _____ **Y/N**
- 4) Do you have any pets? _____ **Y/N**
- 5) I do not have a pet but intend to get one _____ **Y/N**
(please supply type, size, age & reference for responsible pet ownership)

I understand that I am required to have:

- a) reference made to the Landlord giving permission for a pet at the property in Lease Agreement
- b) or if not mentioned in the lease, a letter stating that I have permission to keep an animal at the premises from Russell Property Partners, before I purchase a pet.

DETAILS ON QUESTION No. ___ and / or I have attached a letter
During your Tenancy with Russell Property Partners, I accept that Receipts & Notices will be sent via Email

Signed _____

Date _____

PRIVACY POLICY

Russell Property Partners is committed to ensuring the confidentiality & privacy of our customer's personal information. In relation to managing personal information, Russell Property Partners abides by the National Privacy Principles contained in the Privacy Act.

For the purpose of assisting you with renting a property for you or to you, we collect & record your personal information to register your contact and property details, maintain our customer rental databases & to administer & invoice accounts. If you do not provide us with your personal details, we may not be able to provide our services to you. If you require further information, or wish to access, update or correct your personal information, please advise as soon as possible.

Signed _____

Date _____

What happens after you apply to rent through us?

- Provided sufficient ID has been made available we will then check & confirm all details you have provided.
- The Property Manager & the Property Owner will evaluate each application on it's merits.
- A reservation fee of One Weeks rent will be required to secure the property if the lease documents are not being signed straight away. This amount forms part of the monies. The successful applicant will then sign the lease documents & pay appropriate monies. In the event that a reservation fee has been paid & a tenant is unable to proceed, NB. The reservation fee may not be refunded.
- The time taken to approve an application varies; usually we will process in 2 working days. However, some delays may be experienced if the Referees cannot be contacted.
- Telephone, Gas & Electricity connections are the tenant's responsibility. Russell Property Partners or the Property Owners take no responsibility for the status supply.

Previous Real Estate Agency Use Only:

Tenancy Commencement Date: _____

Ceased / Due to Expire: _____

Rental Amount paid per week: _____

Current Rent paid to: _____

Any arrears problems: Y / N

Any Termination Notices issued: Y / N Number: ___

Reason: Arrears/ Breach / No Grounds / Other

Routine Insp: Excellent / Good / Average / Fair / Poor

Did they have pets? Y / N Type _____

Would you lease to tenants again? Y / N

If Not, Why not? _____

Rental Ledger available: Y / N

Ledger forwarded with this form: Y / N

Completed by: _____

Position: _____