

## Wiffen Tenant Application Form

One per adult – **PLEASE READ ENTIRE FORM PRIOR TO SIGNING**

Property address/s applying for \_\_\_\_\_

### **Personal Details**

Surname name \_\_\_\_\_ Given names \_\_\_\_\_

Date of Birth \_\_\_\_\_ Drivers License \_\_\_\_\_ REGO \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

Number of applicants \_\_\_\_\_ Children \_\_\_\_\_ Ages \_\_\_\_\_

Pets Y/N Breed/s \_\_\_\_\_ Age \_\_\_\_\_

Current address \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Number \_\_\_\_\_ Relationship \_\_\_\_\_

### **Employment or Income Details**

#### **INCOME ONE**

Current Employer \_\_\_\_\_

Business Address \_\_\_\_\_ Occupation \_\_\_\_\_

Contact Name \_\_\_\_\_ Number \_\_\_\_\_ FULLTIME / PART/ CASUAL

Period of employment \_\_\_\_\_ Average weekly wage \_\_\_\_\_

#### **INCOME TWO (second job or centerlink)**

SOURCE \_\_\_\_\_ Contact person \_\_\_\_\_

Average per week \_\_\_\_\_

**Living History**

Current address \_\_\_\_\_

Agent if applicable \_\_\_\_\_ Contact name \_\_\_\_\_ Number \_\_\_\_\_

Agent Email (please provide this) \_\_\_\_\_

Time at residence from \_\_\_\_\_ Amount per week \$ \_\_\_\_\_

Reason for leaving \_\_\_\_\_

If accepted how soon could you sign a lease on new home? \_\_\_\_\_

**Pervious Address**

Address \_\_\_\_\_

Agent if applicable \_\_\_\_\_ Contact name \_\_\_\_\_ Number \_\_\_\_\_

Agent Email (please provide this) \_\_\_\_\_

Time at residence from \_\_\_\_\_ to \_\_\_\_\_ Amount per week \$ \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**PLEASE BE ADVISED WE WILL SEEK REFERENCES FROM THESE AGENTS.**

**Questionnaire-** Please circle

1. Have you ever been evicted from premises YES/NO
2. Have you been in debt for another premises YES/NO
3. Have you ever had any deductions out of bond YES/NO

If you answered YES to any of these, please give details

\_\_\_\_\_  
\_\_\_\_\_

I authorise Wiffen Property Agents to -

- a) check with my employer, my current and previous agent, as to my suitability as a tenant.
- b) to request and receive information about my past and current tenancies from any other agent or tenancy recording service including but not limited to TICA.
- c) to report any details of the tenancy (if approved) to any tenancy recording service as deemed necessary, inclusive of breeches.
- d) tenant acknowledges that once approved a TWO week in advance payment and FOUR weeks bond will be required prior to gaining access to premises
- e) this form will be kept on file for a minimum of THREE months.

## **PRIVACY NOTICE**

All steps are taken to ensure personal information collected is protected from unauthorized use. The Privacy Act 1988 regulates the collection, use, storage and disclosure of personal information of the Tenant by the Agent.

The information collected allows the Agent to properly carry out its obligations as an Agent to the Landlord during the course of the tenancy, including the proper administration and management of the property and the tenant and landlord relationship.

You consent to personal information being collected by the agent pursuant to this application. Such information will be collected from the tenant directly or from authorized third parties (including information that is in public domain). All personal information is stored by the Agent at its business premises. Such information may include the information provided by the Tenant in this application, together with any other information of the Tenant or personal information already held by the Agent on any database. Failure to provide all or any personal information may render the Agent unable to access the application and/or carry out its obligations as Agent for the Landlord.

## **REQUIRED 100 points**

- A photo identification (license or proof of age card) or birth certificate **50 points**
- Copies of rent receipts **30 Points**
- Copies of pay slips or centerlink payment summary **30 Points**
- Copies of bank statements **30 Points**
- Any letters or bills with name and address **20 Points**
- Medicare or bank cards (must have name) **10 Points**
- Should you require alternative options please speak with staff
- EACH copy required to be made will incur a **20 cent fee**
- Please feel free to email application or copies of ID to [office@wiffen.com.au](mailto:office@wiffen.com.au)
- 4 LAST pay slips for INCOME for each source Centerlink Payment Summary (if applicable) must be provided

### **IMPORTANT INFORMATION**

All tenants will be check on TICA prior to being approved for any property.

No bond transfers will be accepted

**NAME** \_\_\_\_\_

**Signature** \_\_\_\_\_

**DATE** \_\_\_\_\_

Please note, no applications will be process until completely filled in