

# Pre Tenancy Application Form

## Personal Information

Full Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

Phone – Home: \_\_\_\_\_

Mobile: \_\_\_\_\_

Phone: \_\_\_\_\_

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

D.O.B.(for rental check use): \_\_\_\_\_

## Rental/ Housing History (provide at least 3 years history)

How long at current address: \_\_\_\_\_ Rental amount paid per week: \_\_\_\_\_

Name of current landlord/agent: \_\_\_\_\_

Contact phone no. of landlord/agent: \_\_\_\_\_

Reason for leaving current address: \_\_\_\_\_

Previous Address: \_\_\_\_\_ Rental amount paid per week: \_\_\_\_\_

How long at previous address: \_\_\_\_\_

Name of landlord/agent: \_\_\_\_\_

Contact phone no. of landlord/agent: \_\_\_\_\_

Reason for leaving previous address: \_\_\_\_\_

Previous Address: \_\_\_\_\_ Rental amount paid per week: \_\_\_\_\_

How long at previous address: \_\_\_\_\_

Name of landlord/agent: \_\_\_\_\_

Contact phone no. of landlord/agent: \_\_\_\_\_

Reason for leaving previous address: \_\_\_\_\_

**Employment Details**

(provide at least 2 years history)

Occupation: \_\_\_\_\_

Full time:

☐

Part time:

☐

Casual:

☐

Salary/income per week \$ \_\_\_\_\_

Other net income per week (e.g. Centrelink, investments etc.): \_\_\_\_\_

Name of Current Employer: \_\_\_\_\_

How long employed there: \_\_\_\_\_

Position held: \_\_\_\_\_

Address of current employer: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

Previous Employer: \_\_\_\_\_

How long employed there: \_\_\_\_\_

Position held: \_\_\_\_\_

Address of previous employer: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

**References**

(If you have written references attach copies to this form - no personal references)

1. Name: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

Best contact numbers: \_\_\_\_\_

2. Name: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

Best contact numbers: \_\_\_\_\_

**Pets**

No

☐

Yes

☐

If yes, how many, type, breed, registered, indoor/outdoor etc.: \_\_\_\_\_

\_\_\_\_\_

## Household details

Number of occupants: Adults

Children

Names of other applicants (if applicable):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Number of vehicles to be kept at property:

## General Information

Have you ever had VCAT proceedings made against you:

Yes

No

If yes, add details:

\_\_\_\_\_

Has your BOND always been returned in full:

Yes

No

If no, add details:

\_\_\_\_\_

## Declaration

I declare that the information given on this form is true and correct at the time of submitting. Any changes that may occur once completed, will be communicated immediately to iU Property Services.

Applicant's signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

## Office Use only

Received by:

\_\_\_\_\_

Date:

\_\_\_\_\_