

## APPLICATION CHECKLIST

I have

- Provided Proof of identification for each applicant – Driver’s licence & Medicare Card
- Provided Proof of Income for each applicant. If employed, 3 consecutive payslips are required.
- Provided Details of Centrelink Income. This includes the last Centrelink Income Statement and PAYG statement
- Provided 12 months of bank statements (which cover the pay periods of your payslip)
- Provided the last Tax Return and/or Tax Notice Of Assessment for each applicant
- Provided details of current tenancy ledger (e.g. rent statement, agent/landlord reference)
- Provided the Privacy Act Acknowledgment Form. Include all applicants’ names and signatures

I/We declare that the information provided is complete, true and accurate (unsigned forms not accepted)

Signature

Date

## PROPERTY APPLIED FOR

Applicant’s Name

Street Address of Property

Unit Number

(if applicable where multiple units, please select units you wish to apply for, in order of preference)

Number of tenants that will occupy the property

Adults

Children

Ages of children

I have personally inspected the property *(please sign)*

Completed Application Forms and other attachments should be emailed to the following email address.

Email [apply@axishousing.org.au](mailto:apply@axishousing.org.au)

Phone 0460 878 878 (Kathy)

<b>APPLICANT DETAILS</b>	
<p><b>APPLICANT ONE</b></p> <p>Surname <input style="width: 95%; height: 25px;" type="text"/></p> <p>Given Names <input style="width: 95%; height: 25px;" type="text"/></p> <p>Mobile Phone Number <input style="width: 95%; height: 25px;" type="text"/></p> <p>Email Address <input style="width: 95%; height: 25px;" type="text"/></p> <p>Date of Birth <input style="width: 95%; height: 25px;" type="text"/></p> <p><b>Contacts / References</b> Please provide a contact in case of emergency Name <input style="width: 95%; height: 25px;" type="text"/></p> <p>Relationship to you <input style="width: 95%; height: 25px;" type="text"/></p> <p>Phone Number <input style="width: 95%; height: 25px;" type="text"/></p> <p>Please provide a personal reference (not related) Name <input style="width: 95%; height: 25px;" type="text"/></p> <p>Phone Number <input style="width: 95%; height: 25px;" type="text"/></p>	<p><b>APPLICANT TWO</b></p> <p>Surname <input style="width: 95%; height: 25px;" type="text"/></p> <p>Given Names <input style="width: 95%; height: 25px;" type="text"/></p> <p>Mobile Phone Number <input style="width: 95%; height: 25px;" type="text"/></p> <p>Email Address <input style="width: 95%; height: 25px;" type="text"/></p> <p>Date of Birth <input style="width: 95%; height: 25px;" type="text"/></p> <p><b>Contacts / References</b> Please provide a contact in case of emergency Name <input style="width: 95%; height: 25px;" type="text"/></p> <p>Relationship to you <input style="width: 95%; height: 25px;" type="text"/></p> <p>Phone Number <input style="width: 95%; height: 25px;" type="text"/></p> <p>Please provide a personal reference (not related) Name <input style="width: 95%; height: 25px;" type="text"/></p> <p>Phone Number <input style="width: 95%; height: 25px;" type="text"/></p>

<b>OTHER INFORMATION</b>	
<p>Are there any special considerations to your application (e.g. hardship needs)? <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><i>If yes, please provide details</i> <input style="width: 95%; height: 30px;" type="text"/></p> <p>Do you have any special access to cater for disabilities? <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><i>If yes, please provide details</i> <input style="width: 95%; height: 30px;" type="text"/></p> <p>Do you have needs for a pet? <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><i>If yes, please provide details</i> <input style="width: 95%; height: 30px;" type="text"/></p>	<p>Has either of the Applicants ever had a tenancy terminated? <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><i>If yes, please provide details</i> <input style="width: 95%; height: 30px;" type="text"/></p> <p>Are you in debt to another agent/landlord or to Centrelink? <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><i>If yes, please provide details</i> <input style="width: 95%; height: 30px;" type="text"/></p> <p>Have you ever had deductions made from your rental bond? <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><i>If yes, please provide details</i> <input style="width: 95%; height: 30px;" type="text"/></p>

<b>EMPLOYMENT / INCOME</b>	
<p><b>APPLICANT ONE</b></p> <p>What is your occupation?</p> <input style="width: 95%; height: 25px;" type="text"/> <p>Is your employment Full Time/Part Time/Casual?</p> <input style="width: 95%; height: 25px;" type="text"/> <p>Employer's Name (if self employed -accountant)</p> <input style="width: 95%; height: 25px;" type="text"/> <p>Employer's Address</p> <input style="width: 95%; height: 40px;" type="text"/> <p>Contact Name</p> <input style="width: 95%; height: 25px;" type="text"/> <p>Contact Number</p> <input style="width: 95%; height: 25px;" type="text"/> <p>Gross Income (annual)</p> <p>\$ <input style="width: 90%; height: 25px;" type="text"/></p> <p><b>Centrelink Income</b></p> <p>Do you receive any Centrelink income? (e.g. Pension, New Start Allowance, Parenting Payment, Family Tax Benefit, Rent Assistance) Please provide details.</p> <input style="width: 95%; height: 60px;" type="text"/> <p><b>Property</b></p> <p>Details of any property owned (include Real Estate, Car, Furniture, Shares, etc.)</p> <input style="width: 95%; height: 45px;" type="text"/> <p>Value of Assets</p> <p>\$ <input style="width: 90%; height: 25px;" type="text"/></p>	<p><b>APPLICANT TWO</b></p> <p>What is your occupation?</p> <input style="width: 95%; height: 25px;" type="text"/> <p>Is your employment Full Time/Part Time/Casual?</p> <input style="width: 95%; height: 25px;" type="text"/> <p>Employer's Name (if self employed -accountant)</p> <input style="width: 95%; height: 25px;" type="text"/> <p>Employer's Address</p> <input style="width: 95%; height: 40px;" type="text"/> <p>Contact Name</p> <input style="width: 95%; height: 25px;" type="text"/> <p>Contact Number</p> <input style="width: 95%; height: 25px;" type="text"/> <p>Gross Income (annual)</p> <p>\$ <input style="width: 90%; height: 25px;" type="text"/></p> <p><b>Centrelink Income</b></p> <p>Do you receive any Centrelink income? (e.g. Pension, New Start Allowance, Parenting Payment, Family Tax Benefit, Rent Assistance) Please provide details.</p> <input style="width: 95%; height: 60px;" type="text"/> <p><b>Property</b></p> <p>Details of any property owned (include Real Estate, Car, Furniture, Shares, etc.)</p> <input style="width: 95%; height: 45px;" type="text"/> <p>Value of Assets</p> <p>\$ <input style="width: 90%; height: 25px;" type="text"/></p>

<b>APPLICANT ADDRESS</b>	
<p><b>APPLICANT ONE</b></p> <p>Current Address</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>Are you the:    Owner / Tenant            (please circle)</p> <p>How long have you lived at your current address?</p> <div style="border: 1px solid black; height: 25px; width: 100%;"></div> <p>Why are you leaving this address?</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>Landlord / Agents Name &amp; Number</p> <div style="border: 1px solid black; height: 25px; width: 100%;"></div> <p>Is there any reason that we shouldn't contact the Landlord/Agent?</p> <div style="border: 1px solid black; height: 25px; width: 100%;"></div> <p>Weekly Rent Paid</p> <div style="border: 1px solid black; padding: 2px;">\$</div> <p>Previous Address</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>Were you the:    Owner / Tenant (please circle)</p> <p>How long did you lived at your current address?</p> <div style="border: 1px solid black; height: 25px; width: 100%;"></div> <p>Why did you leaving this address?</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>Landlord / Agents Name &amp; Number</p> <div style="border: 1px solid black; height: 25px; width: 100%;"></div> <p>Is there any reason that we shouldn't contact the Landlord/Agent?</p> <div style="border: 1px solid black; height: 25px; width: 100%;"></div> <p>Weekly Rent Paid</p> <div style="border: 1px solid black; padding: 2px;">\$</div>	<p><b>APPLICANT TWO</b></p> <p>Are your details the same as Applicant One?  <input type="checkbox"/> Yes    <input type="checkbox"/> No    (please complete below)</p> <p>Current Address</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>Are you the:    Owner / Tenant            (please circle)</p> <p>How long have you lived at your current address?</p> <div style="border: 1px solid black; height: 25px; width: 100%;"></div> <p>Why are you leaving this address?</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>Landlord / Agents Name &amp; Number</p> <div style="border: 1px solid black; height: 25px; width: 100%;"></div> <p>Is there any reason that we shouldn't contact the Landlord/Agent?</p> <div style="border: 1px solid black; height: 25px; width: 100%;"></div> <p>Weekly Rent Paid</p> <div style="border: 1px solid black; padding: 2px;">\$</div> <p>Are your details the same as Applicant One?  <input type="checkbox"/> Yes    <input type="checkbox"/> No    (please complete below)</p> <p>Previous Address</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>Were you the:    Owner / Tenant (please circle)</p> <p>How long did you lived at your current address?</p> <div style="border: 1px solid black; height: 25px; width: 100%;"></div> <p>Why did you leaving this address?</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>Landlord / Agents Name &amp; Number</p> <div style="border: 1px solid black; height: 25px; width: 100%;"></div> <p>Is there any reason that we shouldn't contact the Landlord/Agent?</p> <div style="border: 1px solid black; height: 25px; width: 100%;"></div> <p>Weekly Rent Paid</p> <div style="border: 1px solid black; padding: 2px;">\$</div>

## PRIVACY ACT ACKNOWLEDGEMENT FOR TENANTS APPLICATIONS & APPROVED OCCUPANTS

Please answer the following questions

Have you ever been evicted from a rental property YES / NO

Are you in debt to another Lessor / Agent? YES / NO

If you answer yes to any of the above questions, please provide details below:

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I, the applicant, declare that the information in this application is true and correct and that I have supplied it of my own free will. I understand that you as the agent / lessor have collected this information for the purpose of determining whether I am a suitable tenant for the property in particular to collect my identification, my ability to care for the property, my character and my credit worthiness as an ingoing tenant and to follow up any outstanding debts/issues resulting from my future vacate from the property.

I understand that you as the agent are bound by the Privacy Act and the National Privacy Principals and authority is hereby given to the agent to check credit references, employment details, previous rental references, tenant default registry database check, personal references and any other searches which may verify the information provided by me. I also authorise the agent to give information to the lessor of the property, credit provider, insurance providers, other agents, salespeople, tenant default agencies, references named in the application or any other third party who would have a beneficial interest relating to a tenancy matter and understand this can include information about my tenancy, credit worthiness, credit standing, credit history or credit capacity.

Once a Tenancy Agreement has been entered into the tenant agrees that should they fail to comply with their obligations under the agreement, that failure to comply may be disclosed to third party operators of tenant default registry agents (TICA) and or other agents and may lawful avenue may be explored by this authorised agent/lessor to recover any outstanding debt or have restitution made with respect to this tenancy.

TICA is a tenancy database that records tenant's personal information from its members including tenancy application inquiries and tenancy history. In accordance with the National Privacy Principles you are entitled to have access to any personal information that we may hold. To obtain your information from TICA, proof of identity will be required, and contact can be made in the following ways:

Website: [www.tica.com.au](http://www.tica.com.au) under Tenant Information and Privacy policies

Phone: 1902 220 346 (Calls charged at \$5.45 per minute including GST – higher from mobile or pay phone)

Mail: TICA Public Inquiries – PO Box 120 CONCORD NSW 2137. (A fee of \$8.80 plus stamped self-addressed envelope is required)

I, the applicant, accepts that if the application is rejected, the agent is not legally obliged to give a reason. If your application is declined, your details will be held on file for one month only. Following this period all details held will be securely disposed of.

I, the applicant declare that I am not bankrupt and that the rental is within my means. I acknowledge that I have inspected the property and that I am satisfied with the condition and cleanliness. I agree that if my application is approved, that this approval is subject to the property being available on the due date. I understand that if the property is currently tenanted or under construction / reconstruction, the approval will be given subject to the availability of the property on the due date. I agree to take no action against the Owner or Axis Housing Ltd should any circumstances arise whereby the property is not available for occupation on the due date.

If the application is successful, acceptance is communicated and two weeks rent is paid, but if I decide not to proceed, one weeks rent will be forfeited to the office and the second weeks rent will be refunded. Upon communication of acceptance of this application by the agent I agree that this tenancy shall be binding

By signing below, the Applicant acknowledges that they have received the Privacy Policy of the Agency.

\_\_\_\_\_  
Print Name (1)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name (2)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date