

All persons over the age of 18 who intend to live at the property must provide their details. on a separate application form.

DETAILS	
PROPERTY ADDRESS:	
DATE VIEWED:	COMMENCEMENT OF TENANCY:
RENTAL AMOUNT:	LENGTH OF LEASE:

OCCUPANTS: CIRCLE OR INDICATE NUMBER OF PEOPLE		
SINGLE: YES NO	COUPLE: YES NO	
FAMILY: YES NO	MULTI TENANT: YES NO	
NAME	AGE	RELATIONSHIP
1:		
2:		
3:		

APPLICANT DETAILS	
TITLE:	FULL NAME:
CURRENT ADDRESS:	
PHONE(S):	
EMAIL(S):	
DRIVERS LICENSE:	VEHICLE REGO:
DATE OF BIRTH:	

APPLICATION FOR TENANCY.

# BORIS.

CURRENT RENTAL REFERENCE	
PROPERTY ADDRESS:	
AGENCY NAME/PRIVATE LESSOR:	
CONTACT NAME:	
CONTACT PHONE(S):	
RENTAL PERIOD:	
RENT PAID:	REASON FOR VACATING:
IF YOU DO NOT HAVE RENTAL REFERENCES PLEASE STATE WHY:	
OFFICE USE ONLY:	

PREVIOUS RENTAL REFERENCE (IF CURRENT ADDRESS LESS THAN 3YRS)	
PROPERTY ADDRESS:	
AGENCY NAME/PRIVATE LESSOR:	
CONTACT NAME:	CONTACT PHONE(S):

CURRENT EMPLOYMENT	
EMPLOYER:	LENGTH OF EMPLOYMENT:
PAYROLL CONTACT NAME:	PAYROLL CONTACT PHONE(S):
COMPANY ADDRESS:	
POSITION HELD:	INCOME: \$                      W   F   M
PLEASE CIRCLE:    PERMANENT    CASUAL    FULL TIME    PART TIME    TEMPORARY	

IF YOU ARE NOT CURRENTLY EMPLOYED PLEASE STATE WHY:

OFFICE USE ONLY:

APPLICATION FOR TENANCY.

# BORIS.

PREVIOUS EMPLOYMENT (IF CURRENT EMPLOYMENT LESS THAN 3YRS)	
EMPLOYER:	LENGTH OF EMPLOYMENT:
PAYROLL CONTACT NAME:	PAYROLL CONTACT PHONE(S):
COMPANY ADDRESS:	
POSITION HELD:	INCOME: \$                      W    F    M
PLEASE CIRCLE:    PERMANENT    CASUAL    FULL TIME    PART TIME    TEMPORARY	
IF YOU ARE NOT CURRENTLY EMPLOYED PLEASE STATE WHY:	
OFFICE USE ONLY:	

PETS (IF YOU INTEND TO HAVE PETS AT THE PREMISES)		
NUMBER OF PETS:	TYPE / BREED:	
SEX:	AGE:	DE-SEXED:    YES    NO

REFERENCES (NOT RELATIVES)	
NAME:	RELATIONSHIP:
EMAIL:	PHONE(S):

EMERGENCY CONTACT (CANNOT BE OTHER APPLICANTS)	
NAME:	RELATIONSHIP:
EMAIL:	PHONE(S):

FAIR POSTING CLAUSE	
Do you require a fair posting clause?	YES    NO

UPON SUBMITTING THIS APPLICATION PLEASE UNDERSTAND THE FOLLOWING

You agree to take the property as it was inspected (unless otherwise advised).

Rent is payable calendar monthly only.

If your application is successful, you must be available to sign a tenancy agreement within 24 hours, or at another agreed time.

At the signing of the lease, you will be required to provide (depending upon your rent payment preference), two weeks rent advance. This is to be paid via electronic funds transfer made into Boris Property Management Trust Account. (Details will be provided on tenancy agreement).

The amount equal to 4 weeks rent as your bond is due. This must be paid via electronic funds transfer made into Boris Property Management Trust.

Keys will not be available for pick up until the lease start date, all required monies paid (bond plus rent in advance), all relevant documents are completed and only during office hours.

SIGNATURE

DATE

x

x

THE FOLLOWING MUST BE COMPLETED BEFORE YOUR APPLICATION CAN BE PROCESSED (PLEASE INITIAL EACH SECTION)

I, the applicant acknowledge that I will make no claim or demand nor commence litigation against the lessor or his/her agent should the premises be found to be unavailable due to occupation by another occupier.

INITIAL:

I give permission for Boris Property to conduct application reference checks at its discretion for the sole purpose of establishing credentials and suitability to enter into a tenancy agreement for the aforementioned property.

INITIAL:

I am aware that the "The Renting Book" is available for my reference as a guide to the rights and responsibilities as a tenant, property owners or Real Estate Agent from the ACT Office of Fair Trading.

INITIAL:

THE FOLLOWING MUST BE COMPLETED BEFORE YOUR APPLICATION CAN BE PROCESSED  
(PLEASE INITIAL EACH SECTION)

I, the applicant, do solemnly and sincerely declare that I am not a bankrupt or an undischarged bankrupt.

INITIAL:

If the property has lawns/gardens I understand that it is my responsibility to maintain the lawn/garden including watering and lawn mowing.

INITIAL:

I, the applicant am aware that all rent in advance, after the initial rent payment, will be accepted by Direct Credit only and it is my responsibility to make any necessary arrangement with my bank prior to this.

INITIAL:

I, the applicant am aware that Boris Property will provide my details to Moving Hub for the purposes of connection of utilities. I am also aware that I am not obligated to use Moving Hub's services and am at liberty to organise and select utility providers of my choice.

INITIAL:

### BORIS PROPERTY PRIVACY ACT 1988 COLLECTION NOTICE

The personal information the prospective tenant provides in this application or collected from the sources is necessary for the Agent to verify the Applicants identity, to process and evaluate the application and to manage the tenancy. Personal information collected about The Applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to parties including the lessor, referees, and their agents and third party operators of tenancy reference data bases. Information already held on tenancy databases may also be disclosed to the Agent and/or lessor. If the applicant enters into a Residential Tenancy 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 the landlord, third party operators of the tenancy reference databases and/or other agents. If the applicant would like to access personal information the Agent holds, they can do so by contacting Boris Property-Property Management Division on Ph: 0402 907 182. The Applicant can also correct this information if it is inaccurate, incomplete or out-of-date. If the information is not provided, the Agency may not be able to process the applicant and manage the tenancy.

### BORIS PROPERTY PRIVACY ACT 1988 COLLECTION NOTICE

I, the Applicant acknowledge that I have read the Privacy Collection Notice issued by Boris Property.

INITIAL:

SIGNED BY THE APPLICANT

DATE:

Signature of tenant

x

Witness (Name and Signature)

x

YOU ARE REQUIRED TO INCLUDE EVIDENCE OF YOUR SALARY ( WHICH CAN CONSIST OF MOST RECENT PAY ADVICE, A LETTER FROM YOUR EMPLOYER, A BANK STATEMENT OR OTHER FINANCIAL EVIDENCE) PLUS 100 POINTS OF IDENTIFICATION, WITH WHICH ONE MUST BE PHOTO ID.

PASSPORT	70 POINTS	ELECTRICITY ACCOUNT	20 POINTS
FULL BIRTH CERTIFICATE	70 POINTS	VEHICLE REGO CERTIFICATE	20 POINTS
DRIVERS LICENSE	40 POINTS	TELEPHONE ACCOUNT	20 POINTS
OTHER PHOTO ID	40 POINTS	GAS ACCOUNT	20 POINTS
MEDICARE CARD	25 POINTS		
BANK STATEMENT	25 POINTS		