

TENANCY APPLICATION FORM

Dear Application (s):

Thank you for choosing VIP property! Please complete this application thoroughly so we can process it as quickly as possible. Please note the following important points:

1. Tenant ledger from previous landlord / agent and their contact details
2. Photo ID (eg. driver license, passport, visa)
3. Letter from employer stating your position and employment status
4. Proof of income (e.g. payslips, bank statements)
5. When this form has been completed, please fax back to VIP Property Manager

Rental property:

Lease Term:

months

Rent:

per week

Lease Commencing Date:

Personal Details:

Name:

Email:

Address:

Home phone:

Mobile phone:

Date of birth:

Drivers licence number:

drivers licence state of issue:

Passport number:

Country of issue:

Car rego:

Emergency Contact:

In case of emergency name of friend or relative:

Contact phone:

Address of friend or relative:



Rental History:

Current rent:

How long have you lived there?:

Reason for leaving:

Agent / landlord:

Work phone:

Address:

Previous rent:

How long have you lived there?:

Reason for leaving:

Agent / landlord:

Work phone:

Address:

Employment History:

Current employer (company):

Contact name (manager):

Contact's work phone:

Your position:

Length of employment:

Net income:

per week

Full time / part time:

Previous employer (company):

Contact name (manager):

Contact's work phone:

Your position:

Length of employment:

Net income:

per week

Full time / part time:



Occupant details:

Number of persons who will occupy premises:

adults	children	ages of children
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Pets:	Numbers and Type.:	Smoker(s):
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="text"/>	<input type="checkbox"/> YES <input type="checkbox"/> NO

Financial Institution details:

Bank or building society:	Branch:
<input type="text"/>	<input type="text"/>
BSB:	Account no:
<input type="text"/>	<input type="text"/>

Thank you for taking the time to include this extra information to our office. This will assist us in processing your application.

PLEASE ENSURE THAT YOUR CONTACT DETAILS ARE CORRECT AND ALL INFORMATION IS ACCURATE.

In order to process your application we require you to provide us with personal information. Part of our application process includes verification of the information you have provided. By signing this statement you authorise us to contact the persons named in the application, and to undertake such searches (including tenancy databases), as we consider necessary to process your application.

Should your application of this property be unsuccessful it will be destroyed unless you request us to hold it for a future application. Any queries please do not hesitate to contact our office on 02 9212 0000.

Applicant's signature

Applicant's print name

Applicant's signature

Applicant's print name

Applicant's signature

Applicant's print name

Applicant's signature

Applicant's print name

Date:

