

# RESIDENT APPLICATION FORM

<b>BUILDING NAME</b>	SMITH:
<b>UNIT/ TH NUMBER</b>	
<b>APPLICANT PHONE</b>	
<b>APPLICANT EMAIL</b>	
<b>APPLICANT TYPE</b>	<input type="checkbox"/> Tenant on Lease <input type="checkbox"/> Approved Occupant only <input type="checkbox"/> Guarantor only

Please complete the form to the best of your ability, paying specific attention to the items listed with an asterisk (\*).

Once completed, please email your application along with all supporting documentation to [hello@smithcollective.com.au](mailto:hello@smithcollective.com.au)

**PRIOR TO COMPLETING PLEASE NOTE:**

- ONE application is to be completed per adult.
- Incomplete applications can not be processed until all accompanying documents have been received.

<b>DOCUMENTS FOR IDENTIFICATION CHECK - One document from EACH section must be included</b>
<input type="checkbox"/> Passport, <input type="checkbox"/> Birth Certificate
<input type="checkbox"/> Drivers Licence, <input type="checkbox"/> Proof of Age Card, <input type="checkbox"/> Other Government ID: e.g. Pension Card, Student Card
<i>Documents on which <b>your name and current address</b> appear:</i>
<input type="checkbox"/> Current Vehicle Registration Certificate <input type="checkbox"/> Bank Statement <input type="checkbox"/> Telephone / Electricity / Gas Account <input type="checkbox"/> Medicare Card / Healthcare Card <input type="checkbox"/> Rates Notice

<b>DOCUMENTS REQUIRED - PROOF OF INCOME – Documents marked as ESSENTIAL must be included</b>
<input type="checkbox"/> Two (2) most recent pay slips ( <b>essential</b> ) <input type="checkbox"/> Bank Statements showing transaction history ( <b>essential</b> ) <input type="checkbox"/> Employment Contract <input type="checkbox"/> Letter from accountant (if self-employed) <input type="checkbox"/> Centrelink Income Statement <input type="checkbox"/> Superannuation Fund Income Statement (if retired)

<b>IF GUARANTOR INFORMATION IS REQUIRED: ALL information listed below must be included</b>
<input type="checkbox"/> Completed Guarantor Application Form <input type="checkbox"/> Passport/Birth Certificate & License <input type="checkbox"/> Signed Guarantor Letter <input type="checkbox"/> Signed Privacy Disclosure Statement <input type="checkbox"/> Bank Statements (min 1 month) <input type="checkbox"/> Two (2) most recent pay slips <b>OR</b> (if self-employed) Letter from accountant & B.A.S Statement

<b>Building &amp; Unit number being applied for:</b>	
<b>Applicants First &amp; Last Name:</b>	
<b>Best Contact Details (email &amp; phone):</b>	

<b>APPLICANT DETAILS</b> (* denotes mandatory information)	
*Full Name:	
*Other Names you have been known by:	
*Date of Birth:	Place of Birth:
*Drivers Licence No.:	*Expiry:
*Passport No.:	*Expiry:
*Mobile Phone:	Home Phone:
*Email:	
<b>Australian Citizen</b>	
<input type="checkbox"/> YES <input type="checkbox"/> NO – attach copies of Passport and Visa      Visa Expiry Date:	

<b>CURRENT ADDRESS DETAILS:</b>			
<input type="checkbox"/> Renting	<input type="checkbox"/> Owned	<input type="checkbox"/> Living with Friends/Family	<input type="checkbox"/> Sharing, Not on lease <input type="checkbox"/> Other
*Address in full:			
*Rent Per Week: \$	*Period of Occupancy:	Years:	Months:
*Agent/Landlord:		*Contact Name:	
*Landlord Phone:	*Landlord Email:		
*Reason for leaving:			
If Bond is held, do you expect the full bond to be refunded? <input type="checkbox"/> Yes <input type="checkbox"/> No   Why?			

<b>PREVIOUS ADDRESS DETAILS:</b>			
<input type="checkbox"/> Renting	<input type="checkbox"/> Owned	<input type="checkbox"/> Living with Friends/Family	<input type="checkbox"/> Sharing, Not on lease <input type="checkbox"/> Other
*Address in full:			
*Rent Per Week: \$	*Period of Occupancy:	Years:	Months:
*Agent/Landlord:		*Contact Name:	
*Landlord Phone:	*Landlord Email:		
*Reason for leaving:			
If Bond is held, do you expect the full bond to be refunded? <input type="checkbox"/> Yes <input type="checkbox"/> No   Why?			

<b>EMERGENCY CONTACT DETAILS</b> (NOT living with you, must be Australian numbers)	
Full Name:	Phone:
Address:	Relationship to you:

EMPLOYMENT DETAILS:			
*Current Employer:		*Your Position:	
*Address:			
Employment Status: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Contract			
*Length of Employment:		Years:	Months:
*Payroll/Managers Name:		*Phone Number:	
*Income: Gross P.A: \$		Net WEEKLY: \$	*Pay Slips Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No

or IF SELF EMPLOYED:			
Company Name:		Trading As:	
Address:		ABN:	
Period Self Employed: Years		Months	Nature of Business:
Accountant Name:		Phone:	
Income: Gross PA \$		Net WEEKLY \$	Accountant Letter: <input type="checkbox"/> Yes <input type="checkbox"/> No

STUDENT DETAILS: <i>If you are a Student or NOT currently employed.</i>			
Student ID#:	Institution:	Course:	Duration:

OTHER INCOME SUPPORT:			
<input type="checkbox"/> Guarantor Letter <input type="checkbox"/> Centrelink Income Statements <input type="checkbox"/> Austudy Documents <input type="checkbox"/> Other Employment			

List all persons other than the main applicant on this form to reside at property, **including** dependents:

ADDITIONAL OCCUPANTS DETAILS:		
Full Name	Date of Birth	Relationship

Smoker:  Yes     No

PETS	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Type: <input type="checkbox"/> Dog <input type="checkbox"/> Cat <input type="checkbox"/> Other _____
*If you have ticked YES for pet/s, please complete the attached Pet Application form	

References must be contactable within the next 48 hours via phone. Must NOT to be family or current employer.

PERSONAL CHARACTER REFERENCES:			
	Full Name	Contact Number	Relationship to You
1.			
2.			
3.			

DETAILS OF ALL VEHICLES BEING KEPT AT PROPERTY				
Registration Plate	Make	Model	Year	Colour

**DECLARATIONS**

Applicant to complete below and provide details where required

Have you ever been evicted by any agent or lessor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you in debt to another lessor or agent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been refused another property by an agent or lessor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there any reason known to you that would affect your ability to pay rent when due?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Was your rental bond at your last address refunded in full? If No, why?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

I, the Applicant declare that the above information is true and correct and that I have supplied it of my own free will and I hereby authorise you as the letting agent, to conduct any enquiries, and/or searches, including any tenancy information databases in order to verify the above information. I declare I am not bankrupt or an undischarged bankrupt.

I apply for the tenancy for a period of \_\_\_\_\_ months, at a rental amount of \$ \_\_\_\_\_ per week, with the lease commencing on *(date)* \_\_\_\_\_

I understand that if the nominated applicant is advised that this application is approved then within 24 hours, **all approved applicants are to sign or make arrangements to sign the General Tenancy Agreement and pay minimum 6 weeks rent (2 weeks rent + 4 weeks' bond) to secure the property.**

The resident is then bound to the Terms of Agreement and the property will cease to be available for rent. If the tenancy does not proceed, steps to apply for a refund of the bond will be taken by the agent for monies owed for rent until a replacement resident is secured.

**PRE-MOVING COSTS**

Pre-moving in costs are itemised below are to be paid into our bank account stipulated on the approval email.

Rent – First 2 weeks rent	2 x \$	= \$	Within 24 hours of application approval
Bond – 4 times weekly rent	4 x \$	= \$	Within 24 hours of application approval
<b>TOTAL PRE-MOVING IN COST</b>	<b>\$</b>		Within 24 hours of application approval

\*APPLICANTS SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**PRIVACY DISCLOSURE STATEMENT**

Please acknowledge the following by selecting either YES or NO

I, the applicant,

1. acknowledge that my personal contents are not covered under any lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings.  Yes  No

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2. understand that you as the agent/lessor have collected this information for the purpose of determining whether I am a suitable resident for the property in particular to check my identification, my ability to care for the property, my character and my creditworthiness  Yes  No

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a. for such purposes, I authorise you to contact the persons names in this application, and to undertake such enquiries and searches (including tenancy database searches) as you consider reasonably necessary  Yes  No

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b. in doing so, I understand information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties  Yes  No

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3. acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons why  Yes  No

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4. consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the agent/lessor to pass my details onto others, which may include (but not limited to) insurance companies, body corporates, contractors, other real estate agents, sales people, and tenancy default databases.  Yes  No

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5. acknowledge that the lessor and applicant (resident) are bound by this agreement immediately upon communication of the lessor/agents acceptance of the application.  Yes  No

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6. consent to the use of email or SMS as a method of sending and receiving advice and or notices.  Yes  No

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\*APPLICANT NAME: \_\_\_\_\_

\*APPLICANT SIGNATURE: \_\_\_\_\_

\*DATE: \_\_\_\_\_