

SUPPORTING DOCUMENTS TO ACCOMPANY THE APPLICATION FOR RESIDENTIAL TENANCY

Photocopies of the following documents are required:

PROOF OF ID

- Photocopy of passport and / or Medicare card
- Driver's licence
- Front page of bank statement

UNIVERSITY ACCEPTANCE

- Conditional Offer of Admission issued by the University of Wollongong

OR

- Overseas Student Confirmation-of-Enrolment (CoE) issued by the Australian Government

PROOF OF ABILITY TO MEET RENT PAYMENTS

- Bank statement showing current balance
- If working, copy of 2 recent payslips
- If receiving Centrelink assistance (such as Rental Assistance) , a letter from Centrelink specifying the details such as amount and type of payments to be received

PLEASE READ CAREFULLY

- Your application will be processed with the information provided and submitted to the landlord for their acceptance or non-acceptance for tenancy. This is always a landlord decision.
- **IMPORTANT – We are unable to give any reason for non-acceptance, if your application is not approved for tenancy.**
- **If your application not approved, you will be informed by Phone.**

For Support phone: 0451 778901 , once completed please scan and email to :

Email : info@uniaccommodation.com.au

APPLICATION FOR RESIDENTIAL TENANCY

DATE APPLIED : / /

PROPERTY BEING APPLIED FOR :

.....

Date of Commencement Required :

.....

Term Required: _____ months, 6 months, 12 months
(please circle which is applicable)

IMPORTANT – *To consider your application, we require you to:*

- **FILL IN COMPLETELY AND SIGN THE APPLICATION FORM** with all relevant information and reference details, and all persons wishing to reside clearly indicated. **WE CANNOT PROCESS THIS FORM UNLESS ALL PARTS HAVE BEEN FULLY COMPLETED.**
- Read and sign the **Privacy Acknowledgement Form.**
- **Provide identification to pass our 100 POINT CHECK.**

PROOF OF IDENTIFICATION REQUIRED – 100 POINT CHECK

We require **each applicant** to provide the following :

WE REQUIRE IDENTIFICATION FROM ALL THREE CATEGORIES WITH A TOTAL SUM OF 100 POINTS OR MORE Applicant 1 – ID

Passport Number :

Drivers License :

University Attendance Course :

Bank Statement – *Front Page* :

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APPLICANT ONE

FULL NAME :

Date of Birth :

Your Current Phone Number :

Mobile (required) :

Email Address :

Drivers License Number :

Car Registration Number :

Current Address :

Name of Landlord/Agent :

Landlord/Agent Address :

Landlord/Agent Phone Number :

Mobile :

Current lease expires :

How long have you lived at this address?

Reason for leaving?

REFERENCES

Please ensure that your references can be contacted during working hours.
Reference One (Former Landlords/Real Estate Agents or relative in Australia)

Full Name

Address

Phone Number

Mobile

Relationship with Referee

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I / We Hereby *Declare AND Acknowledge:*

- That the information contained herein is true and correct.
- That I / we are over the age of eighteen (18) years.
- That none of the applicants is a bankrupt or an undischarged bankrupt and not paying off any previous rental debts.
- That I / we will pay a security bond being four (4) weeks rental, plus two (2) weeks rental, either by cash on entering into a tenancy agreement for the property.
- That only those on the application will reside permanently at the premises.
- That the Landlord have a Zero Tolerance Rent Arrears Policy.
- Initial payments of the rent and bond must be made by cash upon entering in the Lease application.
- This application is accepted subject to the property being available on the due date and no action shall be taken by the applicant against the Landlord or the Agent should any circumstances arise whereby the property is not available for occupation on the due date.

The personal information supplied by you, the prospective tenant(s), and/or other personal information collected by us in the course of a tenancy application and any subsequent tenancy, is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. The landlord is authorised to make all necessary enquiries to verify the applicants rental history. Personal information about you collected in the application and during the course of the tenancy, including through property inspection reports, may be disclosed to other parties as permitted by the Privacy Act 1988 including to the landlord, referees, other agents and operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to us. If you fail to comply with your obligations under the tenancy agreement, that fact may also be disclosed to the landlord, other agents and operators of tenancy reference databases. If this information is not provided, we may not be able to process your application and manage the tenancy.

I HEREBY AUTHORISE THE AGENT TO PROCESS MY APPLICATION FOR RENTAL PURPOSES.

APPLICANT ONE:..... - Print Name

SIGNATURE **Date**.....

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