



TENANCY APPLICATION

(one application per person)

Name: _____

Address of property applied for: _____

Tenancy period of _____ months at rental of \$ _____ p/w commencing ____/____/____

Thank you for considering one of our rental properties. Walton Property welcomes your application and any queries you may have about the property, tenancy or process.

In order to process this application all questions must be answered in full and truthfully, failure to do so with lack of required documentation may result in the application not being processed or a delay in processing.

Please provide the following documentation:

- Any occupant over 18 years is required to complete an application
- Photographic identification *such as & not limited to* - Drivers licence, Passport, Proof of Age Card
- References from current/previous agents/landlords
- Copy of rental receipts and ledger
- Proof of current residential address- any bills, including rate notice & bank account statement
- Home owners – Council rates notice
- Supporting proof of income, current payslips, Centrelink statements, tax return (if self employed)

**** Please scan applications and required documentation to the email address below or alternatively arrange collection of documents or deliver to PO Box below ** Attach separate page if more space required**

OFFICE USE ONLY

Application Received:
ID Checked: Y / N
TICA Checked: I / NI
Rental History comments:
Employment comments:
Owner Approved: Y / N Term agreed:
Lease start date:

• Licensed Real Estate Agent • Property Management & Sales Specialist

APPLICANTS DETAILS

SURNAME:		GIVEN NAME:	
DOB:	DRIVERS LICENCE:	STATE:	PASSPORT:
CURRENT ADDRESS:			
HOME:	WORK:	MOBILE:	
EMAIL:			

NUMBER OF OCCUPANTS

ADULTS:	CHILDREN:	AGES:
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PETS

BREED:	REGISTERED:	DESEXED:
BREED:	REGISTERED:	DESEXED:

CURRENT TENANCY DETAILS

CURRENT ADDRESS:			
LENGTH OF TENANCY:	YEARS:	MONTHS:	WEEKLY RENTAL PAID: \$
NAME OF AGENT / LANDLORD:			
CONTACT NAME:	PHONE:		
REASON FOR LEAVING:			

PREVIOUS TENANCY DETAILS

PREVIOUS ADDRESS:			
LENGTH OF TENANCY:	YEARS	MONTHS	WEEKLY RENT PAID: \$
NAME OF AGENT / LANDLORD:			
CONTACT NAME:	PHONE:		
REASON FOR LEAVING:			
WAS BOND REFUNDED IN FULL: Y / N		IF NO SPECIFY REASONS:	

PREVIOUS TENANCY DETAILS

PREVIOUS ADDRESS:			
LENGTH OF TENANCY:	YEARS	MONTHS	WEEKLY RENT PAID: \$
NAME OF AGENT / LANDLORD:			
CONTACT NAME:	PHONE:		
REASON FOR LEAVING:			
WAS BOND REFUNDED IN FULL: Y / N		IF NO SPECIFY REASONS:	

PROPERTY OWNER

ADDRESS OF PROPERTY:	LENGTH OF OCCUPANCY:
AGENT SOLD WITH:	SALESPERSON: CONTACT NO:

CURRENT EMPLOYMENT

OCCUPATION:	EMPLOYER:
ADDRESS:	
CONTACT NAME:	PHONE:
LENGTH OF EMPLOYMENT:	NET INCOME: \$
PERMANENT CASUAL FULL TIME PART TIME	

PREVIOUS EMPLOYMENT

OCCUPATION:	EMPLOYER:
ADDRESS:	
CONTACT NAME:	PHONE:
LENGTH OF EMPLOYMENT:	NET INCOME: \$
PERMANENT CASUAL FULL TIME PART TIME	

SELF-EMPLOYMENT DETAILS

Sole trader: please provide a copy of your last ATO assessment and bank account statement for the business. Company: please also provide a current Asset/Liability report from your accountant

COMPANY OR BUSINESS NAME:	
BUSINESS ADDRESS:	
ACN OR BUSINESS REGISTRATION NUMBER:	DATE FORMED:
ACCOUNTANT:	CONTACT:
ADDRESS:	PHONE:

BENEFITS OR OTHER INCOME

Please attach a copy of your Centrelink statement with your application

TYPE OF BENEFIT (S):	
AMOUNT RECEIVED: \$	P/F

EMERGENCY CONTACT

NAME:	CONTACT NUMBER:
RELATIONSHIP TO YOU:	
NAME:	CONTACT NUMBER:
RELATIONSHIP TO YOU:	



WALTON PROPERTY PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect information to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current or previous employers, and your referees. We will also check if details of Tenancy defaults by you are held on a Tenancy Database. Your consent for us to collect the information is set out below in the Privacy Consent and Declaration section.

COLLECTION NOTICE

Your consent to us collecting this information is set out below. We may disclose personal information about you to the owners of the property to which this application relates. If this application is successful, we may disclose your details to service providers related to the tenancy relationship, including maintenance contractors and owner’s insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you. If you do not complete this form, or do not sign the consent below, then the owner of the relevant property may not consider your application for residential tenancy. In line with our privacy principles, if your application is not successful, this application form, as well as your identification documents, will be shredded and securely disposed of.

CONSENT AND DECLARATION

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of Walton Property. I authorise Walton Property to collect information about me from:

- My employers, personal referees and all other references on this application;
- My previous letting agents and or landlords
- Tenancy Databases to which Walton Property subscribes. I can refer to their Privacy Disclosure Statements via: www.tica.com.au, www.tradingreference.com and www.ntd.net.au

I acknowledge that this application is subject to the approval of the owner. I declare that all information contained in this application is true and correct, and given of my own free will. I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property.

Applicants Name

x _____
Applicants Signature

Date