

# Application for Residential Tenancy



Date / Time Application Submitted:                    /                    /                    Time:                    am / pm

1. Please complete all sections of this application. If not completed correctly, it may delay your application being processed in a timely manner.
2. Provide a copy of your drivers licence or passport.
3. Provide previous rental references or rental ledgers if applicable.
4. Proof of last address eg. Telstra, PAWA or Bank Statement.
5. Bond and first rental payment can be paid through Rent Pay, Bank Cheque or Money Order.
6. After your first payment, the preferred payment method of rent is through the RentPay system, information sheet attached.
7. This form is available on [www.colliers.com/darwin](http://www.colliers.com/darwin)

Level 2, 62 Cavenagh Street  
Darwin NT 0800

GPO Box 1194  
Darwin NT 0801

Tel     61 8 8941 0055  
Fax    61 8 8941 0663

## Details of property / occupants / pets

Property address	Lease start date	Lease term
<input type="text"/>	<input type="text"/>	<input type="text"/>
Have you viewed inside the property? Yes <input type="checkbox"/> No <input type="checkbox"/>	Rent per week \$ <input type="text"/>	Bond (4 weeks rent) \$ <input type="text"/>
Have you lodged an application with Territory Housing for Number of adults who want to live at the property 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> <small>(all adult occupants must complete an application regardless of who is the Lessee)</small>	Housing Yes <input type="checkbox"/> No <input type="checkbox"/>	Bond Yes <input type="checkbox"/> No <input type="checkbox"/>
Where did you find out about the property?	Children (under 18) names and ages <input type="text"/>	
Newspaper <input type="checkbox"/> Realstate.com.au <input type="checkbox"/> Vacancy Listing <input type="checkbox"/> Colliers web site <input type="checkbox"/> Signboard <input type="checkbox"/>		
Pets Owned      Type / Breed      Number		
Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="text"/>	<input type="text"/>

## Applicant 1

1. Please give us your details     Mr     Miss     Ms     Mrs     Dr

Surname	Given Name/s	Date of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>
Work / Home Phone No	Mobile Phone No	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>
Car Model / Make	Drivers Licence No	Registration No
<input type="text"/>	<input type="text"/>	<input type="text"/>
2. What is your current address?	Reason for leaving	
<input type="text"/>	<input type="text"/>	
Name of Landlord or Agent	Rent Paid	Period Rented
<input type="text"/>	\$ <input type="text"/>	Years      Months
Landlord or Agent Phone No	Fax No	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>
3. What was your previous address?	Reason for leaving	
<input type="text"/>	<input type="text"/>	
Name of Landlord or Agent	Rent Paid	Period Rented
<input type="text"/>	\$ <input type="text"/>	Years      Months
Landlord or Agent Phone No	Fax No	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Please provide employment details	What is your occupation?	
Employer's Name <small>(include institution if student)</small>	<input type="text"/>	
Contact Name	Phone No	Length of Employment
<input type="text"/>	<input type="text"/>	<input type="text"/>
		Weekly Income \$ <input type="text"/>

5. Please provide personal reference (not related to you)

Surname	Given Name/s	Phone No	Work / Mobile No
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

6. Next of Kin details (not residing with you)

Surname	Given Name/s	Phone No	Relationship to you
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Applicant 2**

1. Please give us your details

 Mr     Miss     Ms     Mrs     Dr

Surname	Given Name/s	Date of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>

Work / Home Phone No	Mobile Phone No	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>

Car Model / Make	Drivers Licence No	Registration No
<input type="text"/>	<input type="text"/>	<input type="text"/>

2. What is your current address?

<input type="text"/>	Reason for leaving
<input type="text"/>	<input type="text"/>

Name of Landlord or Agent	Rent Paid	Period Rented
<input type="text"/>	\$ <input type="text"/>	Years    Months

Landlord or Agent Phone No	Fax No	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>

3. What was your previous address?

<input type="text"/>	Reason for leaving
<input type="text"/>	<input type="text"/>

Name of Landlord or Agent	Rent Paid	Period Rented
<input type="text"/>	\$ <input type="text"/>	Years    Months

Landlord or Agent Phone No	Fax No	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Please provide employment details

Employer's Name <i>(include institution if student)</i>	What is your occupation?
<input type="text"/>	<input type="text"/>

Contact Name	Phone No	Length of Employment	Weekly Income
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>

5. Please provide personal reference (not related to you)

Surname	Given Name/s	Phone No	Work / Mobile No
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

6. Next of Kin details (not residing with you)

Surname	Given Name/s	Phone No	Relationship to you
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**DECLARATION**

I/We authorise Colliers International to make all necessary enquiries in relation to my/our application for Residential Tenancy. The information I/we have provided is true and correct at the time of application. I/we also declare that I/we are not bankrupt and that the above information is true and correct.

I/we acknowledge that this agency may conduct independent evaluation checks on this application, including a Tenancy Check via the National Tenancy Databases. The information provided will be used solely for the purposes of verifying the suitability of your application for tenancy.

\_\_\_\_\_/ / /  
Applicant 1 to sign

\_\_\_\_\_/ / /  
Applicant 2 to sign

# Authority to Obtain Tenant Information



**To:**  
**Company:**  
**Fax No:**

Level 2, 62 Cavenagh Street  
Darwin NT 0800

GPO Box 1194  
Darwin NT 0801

Tel 61 8 8941 0055  
Fax 61 8 8941 0663

I/We \_\_\_\_\_  
hereby authorise any of the parties below to release information they have on record about me to  
Colliers International (NT) Pty Ltd in relation to my application for a residential property.  
*Please ensure this authority is signed by all parties*

## Rental Agents Comments:

Property address	
1. Have the tenants given notice yet?	
2. Amount of rent paid per week?	
3. Was rent paid on time?	
4. Condition of property whilst residing there and upon vacating.	
5. Any complaints from neighbours?	
6. How long did tenants reside at the property? Period?	
7. Would you rent to applicant again?	
8. Is the applicant on a current lease?	
9. How many people were on the lease?	
10. Did the applicant have pets? Please state any problems	
11. Were there any notices issued?	
12. Did they receive their full bond back? If not, why?	
Name of person completing this form:	

## Authorising Signatures

Applicant 1

Applicant 2

Applicant 3

Applicant 4

Sent by Property Manager : \_\_\_\_\_

Date: \_\_\_\_\_

# How to pay your rent

---

If you are successful in your application for a property, the preferred payment of rent is through the RentPay system – the easy way to pay your rent. There are five ways to pay with RentPay (see below) however, there are two methods of payment: BPay and Direct Debit. If you choose to pay your rent through BPay, there is a \$3.00 charge per month plus a 0.88c charge per transaction. Through Direct Debit, the charge is \$3.00 per month.

The benefits of the system are:

- More choices in how you can pay your rent (including credit card)
- Automated receipting which alleviates any errors made in receipting rent
- You can log at any time and find out where your rent is paid to
- When rent is paid, this can be confirmed that day without waiting for bank statements
- You can ask for an email or SMS reminder to pay rent

When an appointment is made to sign a lease, please bring your bank details into the office, fill in the enrolment form and your RentPay card with your personal reference will be issued.

Should you require any further assistance, please contact your Property Manager.

## 5 ways to pay your rent



PAY BY PHONE - 1300 668 668



PAY BY CREDIT CARD THROUGH BPAY



PAY BY AUTOPAY - AUTOMATIC DIRECT DEBIT



PAY VIA THE INTERNET - [www.rentpay.com.au](http://www.rentpay.com.au)



BPAY VIA PHONE AND INTERNET BANKING

---

# EASY TO USE

---

## INTERNET



Visit  
[www.rentpay.com.au](http://www.rentpay.com.au)



Enter your  
RentPay Card  
number and  
PIN



Enter the  
amount you  
wish to pay



Transaction  
confirmed



Receipt number  
issued

## TELEPHONE



Dial  
1300 668 668



Enter your  
RentPay Card  
number and  
PIN



Enter the  
amount you  
wish to pay

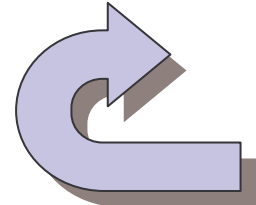


Transaction  
confirmed



Receipt number  
issued

## AUTOPAY



Automatic  
Rental  
Payments

