

Butterfield Property

Permanent Rental Application

Please ensure you complete every section in this application. If you are unable to answer some fields, please advise the property manager. Your application will not be considered if not completed, thank you.

Date Completed:

Budget (\$/week):	No. Bedrooms:
Pets: Yes No Type:	Occupants: Adults _____ Children: _____
Preferred term of lease (circle): 6 months 12 months Comments:	
Date you are available to move in:	Smoker or Vaper? Yes No
Other property specifications/requests:	

Personal Details			
First name:		Surname:	
Partner/Spouse name:			
Children's name/s:			
Children's Ages			
Present address:			
Phone:		Mobile:	
Email address:			
Date of Birth:		Vehicle registration:	
Driver's License No.			
Proof of identification:	Photo ID; Pension card; Passport; Rental receipt; Phone/electricity account – please attach a copy of two of items to your application		
Next of Kin			
Full Name:		Relationship:	
Address:		Contact Number:	
Employment Details			
Occupation/Trade:		Employer:	
Address:		Phone:	
Contact name:		Period of employment:	
Gross weekly wage:			

Government Allowances/Payments:			
Payment Type 1:		Payment Type 2:	
Gross fortnightly payment:		Date commenced:	
Proof of Income:	Current payslip; Bank statement; Centrelink statement – please attach a copy of one to your application		
Tenancy History			
Name of Current Landlord/Agency:		Phone:	
Contact name:		Landlord Email Address:	
Reason for leaving:		Address of tenancy:	
Period of Tenancy:		Weekly rent amount:	
Name of Previous Landlord:		Phone:	
Contact name:		Address of tenancy:	
Reason for leaving:		Weekly rent amount:	
Period of Tenancy:			
Have you ever had a claim on your bond:	Yes No	Details of claim:	
Personal References (not relatives)			
Referee 1 - Name:		Contact number:	
Referee 2 - Name:		Contact number:	
Property Applying For (if applicable)			
Address:		Weekly rent:	
Term of lease:		Commencement date:	
Applicant signature:		Date:	

Butterfield Property's Privacy Statement:

Butterfield Property is bound by the Privacy Act and respects your right to privacy. We require you to provide us with personal information in this application for the purpose of processing your application for tenancy for this property. The processing of your application will involve the disclosure to the landlord of the information contained in this form to enable the landlord to assess your suitability to tenant this property and, if successful, will form part of your tenancy agreement. Part of this process is to verify the information that you have given with the nominated contacts provided in your application. By signing this statement, you agree to allow Butterfield Property staff to ask the questions that they require, to assess your suitability to be considered for this tenancy. If you are providing a previous Real Estate agency as a reference, you will need to provide us with their phone number and arrange with them to fill out the questionnaire and return it to our office (final page)

If you do not provide us with the requested information or permit us to confirm the information provided, we will not be able to process your application for tenancy. Butterfield Property will not use the information provided by you for any other purpose other than the purpose described above. If your application is unsuccessful, Butterfield Property policy is to destroy your application form in order to protect your right to privacy.

If, as a tenant of a rental property managed by Butterfield Property, you breach any of the terms and conditions of your tenancy agreement then such information may be provided to other agents and/or tenancy database services.

I have read and agree with Butterfield Property's Privacy Statement:

Sign here

Date: _____

If this section is not signed, we will be unable to process this application. If your application is not successful, your application will be destroyed.

PLEASE SEE OVER PAGE AND SIGN.

(ONLY FILL OUT THE BOXED SECTION AT THE TOP OF THIS FORM YOURSELF)

PRIVATE & CONFIDENTIAL TENANT REFERENCE CHECK

I/we the undersigned tenant/s give approval for the below information to be transmitted to Butterfield Property for the sole purpose of approval for tenancy.

Signature/s
by tenant Date.....

Print Name/s

To assist in the processing of an application from the above-named prospective tenant, would you please complete the following questionnaire and email it back along with a Tenant History Ledger:

Butterfield Property on 02 6493 3443 or rentals@butterfieldproperty.com.au

- 1. Have the tenant/s always paid their rent on time and in full? Yes No
- 2. Have there been any occasions where the payment has been dishonored? Yes No
- 3. Have the tenants always kept the property in a clean and undamaged condition? Yes No
- 4. Have all the agency/landlord inspections been satisfactory? Yes No
- 5. Have the tenant/s ever been issued a notice to remedy during the tenancy? Yes No
- 6. Would this agency/landlord be happy to lease another of their properties to the tenant/s? Yes No
- 7. Will there be, or has there been, a claim on the bond to your knowledge? Yes No
- 8. Have there been any matters before the Residential Tenancies Tribunal? Yes No
- 9. Were animals kept on the premises during tenancy? Yes No
- 10. How long were the applicant/s residing at the property?

Further comments or explanations regarding any of the points above, or of relevance to this tenancy application approval:

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Property Manager/Landlord's Name:
 Signature/s Date.....
 Name of Agency:.....
 Contact Numbers: