

## APPLICATION to ADD TO CURRENT TENANCY

**Add to Lease OR Approved Occupant?** \_\_\_\_\_

Property address : \_\_\_\_\_

Email: \_\_\_\_\_

**PETS:** No. of: \_\_\_\_\_ Breed/s \_\_\_\_\_ Size/s \_\_\_\_\_ Age/s \_\_\_\_\_

Have you applied for accommodation through any government department? Yes / No.  
 If so, when did you apply \_\_\_\_ / \_\_\_\_ / \_\_\_\_ When is allocation expected? \_\_\_\_\_

Answer all questions to the best of your ability. Fill in all boxes please. False information provided will void your application. Any information provided in your Application will be passed onto a Tenancy Information Centre or Insurance Company, in the event of a default occurring.

Our office does NOT ACCEPT CASH or have CREDIT CARD facilities the office.

**Please note: In these circumstances (added to the lease) you are assuming full responsibility for the condition of the property as it was at the commencement of the current lease, the condition of the property, the rent and all obligations outlined in the lease. Please ensure that you have read through the lease and the property condition report provided to the current tenant at lease commencement.**

**When added to the lease we will prepare a Memorandum of Variation (MOV) which will default to a bond share situation. Bond contributions are to be arranged between yourselves. If you are not contributing to the bond please ensure this is advised or changed on the MOV.**

### Each applicant must complete each section

Full name of applicants (& <b>Service ID</b> if in Defence Forces)	Birth date	Occupation	Annual Income
1.			
2.			

**Phone contacts:** 1. \_\_\_\_\_ 2. \_\_\_\_\_

Drivers License No.	State	Registration No.	Make/Model of Car	Colour
1.				
2.				

Present Address	Phone
1.	
2.	

Present Agent / Owners Name	BH Phone #	Weekly rent paid	Months at this address
1.			
2.			

Reason for Moving
1.
2.

Previous Address – and dates of occupancy
1.
2.

Previous Agent / Owners Name, Reason for moving	BH Phone #	Weekly rent paid	Months there
1.			
2.			

Current Employer's Name & Address (if self employed you must present proof of income (ie) last financial year tax return)	Phone @ Contact person	Months Employed
1.		
2.		

Previous Employers Name & Address	BH Phone #	Time
1.		
2.		

Next of Kin (or other person to contact in case of emergency)	Address	Phone
1.		
2.		

Personal References Name	Address	Phone
1.		
2.		

**Please note any other names by which any applicant has been known previously:**

	<b>YES</b>	<b>NO</b>
Have you ever been evicted by a landlord or agent? If yes, give details _____	<input type="checkbox"/>	<input type="checkbox"/>
Has any landlord or agent ever refused you another property? If yes, give details _____	<input type="checkbox"/>	<input type="checkbox"/>
Are you in debt to another landlord or agent? If yes, give details _____	<input type="checkbox"/>	<input type="checkbox"/>
Is there any reason known to you that would affect your rental payment? If yes, give details _____	<input type="checkbox"/>	<input type="checkbox"/>
Were any deductions made from your security deposit at your last address? If yes, give details _____	<input type="checkbox"/>	<input type="checkbox"/>
Are you declared bankrupt? You must not be declared bankrupt. Details? _____	<input type="checkbox"/>	<input type="checkbox"/>

**EACH applicant must provide photo identification.** The following will help expedite the process:

**Essential** = Photo identification - Drivers License / Passport / ID card

Two (2) references from previous agents or owners & Employers

Rental ledger for current and previous tenancy

Current motor vehicle registration papers

Copies of previous electricity, water or phone accounts (if property owner)

Settlement letter from solicitor (if you have sold your property and have no previous rental reference)

WE DO NOT ACCEPT CASH or CREDIT CARDS. Rent payment options: Internet banking | Direct Deposit | Direct from your salary | Directly from your bank account (tenant to arrange) | Cheque or Bank Cheque.

**If I/we are successful in this application and a tenancy is entered into I/we agree as follows:**

A dishonoured cheque fee of \$55 per dishonoured cheque is payable if a cheque is dishonoured. Further payments will only be accepted by Bank Cheque, Money Order or cash at the CBA Bank.

# Privacy Statement

Applicants

Full Names: \_\_\_\_\_

I / We authorise Absolute Real Estate NT to obtain details of my tenancy / credit worthiness from

- a) The agent / owner of my current and previous residence;
- b) My personal referees and employer/s – current and past;
- c) Any record, listing or tenancy default database such as TICA and NTD Default Tenancy records.

I / We understand that TICA Default Tenancy Control Pty Ltd is a database company that allows its member's access to information accumulated from members about tenants who have breached their tenancy agreements.

I / We agree and understand that once a tenancy application has been lodged with a member of a database and an inquiry made with a tenancy database, my / our information may be recorded as making an enquiry and agree that Absolute Real Estate NT may disclose details of any such default to any person whom Absolute Real Estate reasonably considers has an interest in receiving such information.

I / We authorise Absolute Real Estate to provide our names and contact details to Body Corporate as required by legislation.

**Name of Applicants and signatures:**

\_\_\_\_\_  
APPLICANT 1

\_\_\_\_\_  
APPLICANT 2

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
DATE

\_\_\_\_\_