



# BOARDING HOUSE APPLICATION FORM

## ✓ Check List:

1. Fill in Tenancy Application. Ensure all pages are completed and signed.
2. Identification is required with this application. All identification documents must be attached to this Tenancy Application.
  - Drivers Licence OR Passport OR any other form of photo ID (Compulsory)
  - Rental Ledger
  - Current Wage Advice
  - Centrelink Statement
3. Send Tenancy Application to [admin@rhburwood.com.au](mailto:admin@rhburwood.com.au)

## Note:

Acceptance of this Tenancy application will not be acknowledged until all pages are completed and signed.

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Applications will only be processed if you have viewed the property with one of our Property Managers.

**If your application is accepted a non-refundable holding deposit of one week's rent is required as soon as possible to secure the property.**

### 1. Property Applying For

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Lease Term \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_

Date Property to be occupied \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Rent Payable for Property \_\_\_\_\_

Name(s) of other Applicants to Occupy Property \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 2. Personal Details

Title \_\_\_\_\_ First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Current Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Drivers Licence Number \_\_\_\_\_ State of Issue \_\_\_\_\_

Car Registration Number \_\_\_\_\_

Alternate ID (eg passport) \_\_\_\_\_ No \_\_\_\_\_

Pension Type \_\_\_\_\_ No \_\_\_\_\_

Home Phone Number \_\_\_\_\_

Mobile Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_

Employers Name \_\_\_\_\_

Employer Phone Number \_\_\_\_\_

**Please provide a contact number you are available on all day** \_\_\_\_\_

Contact number: \_\_\_\_\_

### 3. Other Information

Number of persons occupying property \_\_\_\_\_ Adults \_\_\_\_\_

### 4. Next of Kin

Emergency Contact \_\_\_\_\_

Relationship \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

### 5. Current Situation

Are you the  Owner  Renter \_\_\_\_\_

Duration at your current address? \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_

Name of Landlord/Agent (If applicable) \_\_\_\_\_

Phone Number \_\_\_\_\_

Rent Paid per week \_\_\_\_\_

Reason for leaving \_\_\_\_\_

\_\_\_\_\_

Was bond repaid in full?  Yes  No, If No, please specify \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signed by the:**

**Applicant** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**Witness** \_\_\_\_\_

Date to sign lease: \_\_\_\_\_ Time: \_\_\_\_\_

Bond (2weeks rent): \$ \_\_\_\_\_

Rent (2weeks advance): \$ \_\_\_\_\_

Total Payable \$ \_\_\_\_\_

Less Deposit: \$ \_\_\_\_\_

**Balance Due:** \$ \_\_\_\_\_

**Please pay by Money Order or Bank Cheque**

**NO CASH WILL BE ACCEPTED**