



Bayside Office: 1/57 Charles Canty Drive, Wellington Point Q 4160

Julie deGruiter 0490 042 280

Email: bayside@manlymanagement.com.au

TENANCY DETAILS: Complex: _____ Unit No: _____

Address: _____

Rent: \$ _____ p.w. inc / not inc Commencement date: _____ Term: _____ mths

APPLICANT DETAILS:

Full Name: _____ D.O.B.: _____

Email: _____ Ph: _____

Current Address: _____

Do you rent as a tenant? share/board with friends/family? or own this property?

PROOF OF IDENTITY – Tick documents supplied

Drivers Licence Passport 18+ Card Student/Other Photo Id Medicare Card

Driver's Licence No: _____ State of issue: _____ Expiry: _____

VEHICLES KEPT AT THE PROPERTY BY APPLICANT

Veh. Reg. No: _____ Colour/make/model: _____

Veh. Reg. No: _____ Colour/make/model: _____

PETS / FISH / BIRDS / ETC: (Only pets listed here will be allowed. Pets are not permitted in some properties)

INTENDED RESIDENTS:

SURNAME	FIRST NAME	DATE OF BIRTH	RELATIONSHIP	LEASEE / CHILD

EMERGENCY CONTACT (NON-RESIDENT) In the event of an emergency, we require a reliable contact

Name: _____ Relationship: _____

Ph: _____ Address: _____

INCOME SOURCES - Please list all sources of income (Wages, Self Employed, Family Assistance, Child Support, Pension etc). Proof of income is required eg 3 most recent payslips for each job, Centrelink Income Statement for pensions etc.

INCOME SOURCE	INCOME AMOUNT (WEEKLY/FN/MONTH)	PROOF SUPPLIED (TICK)

SELF-EMPLOYED

Company name: _____ ABN: _____

Address: _____

Referee: _____ Supplier / Client / other

Address: _____ Ph: _____

STUDENT

Institution / Course: _____ ID No: _____

PLEASE NOTE - IMPORTANT	Tick Completed
Complete TENANT EMPLOYMENT REFERENCE - APPLICANT SECTION for current job/s.	
Complete TENANT RENTAL REFERENCE - APPLICANT SECTION for most recent RENTAL/BOARDING address. If HOMEOWNER, please supply a copy of recent council Rates Notice with proof of address.	
Read and sign APPLICANT’S DISCLAIMER / AUTHORITY.	

Deliver / scan and email all application paperwork, proof of identity and proof of income documents as soon as possible to the Manly Management office. Please do not hesitate to contact us with any questions or concerns.

The Manly Management team.



MANLY MANAGEMENT PTY LTD

Bayside Office: 1 / 57 Charles Canty Drive, Wellington Point Q4160

Maria: 0490 042 280 Anthony: 0490 082 360

Email: bayside@manlymanagement.com.au

APPLICANTS DISCLAIMER / AUTHORITY

I declare that the information contained in this application is true and correct. All information was given of my own free will. I further declare that the rent for this tenancy is within my means.

I hereby authorise the letting agent to

- a) contact individuals or organisations to ascertain the truth of information supplied by me in this application, and
- b) check my tenancy history by performing tenancy database searches with the companies identified below.

TICA Tenancy Database - 1902 220 346

VEDA National Tenancy Database – 138 332

TINZ Tenancy Info NZ - +64 9630 6751

Furthermore I declare that I have been informed of, understand, and agree to the following:

1. On application approval and signing of a tenancy agreement I am required to immediately pay the first 2 weeks rent in advance. Bond equal to 4 weeks rent must be paid and cleared before tenancy commences
2. Rent for this property is to be kept two weeks in advance throughout the tenancy unless otherwise agreed.
3. Should this application not be accepted, the agent is not legally obliged to disclose any reason for the rejection of the application.
4. The applicant will be notified of details of any tenancy database listing found, how they can obtain a copy of the listing, and details on how to have the information amended or removed.
5. The investigation into this application is not limited to the contacts supplied on the application form.
6. Should any default occur during the tenancy it will be reported to national tenancy databases.

Privacy Act

In accordance with section 18n(1)(b) of the Privacy Act I authorise you to give information to and obtain information from all credit providers and other referees named in this application.

I understand this can include information about my employment and rental history, my credit worthiness or capacity to pay. I understand that this information will be used to assess my application.

Applicant's Name _____

Signature _____ Date _____



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TENANT EMPLOYMENT REFERENCE

APPLICANT SECTION

Applicant Name: _____

Applicant Position: _____ Income (approx): \$ _____ p.w

Start Date (approx): _____ Status: Full time / part time / casual / contract / self-employed

Employer: _____

Address: _____ Office Ph: _____

Supervisor Name: _____ Position: _____

Contact Email: _____

APPLICANT STOP HERE

EMPLOYER SECTION

Dear Supervisor/Employer,

We have received an Application for Tenancy from the person mentioned above. Could you please confirm the given details, and provide the following information (subject to the provisions of the Privacy Act 1988). The applicant's disclosure authority is attached. Referee please complete:

Are the details supplied by the employee correct? Yes / No

Can you confirm the employee's Honesty? Yes / No

Integrity? Yes / No

Reliability? Yes / No

Do you anticipate the applicant's employment will remain substantially unchanged over the next 6 months? Yes / No

Please comment on this person's suitability as a tenant.

Referee / Position: _____ Sign: _____

We appreciate your time and effort and ask you to return this form to us by email, at your earliest convenience. Thank you, The Manly Management team.



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TENANT RENTAL REFERENCE APPLICANT SECTION

Agency / Landlord: _____

Email: _____

Contact person: _____ Ph: _____

Name of Applicant: _____

Rental Address: _____

Rent: _____ per week Occupancy: From _____ till _____

APPLICANT STOP HERE

PROPERTY MANAGER SECTION – REQUEST FOR REFERENCE AND TENANCY LEDGER

Dear Property Manager,

We have received a Tenancy Application from the person mentioned above. Please provide the following information and return the form to us by email, along with the rental ledger, at your earliest convenience. The Applicant's disclosure authority is attached.

1. Is/was the applicant named on the lease and the information provided correct? If no, give details. Yes / No

2. Is/was rental arrears a significant problem with the tenancy? Yes / No

3. Is/was the property maintained in a clean, undamaged condition? Please comment. Yes / No

4. Please advise of any significant issues during the tenancy and detail number/reason for breaches given.

5. Are/were pets kept on the property? Was permission obtained? Unapproved Pets / Permitted Pets / No Pets

6. Is/was the number of permitted residents for the property exceeded without approval? Yes / No

7. Is/was carparking a significant problem with the tenancy? Yes / No

8. Who terminated the tenancy? What was the reason given? Agent / Tenant

9. Is/was the bond sufficient to cover outstanding debts of the tenancy? Yes / No

10. Would you rent to this tenant again? Yes / No

Name of Agent/Landlord: _____ Sign: _____

We appreciate your time and effort. Thank you, The Manly Management team.