

# Tenancy Application Form



## **PINNACLE REAL ESTATE AGENCY**

Office: 1/37-41 Heard Street, Mawson ACT 2607

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**Pinnacle**  
REAL ESTATE AGENCY



## Pre Application Information

### Application Process

- Applicants are required to inspect the premises prior to submitting the application
- Complete an Application Form – one per Adult Applicant who will be named on the lease
- Include evidence of income eg: Pay slip, Accountant letter, Centrelink or Scholarship documents
- Provide and attach photocopies of documents required to meet 100 points of identification as the guide shows below.

### 100 Points – Option List

<b>Passport</b>	<b>30 points *</b>	Employment reference on letterhead	20 points
<b>Current Drivers Licence</b>	<b>30 points*</b>	Motor Vehicle/Bike registration	10 points
<b>Birth Certificate</b>	<b>30 points*</b>	Bank Statement	10 points
Proof of age card	30 points	Telephone Account	10 points
Medicare Card	20 points	Electricity Account	10 points
Credit Card Statement	20 points	Gas Account	10 points

*\*You must provide one of the items in bold type*

### Please Also Attach The Following Documents

<input type="checkbox"/> Proof of rental history:	Printout of tenancy history <b>or</b> Last four rental receipts
<input type="checkbox"/> Proof of current address:	Utility statements <b>or</b> Council rates notice
<input type="checkbox"/> Proof of income:	3 previous pay slips <b>or</b> Bank statement <b>or</b> Tax returns if self-employed

*Please be aware that Bond Transfers are NOT an option. Applications that are incomplete cannot be processed.*

### Agency Process

As your Application is a high priority, we will endeavour to have an answer to you as soon as possible, but will advise you if there are delays in reaching your referees and contacts.

#### **Information verification by our Agency**

To verify your Application information we contact a National Tenancy Database, TICA. If you have had a problem with a previous tenancy, please discuss the circumstances with us. We also contact your Employer/HR Manager, current and previous Agent/Landlord and personal referees.

#### **If Application is not accepted**

If your Application is not accepted by the Landlord, it will be retained for a short period and then destroyed securely, to comply with Privacy Legislation.

#### **Rent payment method options**

DIRECT TRANSFER

**We look forward to receiving your Application**

# Residential Application Form

For your application to be processed you must answer all questions (Including the reverse side)

## A. AGENT DETAILS

### PINNACLE REAL ESTATE

1/37-41 Heard St, Mawson ACT 2607

Phone: (02) 6162 1908

Email: rentals@pinnacle realestate.com.au

Web: www.pinnacle realestate.com.au

## B. PROPERTY DETAILS

### 1. What is the address of the property you would like to rent?

	Postcode

1a. I have inspected the property on:  /  /

### 2. Lease commencement date?

Day  Month  Year

### 3. Lease term?

Years  Months

3a. Are you a smoker?  Y  N

### 4. How many tenants will occupy the property?

Adults  Children  Ages of Children

4a. Who are you applying with?

5. Do you have any pets?  Y  N

### 6. Please provide details of any pets

Breed/type  Council registration / number

1.
2.

## C. PERSONAL DETAILS

### 7. Please give us your details

Mr  Ms  Miss  Mrs  Other

Surname  Given Name/s

Date of Birth

Driver's licence number

Driver's licence expiry date

Driver's licence state

Passport no.

Passport country

Pension no. (if applicable)

Pension type (if applicable)

### 8. Please provide your contact details

Home phone no.

Mobile phone no.

Work phone no.

Fax no.

Email address

### 9. What is your current address?

Postcode

### Please answer the following questions:

Have you ever been evicted by any landlord or agent?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Have you ever been refused another property?

Are you in debt to another landlord or agent?

Is there any reason that would affect your rent payment?

Have you been before ACAT/NCAT?

Details:

## D. APPLICANT HISTORY

### 10. How long have you lived at your current address?

Years  Months

### 11. Why are you leaving this address?

### 12. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

\$

### 13. What was your previous residential address?

Postcode

### 14. Reason for leaving previous address?

### 15. How long did you live at this address?

Years  Months

### 16. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

\$

Was bond refunded in full?

If not why not?

## E. EMPLOYMENT HISTORY

### 17. Please provide your employment details

What is your occupation?

What is the nature of your employment?  
(FULL TIME/PART TIME/CASUAL)

Employer's name (inc. accountant if self employed or institution if student)

Employer's address

Postcode

Contact name

Phone no.

Length of employment

Years  Months

Weekly Net Income

\$

### 18. Please provide your previous employment details

Employer's name

Contact name

Phone no.

Length of employment

Years  Months

Weekly Net Income

\$

