

Tenancy Application Form

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Completing your Application

Welcome to Summit Rentals

We value our clients and wish you well in your new home. Our aim is to make your time as a tenant a pleasant and rewarding experience.

- It is essential that each person over eighteen years who will be residing in the property completes an Application Form, even if the resident is not going to be on the lease, an Application Form still needs to be submitted.
- Summit requires a minimum 100 points of the following ID to process the Application:
- An incomplete tenancy application cannot be processed.

ITEM	X	Points	Initial	ITEM	X	Points	Initial
Drivers License		40		Medicare Card		20	
Passport		40		Bank / Credit Card		20	
Other Photo ID		20		Bank Statement		20	
Current Wage Advice X 2		30		Telephone Account		20	
Previous Tenancy Reference		20		Electricity Account		20	
Previous 2 Rent Receipts		20		Gas Account		20	

- **At the time of submitting your Application Form:** Original documents to support your application must be sighted; these will be photocopied by Summit.
- **Rent payment Method** – Summit Real Estate uses DEFT Payment Systems. For further information log on to www.deft.com.au. Rent can be paid via internet/phone/direct debit from your own bank account/credit card. Costs: approx .85c per transaction or via Cheque/Money Order at our office

If Approved:

Within the first 24hrs of approval we will require your first 2 weeks rent as a holding deposit to secure the property. Until this is paid we are unable to hold a property for you. The lease will have to be signed within the first 7 days after approval.

Summit Real Estate will require the Full Bond (4 weeks Rent) to be paid prior to or at the collection of keys for the property.

As a free service to our tenants we will pass on your details to Direct Connect who are able to organise connection of your utilities at no cost. They will contact you within 24 - 48hrs, you can then proceed with their service or decline the offer.

Property Address: at \$..... per week

For a fixed term of: with the tenancy to start on / / OR

Have you inspected the property? Yes / No If Yes: Inspection time / date

Full name of applicant: D.O.B.: / /

Home: Work: Mobile:

Email: Drivers licence #: State:

Car Make/Model: Rego: Are you a smoker?: Yes / No

Current address:

Do you OWN / RENT this property? Period of occupancy: Rent paid \$:

Name of agent/owner: Phone:

Reason for leaving:

Previous address:

Do you OWN / RENT this property? Period of occupancy: Rent paid \$:

Name of agent/owner: Phone:

Reason for leaving:

2nd Previous address:

Do you OWN / RENT this property? Period of occupancy: Rent paid \$:

Name of agent/owner: Phone:

Reason for leaving:

Is someone else applying with you to rent this property? If so, name(s):

Employment:

Occupation: Employer:

Period of employment: Casual / Part time / Full time Income: \$..... net wk/fn/mth

Name of contact: Phone: Address:

Student: University: Degree/Course: Year:

Children: Name(s) and age(s) of all children under the age of 18 who will live at the property:

Pets: YES / NO Type: Breed: Rego #:

Personal Referees: (two people we can contact by phone that are not relatives)

Name: Occupation:

Phone: How long has this person know you: Relationship to you:

Name: Occupation:

Phone: How long has this person know you: Relationship to you:

Emergency Contact:

Name: Relationship to you:

Address: Phone:

>> I HAVE BEEN GIVEN A COPY OF THE GENERAL TENANCY AGREEMENT TO READ:

Signature: Name: Date:

Please do not submit your application without first reading a copy of the General Tenancy Agreement. A copy can be emailed to you or a copy is available on our rentals front desk.

We at Summit are bound by the National Privacy Principles. We collect personal information about you in this form 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 employer and your referees. We recognise the importance of protecting the privacy of information collected, in particular information that is capable of identifying an individual ("personal information"). Summit strives to ensure the security, integrity and privacy of personal information submitted. In addition, our employees and the contractors who provide services related to our information systems are obliged to respect the confidentiality of any personal information held by us. However, we will not be held responsible for events arising from unauthorised access to your personal information. We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant 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. If you do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

Applicant Signature: Date: