

Tenancy Application

Applications must be completed for each adult intending to reside in the property. Identification documentation for each applicant must be photocopied and attached to the application.

Once completed, provide your local Hodges office with the completed application form. If you require assistance with this process or should you have any questions, please do not hesitate to contact your local Hodges office.

[hodges.com.au](https://www.hodges.com.au)

Helpful hints when applying for rental properties through Hodges:

1. Prior to inspecting a Hodges rental property, complete this form along with any other relevant documentation.
2. Supply supporting documentation such as:
 - Reference letters – from landlords/agents or employers
 - Pay advice or bank statements – proof of employment, previous pay slips and bank statements
 - Rental history – organise a payment summary from your previous landlord or agent
3. You often need to stand out in a competitive market, so a cover letter that includes why you would be a great tenant is often very helpful.
4. Be prepared to pay the bond and first month's rent in advance. The Bond will be held in trust and must be made payable to the Residential Tenancies Bond Authority.

Proposed property

Address Postcode

Rent per week \$ Bond amount \$

How many tenants will occupy the property? Adults Children, aged years

Do you have pets? no Yes, I have , Breed of pet age years

Length of tenancy years months, to commence on

Applicant 1

Title Mr Mrs Miss
 Ms Dr

Give name(s)

Surname

Phone number

Mobile number

Email

Date of birth

Drivers licence

Expiry date State

Vehicle Registration State

Passport number

Country issued

Pension number

Type of pension

Do you own a property? Yes No

Property address

If yes please provide council rates notice

Applicant 2

Title Mr Mrs Miss
 Ms Dr

Give name(s)

Surname

Phone number

Mobile number

Email

Date of birth

Drivers licence

Expiry date State

Vehicle Registration State

Passport number

Country issued

Pension number

Type of pension

Do you own a property? Yes No

Property address

If yes please provide council rates notice

Professional References Applicant 1

1

Name

Address

Phone number

Relationship to you

2

Name

Address

Phone number

Relationship to you

Applicant 2

Name

Address

Phone number

Relationship to you

Name

Address

Phone number

Relationship to you

Current Accommodation

Applicant 1

Applicant 2

What is your current address?

Are you the owner or tenant of this address?

 owner renter owner renter

How long have you lived at the current address?

 years months years months

What is your reason for leaving?

Landlord's / agent's name & phone number

Rent per week

 \$ \$

Was your bond refunded?

 yes no
↓ yes no
↓

If you answered no, why was it not refunded?

Previous Accommodation

Applicant 1

Applicant 2

What was your previous address?

Were you the owner or tenant of this address?

 owner renter owner renter

How long did you live at the previous address?

 years months years months

What was your reason for leaving?

Landlord's / agent's name & phone number

Rent per week

 \$ \$

Was your bond refunded?

 yes no
↓ yes no
↓

If you answered no, why was it not refunded?

Current Employment

Applicant 1

Applicant 2

What is your current occupation?

What is the nature of your employment?

 F/T P/T casual F/T P/T casual

Current employer's name

Current employer's address

Current employer's phone number

Current employer's email address

Employment length

 years months years months

Net income

 \$ \$

Weekly income

 \$ \$

Are you self employed?

 yes no
↓ yes no
↓

If you answered yes, who is your accountant?

Accountant's phone / email address

Do you receive a Centrelink payment?

 yes no
↓ yes no
↓

If you answered yes, what type?

Your customer number

Fortnightly amount

 \$ \$

Previous Employment

Applicant 1

Applicant 2

Who was your previous employer?

What was your occupation?

Previous employer's address

Previous employer's phone number

How long were you employed?

Reason for leaving

Emergency Contact

Applicant 1

Applicant 2

Name

Address

Phone Number

Relationship to you

Free Utility Connections

YourPorter

Telephone: 1 300 400 600 | Fax: 1 300 326 468 | www.yourporter.com.au

YourPorter is a FREE service connecting utilities and other services.

If the Agent approves this application, YourPorter will connect your water for the purpose of usage charges at your new property on behalf of the Real Estate Agent. YourPorter will be contacting you by phone, SMS, or email for the purposes of assisting you to connect your utilities within 24 hours of receiving this application for next business day connection.

Electricity Gas Telephone Internet Water Pay TV Car Home & Content Health Life Home Loans

DECLARATION AND ACCEPTANCE: I/We consent to the disclosure of this application form (including any personal information contained in this form) to YourPorter Pty Ltd (ABN 36 252 576 050) for the purpose of allowing YourPorter and its service providers to contact me for the connection of services as offered by YourPorter.

I/We acknowledge that if I/We do not provide my/our personal information, YourPorter will not be able to provide these services to me/us. YourPorter will ensure that my/our personal information is collected, used, held and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

I/We acknowledge that YourPorter may receive a benefit in relation to the connection of any of the services listed above. I/We consent to YourPorter contacting me by phone or SMS in relation to the connection of the services listed above. I/We acknowledge that this consent permits YourPorter to contact me even if the numbers listed on this application are listed on the Do Not Call Register. YourPorter will otherwise collect, hold, use and disclose personal information in accordance with their privacy policies, which are available at www.yourporter.com.au/general/privacy-policy/. YourPorter is a free service, but I/We acknowledge that standard connection fees may apply for services connected (in addition to the ongoing service fees).

I/We acknowledge that neither YourPorter nor the Agent accept any responsibility for any delay in or failure to arrange or provide for any connection of a service or for any loss, damage, cost or expense in connection with such delay or failure. By signing this application, I/We understand YourPorter is a value add product and that I/We are under no obligation to use YourPorter.

Applicant 1

date

Applicant 2

date

Signed

Signed

Documentation

Please provide 100 points of identification for each applicant and attach to this application.

Applicant 1

- | | | |
|--------------------------|------------------------------------|------------|
| <input type="checkbox"/> | Current driver's licence | +40 points |
| <input type="checkbox"/> | Current passport | +40 points |
| <input type="checkbox"/> | Birth certificate | +40 points |
| <input type="checkbox"/> | Previous 3 rental payment receipts | +30 points |
| <input type="checkbox"/> | Written agent references | +20 points |
| <input type="checkbox"/> | Employment confirmation | +20 points |
| <input type="checkbox"/> | Centrelink payment receipt | +20 points |
| <input type="checkbox"/> | Medicare or credit card | +10 points |
| <input type="checkbox"/> | Vehicle registration papers | +10 points |
| <input type="checkbox"/> | Utility or phone bill | +10 points |

Applicant 2

- | | | |
|--------------------------|------------------------------------|------------|
| <input type="checkbox"/> | Current driver's licence | +40 points |
| <input type="checkbox"/> | Current passport | +40 points |
| <input type="checkbox"/> | Birth certificate | +40 points |
| <input type="checkbox"/> | Previous 3 rental payment receipts | +30 points |
| <input type="checkbox"/> | Written agent references | +20 points |
| <input type="checkbox"/> | Employment confirmation | +20 points |
| <input type="checkbox"/> | Centrelink payment receipt | +20 points |
| <input type="checkbox"/> | Medicare or credit card | +10 points |
| <input type="checkbox"/> | Vehicle registration papers | +10 points |
| <input type="checkbox"/> | Utility or phone bill | +10 points |

The Privacy Statement & Authority

I/We hereby offer to rent the property from the owner under lease to be prepared by the Agent. Should this application be accepted by the landlord I/we agree to enter into a Residential Tenancy Agreement pursuant to the Residential Tenancies Act 1997. I/We acknowledge that this application is subject to the approval of the Landlord/Owner.

I/We declare that all information contained in this application is true and correct and given of my own free will. I/We declare that I have inspected the premises and am not bankrupt.

I/We also authorize the Agent to obtain personal information from:

- The owner or the Agent of my current or previous residence.
- My personal referees and employer/s.
- Any record listing or database of defaults by tenants.
- My accountant or Payroll Officer.

I/We declare that I/we accept the premises as inspected and am not bankrupt. I/We am/are aware that the Agent will use and disclose my/our personal information in accordance with the Privacy Act in order to:

- Communicate with the owner and select a tenant.
- Prepare lease/Tenancy documents.
- Allow tradespeople or equivalent organisations to contact me.
- Lodge/claim/transfer to/from a Bond Authority.
- Refer to Tribunals/Courts & Statutory Authorities where applicable.
- Refer to collection agents/lawyers where applicable.
- Complete a credit check with NTD (VEDA National Tenancy Database). You will be notified in writing within seven (7) business days should there be any findings recorded. You may request copies of your records from NTD on 1 300 563 826 or www.ntd.net.au to amend or dispute the record.
- Connect utilities through YourPorter.

I/We declare that all information contained in this application (including the front page) is true and correct and given of our/my own free will.

I am aware that the agent will disclose my personal information to YourPorter for the purposes of transferring the water account into my name. This will enable YourPorter to connect all accepted tenants to relevant water boards for water usage.

If I/we default under a rental agreement, I/we agree that the Agent may disclose details of any such default to the tenancy default database, and to agents/landlords of properties I/we may apply for in the future. I/We am/are aware that if the information is not provided or I/we do not consent to the uses to which personal information is put, the Agent cannot provide me/us with the lease/tenancy of the premises. I/We am/ are aware that I/we may access personal information on the contact details above. This application form will be disposed, in the event the application is unsuccessful.

Applicant 1

date

Applicant 2

date

Signed

Signed