



Date: ...../...../20.... APPLICATION FOR TENANCY Unique Reference number: \_\_\_\_\_

Address of Premises: \_\_\_\_\_  
Type of Premises \_\_\_\_\_ Furn/Unfurn. LUG, (refer Residential Tenancy Agreement for details of usage e.g.; not for storage, only for vehicle parking). Car space, Secure Parking

**APPLICANT Personal Details**

Name Mr/Mrs/Miss/Ms/Dr/Prof \_\_\_\_\_ Date of Birth \_\_\_\_\_  
(Family name) (Given names)

Contact Details Home Ph \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_ Email \_\_\_\_\_  
Vehicle Reg \_\_\_\_\_ Driver's Licence \_\_\_\_\_ Passport Details \_\_\_\_\_ Expiry Date \_\_\_\_\_  
Bank Bldg Society \_\_\_\_\_ BSB \_\_\_\_\_ A/c \_\_\_\_\_

OCCUPANCY Number of Persons \_\_\_\_\_ Children: Yes/No \_\_\_\_\_ (number) Ages: \_\_\_\_\_  
Pets: Yes/No \_\_\_\_\_ Type \_\_\_\_\_ No. \_\_\_\_\_ Smoker (s) Yes \_\_\_\_\_ No \_\_\_\_\_

EMERGENCY CONTACT Name of Friend or Relative \_\_\_\_\_ Home Phone \_\_\_\_\_  
Work Phone \_\_\_\_\_ Mobile \_\_\_\_\_ e-mail \_\_\_\_\_

PERSONAL REFERENCE \_\_\_\_\_ Ph: \_\_\_\_\_

TENANCY HISTORY Present Address \_\_\_\_\_  
Name of present Landlord/Agent \_\_\_\_\_ Ph \_\_\_\_\_  
Mobile \_\_\_\_\_ e-mail \_\_\_\_\_ Period of tenancy \_\_\_\_\_ Rent \$ \_\_\_\_\_  
Name of previous Landlord/Agent \_\_\_\_\_ Phone \_\_\_\_\_ Mob \_\_\_\_\_  
Address of previous rented premises \_\_\_\_\_ Postcode \_\_\_\_\_

EMPLOYMENT HISTORY Occupation of Applicant \_\_\_\_\_ Date commenced \_\_\_\_/\_\_\_\_/\_\_\_\_ Salary P/A \$ \_\_\_\_\_  
Employer's Name \_\_\_\_\_ Address \_\_\_\_\_ Postcode \_\_\_\_\_  
Work Phone \_\_\_\_\_ Mobile \_\_\_\_\_ e-mail \_\_\_\_\_ Fax \_\_\_\_\_  
Previous employer's name \_\_\_\_\_ Address \_\_\_\_\_ Postcode \_\_\_\_\_  
Work Phone \_\_\_\_\_ Mobile \_\_\_\_\_ e-mail \_\_\_\_\_  
Period of employment from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

DETAILS OF RENTAL Rent \$ \_\_\_\_\_ per week/month. Commencing From \_\_\_\_/\_\_\_\_/\_\_\_\_ for a period of \_\_\_\_\_ months/weeks  
Note: A tenant must be permitted to pay the rent by at least one means for which the tenant does not incur a cost (other than bank fees or other account fees usually payable for the tenant's transactions) and that is reasonably available to the tenant.  
Residential Tenancy Agreement to be signed on \_\_\_\_/\_\_\_\_/\_\_\_\_ at \_\_\_\_\_ am/pm

**TRUST ACCOUNT INFORMATION BSB: 012 224 ACC: 408 611 059 NAME: Arq Enterprises P/L Trust**  
No deposits or monies are to be paid until applications are approved. All payment must be received in the account a minimum of 24 hours prior to tenancy commencing.

**If monies for Bond or Initial rental aren't received on time, the rental will still start on the agreed lease start date.**

- 1. RENTAL BOND BOARD (4 weeks rental) \$ \_\_\_\_\_ : \_\_\_\_\_  
This is paid directly to Fair Trading. Our office will send create an online account. The bond must be lodged a minimum 24hours prior.
- 2. ARQ RESIDENTIAL for rent \$ \_\_\_\_\_ : \_\_\_\_\_

I, the Applicant, hereby apply for approval to rent the premises referred to in this form. In accordance with Section 24 of the Residential Tenancies Act, 2010, the Applicant, if approved, will pay a Holding Fee of \$ \_\_\_\_\_ equivalent to \_\_\_\_ days rent to hold the premises for the Applicant from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ or as varied in writing. 1) During this period, upon payment of a Holding Fee, the Landlord/Agent must not enter into an agreement to lease the property with any other person unless the Applicant is not proceeding. 2) Upon Approval of Applicant the Holding Fee is applied to Rent. Should the Applicant not proceed the Holding Fee is Forfeited to the Landlord unless the Applicant is not proceeding because of misrepresentation or failure to disclose a material fact by the Landlord/Agent.

**I, the Applicant, do solemnly and sincerely declare that I am not a bankrupt or an undischarged bankrupt and affirm that the above information is true and correct. I am over 18 years of age. I have inspected said Premises and the Rental is within my means. I undertake to pay a Bond.**

We, Arq Enterprises Pty Ltd, t/a Arq Residential acting for the Landlord of the said Premises acknowledge receipt of this Application and upon Approval will prepare a Res/Ten/Agreement within the holding period.

**PRIVACY POLICY:** Personal information provided or collected is necessary for the Agent to verify Applicant's identity and to process and evaluate the Application and manage the tenancy. This information and information collected during the tenancy may be disclosed for this purpose to other parties i.e. Landlords, referees, other agents and databases. The Applicant can contact the Agent to access information held and to correct or update same.

**NOTICE TO PROSPECTIVE TENANTS:** Availability of telephone lines; internet services; analogue, digital, cable TV (and adequacy of same) are the sole responsibility of the tenant(s). Tenants should make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. The Landlord does not warrant that any telephone plugs, antenna sockets or other service points are serviceable, or will otherwise meet the requirements of the tenant, and tenants must rely on their own enquiries.

Applicant's Signature ..... Date ...../...../.....

Agent's Signature ..... Date ...../...../.....

Note: A copy of this document shall immediately after signing be delivered to the Applicant for retention.