**Which property are you applying for?**

Address

Suburb

Lease Term

Lease Start Date

Rent Bond

**Personal Details**

Title Surname

Given Name(s)

Date of Birth

Home Phone

Work Phone

Mobile

Email

**Current Residential Arrangements**

Are you the owner / renter / other

Address

Suburb Post Code

How long at this current address?

Name of landlord/agent

Contact number

Rent paid per week

Reason for leaving

**Previous Residential Arrangements**

Were you the owner / renter / other

Address

Suburb Post Code

How long at this previous address?

Name of landlord/agent

Contact number

Rent paid per week

Reason for leaving

**Are you studying? If Yes, please complete this section.**

Place of Study

Course

Full-time / Part-time

Course Length

Commenced

Expected Completion

**Current Employment**

Occupation

Full-time / Part-time

Employer

Suburb

Contact Name

Phone

Length of Employment

Commencement Date

Gross per week / fortnight / month

Net per week / fortnight / month

**Previous Employment**

Occupation

Full-time / Part-time

Employer

Suburb

Contact Name

Phone

Length of Employment

Commencement Date

Ceasing Date

Gross per week / fortnight / month

Net per week / fortnight / month

**Are you receiving Government Benefits? If Yes, please complete this section.**

Benefit / Allowance Type

Gross per week / fortnight / month

Net per week / fortnight / month

**Are you receiving Commonwealth Rent Assistance? If Yes, please complete this section.**

Amount per week / fortnight / month

**Are you receiving income or any form of financial support from any other source (see point 1 below)? If Yes, please complete this section.**

Source

Amount per week / fortnight / month

**Other Information**

Do you identify as having a disability?

Do you have any pets?

Do you smoke?

Emergency Contact:

Name

Relationship

Home Phone

Work Phone

Contact Mobile

How did you find out about the property?

When did you inspect the property?

**NRAS Tenant and Other Eligibility Criteria**

1. New tenant’s (gross) income (from all sources) to be less than ***$47,904*** for the 12 months preceding the application. Existing tenant’s (gross) income (from all sources) is to be less than ***$59,880*** for the 12 months preceding the anniversary of the commencement of the tenancy.

Income, for the purposes of NRAS, is not limited to taxable income but refers to “gross income” of the NRAS household. Gross income means the income amount in dollar value that has been earned, derived or received for one’s own use or benefit before tax is applied. It should be noted that, for NRAS purposes, regular payments from parents to support the household (for food, entertainment, etc), including where they make contributions to the rent, or pay it on the household’s behalf, is considered to be income, as is income from sources outside Australia and also funds received from a grant or scholarship.

1. No asset test.
2. No more than ***one*** adult (the applicant) is to reside in the property.

**Documents and Information Required to Determine Eligibility**

* Proof of income. Copies of pay slips for past 12 months
* Income tax notice of assessment / tax return / PAYG payment summary - 2015
* Letter from employer(s) (showing income and work period)
* Bank statements for past 12 months
* Rental ledger for past 12 months or rental reference from landlord
* Three forms of identification, including photo ID:

|  |  |  |
| --- | --- | --- |
| * Photo ID | * Driver licence | * Passport |
| * Medicare card | * Birth certificate | * Citizenship documents |
| * Healthcare card |  |  |

* + - Income from all sources for 12 months preceding the application (completion of this table is mandatory):

|  |  |
| --- | --- |
| ***Source*** | ***Gross $*** |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
| **Total** | **$** |

**Application Instructions**

1. All details are to be printed clearly and completed in full.

2. Your application can only be processed on the understanding that you have inspected the property and accept the property in its current condition.

3. Should your application be successful we will require the following

a. The first month’s / two weeks’ (as applicable) rent payable by money order or bank cheque in the name of Colonial State Realty.

b. The bond amount (four weeks rent) payable by money order or bank cheque in the name of Colonial State Realty.

c. If the required amount is not received within 24 hours the property will then be put back on the market for the next application or tenant/s to proceed.

|  |  |
| --- | --- |
| Rent in advance – one month / two weeks  (as applicable) | $ |
| Bond – four weeks rent | $ |
| **Total** | **$** |

**Please Note:** The completion and submission of this application is no assurance that your application will be accepted. We will not be required to provide you with any reason if this application is not accepted. If your application is successful we will require payment of a holding deposit equivalent to one week’s rent.

**Privacy Act 1988 Collection Notice**

The personal information the prospective tenant provides in this application or that which is collected from other sources is necessary for the Agent to verify the Applicant’s identity, to process and evaluate the application and to manage the tenancy. The personal information collected bout the Applicant in this application may be disclosed during the course of the tenancy for the purpose for which it was collected, to other parties, including the landlord, referees, financial institutions, trades people, other agents, third party operators of tenancy reference databases and other third parties as required by law. Information already held on tenancy databases may also be disclosed to the Agent and/or Landlord. The Agent may also disclose information to other parties on the Internet. If the Applicant enters into a Residential Tenancies Agreement and if the Applicant fails to comply with their obligations under that Agreement that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to other parties, including those referred to above. The Agent will only disclose information in this way to other parties to achieve the purposes specified above or as allowed under the Privacy Act 1988. If the Applicant would like to access his/her personal information held by the Agent they can do so by contacting the Agent at the address and contact numbers contained in this Application. The Applicant can also correct this information if it is inaccurate, incomplete or out of date. If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

I consent to my personal information being disclosed and used as may be required, from time to time, to comply with reporting requirements of the National Rental Affordability Scheme. I understand that use of my personal information will comply with the provisions of the Privacy Act 1988.

**Applicant’s Signature: Date:**

*By signing this document, I declare that the information provided above, together with the accompanying documentation, is complete, true and accurate, and that I understand that this information is used to assess my eligibility under the National Rental Affordability Scheme and as such this application is subject to the laws, regulations and selective instruments of the Commonwealth of Australia*.