0402 849 938
admin@downsouthrealty.com.au
www.downsouthrealty.com.au

Tenancy Application

For individual applicants and companies seeking residential accommodation.

Application Type

Who is applying? *

- [ ] Individual / household
- [ ] Company / corporate tenant

Complete all shared sections. Individual applicants must complete the Individual Income section; company applicants must complete the Corporate Tenant section. Each adult applicant may be asked to provide identification and supporting documents.

Property & Lease Details

Property address *

Preferred start date *

Rent offered per week *

Preferred lease length *

Inspection date

Reason for moving

Have you inspected the property? *

- [ ] Yes
- [ ] No

Primary Applicant / Company Representative

First name *

Last name *

Date of birth

Mobile phone *

Email address *

Current residential address *

Suburb *

State *

Postcode *

Country *

Emergency Contact

Full name *

Relationship *

Phone *

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Applicants, Occupants & Pets

List every adult applicant and all other people who will reside at the property.

Additional Adult Applicants

Applicant 2

Full name | Date of birth | Mobile

Email | Relationship / role

Applicant 3

Full name | Date of birth | Mobile

Email | Relationship / role

Applicant 4

Full name | Date of birth | Mobile

Email | Relationship / role

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Other Occupants & Pets

List children, dependants, other occupants and any proposed pets.

Children & Other Occupants

Occupant 1 - full name	Age	Relationship to applicant

Occupant 2 - full name	Age	Relationship to applicant

Occupant 3 - full name	Age	Relationship to applicant

Occupant 4 - full name	Age	Relationship to applicant

Pets

Are you applying to keep a pet at the property? *

☐ Yes ☐ No

Pet 1 - name	Type / breed	Age	Weight

Pet 2 - name	Type / breed	Age	Weight

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Rental & Accommodation History

Provide accommodation history covering approximately the last two years.

Previous Address 1

Street address *

Suburb *

Postcode

From

To

Weekly rent

Reason for leaving

Occupancy type

☐ Rented ☐ Owned ☐ Company accommodation ☐ Living with family / friends

Agency / landlord / provider

Contact name

Phone

Email

Previous Address 2

Street address

Suburb

Postcode

From

To

Weekly rent

Reason for leaving

Occupancy type

☐ Rented ☐ Owned ☐ Company accommodation ☐ Living with family / friends

Agency / landlord / provider

Contact name

Phone

Email

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Additional Rental History

Complete this page if a third address is needed to cover the last two years.

Previous Address 3

Street address

Suburb

Postcode

From

To

Weekly rent

Reason for leaving

Occupancy type

- [ ] Rented
- [ ] Owned
- [ ] Company accommodation
- [ ] Living with family / friends

Agency / landlord / provider

Contact name

Phone

Email

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Individual Applicants - Income & Employment

Complete this page for each individual whose income supports the application.

Applicant 1 - Employment

Applicant name *

Employer / business name *

Position

Employment type

Start date

Gross income per week *

Employer contact

Phone

Employer email

Accountant details if self-employed

Applicant 2 - Employment

Applicant name

Employer / business name

Position

Employment type

Start date

Gross income per week

Employer contact

Phone

Employer email

Accountant details if self-employed

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Individual Applicants - Other Income & References

Other Income

Source	Amount per week	Evidence available
Source	Amount per week	Evidence available

Do any applicants receive government assistance?

☐ Yes ☐ No

If yes, type and amount per week

Personal References

Reference 1 - full name *	Relationship *	Phone *
Reference 2 - full name	Relationship	Phone

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Company / Corporate Tenant Details

Complete this page when the proposed tenant or rent-paying party is a company.

Company Information

Legal company name *

Trading name

ABN / ACN *

Industry *

Years trading

Registered address *

Suburb *

State *

Postcode *

Website

Authorised Representative & Accounts

Authorised representative *

Position *

Phone *

Email *

Accounts payable contact *

Accounts email *

Purchase order required?

PO / cost centre

Invoice preference

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Corporate Financial Capacity & Occupant Arrangements

Directors, Guarantees & Financial Capacity

Director / guarantor 1 *

Phone *

Email *

Director / guarantor 2

Phone

Email

Approx. annual turnover

Number of employees

Purpose of accommodation *

Financial references, guarantee information or supporting details

Company Occupant Arrangements

Will occupants rotate during the tenancy? *

- [ ] Yes
- [ ] No

Roster or personnel-change arrangements

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Vehicles, Requirements & Supporting Documents

Vehicles

Vehicle 1 - make / model

Registration

Vehicle 2 - make / model

Registration

Vehicle 3 - make / model

Registration

Other vehicles or equipment

- [ ] Trailer
- [ ] Caravan
- [ ] Boat
- [ ] Work vehicle
- [ ] None
- [ ] Other

Parking or equipment details

Property & Accessibility Requirements

Requirements

- [ ] Accessibility needs
- [ ] Home office
- [ ] Secure storage
- [ ] EV charging
- [ ] Long vehicle parking
- [ ] Other

Details of any requirements or requested conditions

Supporting Documents Checklist

Do not attach original identity documents to an unsecured email. DownSouth Realty will advise how documents should be supplied securely.

Identity

- [ ] Photo identification
- [ ] Secondary identification
- [ ] Proof of current address

Individual income

- [ ] Recent payslips
- [ ] Employment confirmation
- [ ] Bank statements
- [ ] Centrelink statement
- [ ] Tax / accountant records

Company evidence

- [ ] ABN / ASIC record
- [ ] Financial statements
- [ ] Trade reference
- [ ] Authority to sign
- [ ] Guarantee documents

Other documents supplied, outstanding or additional information

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Privacy Consent & Applicant Declaration

Privacy & Verification Consent

I understand that DownSouth Realty may collect, use and disclose information provided in this application as reasonably required to assess the application, verify identity, income, employment, rental history and references, communicate with the property owner, prepare tenancy documents, manage the tenancy, arrange maintenance, administer bond matters, recover amounts lawfully owing, comply with legal obligations and deal with relevant authorities or service providers.

- [ ] I authorise DownSouth Realty to contact the employers, accountants, accommodation providers, landlords, agents, referees and company representatives identified in this application for verification purposes.
- [ ] I confirm that all information supplied is true, complete and not misleading, and I will promptly advise of any material change before a tenancy agreement is signed.
- [ ] I understand that this application is subject to the owner's approval and does not create a tenancy or reserve the property.
- [ ] I understand that a tenancy is not confirmed until the required agreement has been signed by the relevant parties and any required payments have been received.
- [ ] I understand that the owner's insurance does not cover tenant or occupant contents, and appropriate contents and liability insurance should be considered.
- [ ] I consent to information being checked against a tenancy database where lawful, after receiving any notices required by applicable law.
- [ ] If applying for a company, I confirm I am authorised to act for the company and provide the consents and declarations in this application.

Important Notes

Any approved pets, occupants, company personnel arrangements, special conditions, utility responsibilities or other agreements must be recorded in the tenancy documentation. Applicants should review the proposed agreement and all prescribed information before signing.

How We May Contact You

Preferred contact method

- [ ] Phone
- [ ] Email
- [ ] SMS

May we contact you about other suitable properties?

- [ ] Yes
- [ ] No

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Applicant Signatures

Each adult applicant and an authorised company signatory should sign where applicable.

Applicant Signatures

Applicant 1 - full name *

Date *

Signature *

Applicant 2 - full name

Date

Signature

Applicant 3 - full name

Date

Signature

Applicant 4 - full name

Date

Signature

Company Authorisation (if applicable)

Authorised signatory

Position

Date

Signature

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Office Use Only

Office Use Only

Property

Application reference

Application type

- [ ] Individual / household
- [ ] Company / corporate

Outcome

- [ ] Approved
- [ ] Pending information
- [ ] Declined

Reviewed by

Date

Conditions / notes