



# Tenancy Application Form – WBCP & AMB

**Please note: This application will not be processed unless it is filled out completely with copies of all supporting documents attached.**



## Please read prior to completing your application.

1. The application must be accompanied by relevant supporting documentation.
2. Only cash for Bond or Bond Loan will be accepted:
3. If you are approved you will be required to pay bond (equivalent of 3 or 4 weeks rent depending on caravan park or house) and the first 2 weeks rent (we will accept cash or EFT for the 2 weeks or Rental Grant)
4. You will be required to attend a sign-up appointment within 48 hours of approval to sign lease documentation.

## Rent Payment

- ✓ Direct Deposit is our preferred rent payment method tenants.

## Applicants Checklist

Before I submit this application, I/we have:

- Attached photocopies of supporting documents (see below)
- Inspected the property both internally and externally
- Completed all details in full on the application form
- Provided all contact details and documentation for confirmation of income source
- Read and signed all the Privacy Disclosure Statement and Privacy Consent

## Supporting Documentation

When submitting an application you must include at least one item from each section per applicant.

### Section One

Drivers Licence  
Proof of Age Card  
Passport

### Section Two

Current Pay Slips (minimum of 2)  
If new job - Letter of confirmation incl. salary  
Statement of Centrelink Entitlements

### Section Three

Previous 4 rent receipts (or ledger)  
Council Rates  
Motor vehicle registration  
Bank statement  
Utilities or phone account

## Address of property you are applying for

Preference 1

Preference 2

## Tenancy Requirements

Length of tenancy  months      Rent \$  per week      Preferred Lease start date

Names of other applicants and their relationship to you (husband, wife, partner, friend) Separate application for each adult

Names & ages of children (if any)

No. of pets (including breed & age)  
(It is not a guarantee you will be allowed pets)

# Primary contact

First Name		Last Name		Email	
Phone		Mobile		Date of birth	
Drivers Licence No.	State of issue		Passport No.		Country of issue
Number of vehicles	Car Rego		Any trailers, caravans or boats?		Yes / No

## Emergency Contact

Please provide an emergency contact not living with you (eg: Next of Kin)

Name		Relationship to you		Contact phone	
Address					

## Current Address Details

If owner occupier include details here.

Current rent / mortgage		\$	per week	How long have you lived there?		years	months
Current Address							
Agent / Landlord			Phone			Fax	
Email			Reason for leaving				
Was your bond refunded in full?		Yes / No		If No, please specify			

## Previous Rental Details

Rent		\$	per week	How long have you lived there?		years	months
Property address							
Agent / Landlord			Phone			Fax	
Was your bond refunded in full?		Yes / No		If No, please specify			

## Current Employment/Self Employed

If less than 6 months in current job please also provide previous employment details.

Company Name		Your position					
Payroll or Accountant		Payroll/Accountant work phone					
Company address		Net income (after tax) \$				per wk / fn / mth	
Length of employment		Business Type/ABN (if applicable)					

## Centrelink Benefits

Type:	\$	per fortnight
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## Personal Referees

Referees Name		Occupation	
Relationship to you		Phone	

# Applicant two

(for additional applicants please copy this page)

First Name		Last Name		Email	
Phone		Mobile		Date of birth	
Drivers Licence No.	State of issue		Passport No.		Country of issue
Number of vehicles	Car Rego		Any trailers, caravans or boats?		Yes / No

## Emergency Contact

Please provide an emergency contact not living with you (eg: Next of Kin)

Name		Relationship to you		Contact phone	
Address					

## Current Address Details

(if different to the Primary contact)

If owner occupier include details here.

Current rent / mortgage	\$	per week	How long have you lived there?	years	months
Current Address					
Agent / Landlord		Phone		Fax	
Email		Reason for leaving			
Was your bond refunded in full? Yes / No If No, please specify					

## Previous Rental Details

(if different to the Primary contact)

Rent	\$	per week	How long have you lived there?	years	months
Property address					
Agent / Landlord		Phone		Fax	
Was your bond refunded in full? Yes / No If No, please specify					

## Current Employment/Self Employed

If less than 6 months in current job please also provide previous employment details.

Company Name		Your position			
Payroll or Accountant		Payroll/Accountant work phone			
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Length of employment		Business Type/ABN (if applicable)			

## Centrelink Benefits

Type:	\$	per fortnight
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## Personal Referees

Referees Name		Occupation	
Relationship to you		Phone	

## Confirmation

I confirm that during my inspection of this property I found it to be in a satisfactory condition and suitable for occupancy.

If No, I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge and understand that these items are subject to the landlord's approval and do not form part of the Tenancy Agreement.

I also acknowledge that this rental application is subject to the Landlord's approval and I consent to the information provided in this application being verified and a reference check on TICA or VEDA being undertaken.

## Privacy Act Acknowledgment for Tenants

I provide consent for the the company as part of application processing to contact all necessary people (such as referees, other agents, tenancy databases) to verify the Application information provided and understand that all Federal Privacy requirements and the Australian Privacy Principles will be adhered to by **the company**.

I consent to my personal information being passed on during the tenancy (should it commence) and after the tenancy if required to other third parties which include however are not limited to tradespeople/contractors, salespeople, bodies corporate, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act and any other relevant information. The Lessor of the property will be provided all relevant information as the tenancy agreement is between the lessor and the tenant; the agency manages the property on behalf of the lessor. The agreement should it commence is a contract between the lessor and the tenant; personal information will be passed onto the lessor as the owner of the property. A detailed copy of our Privacy Policy can be found at [www.willowbankcaravanpark.com.au](http://www.willowbankcaravanpark.com.au)



### Primary contact

Name: ..... Signature: ..... Date: .....



### Applicant two

Name: ..... Signature: ..... Date: .....