



Application For Tenancy

Applicant Name

Property Address

Weekly Rental

Lease Term (Months)

Lease Start Date

Preferred Lease Term

Please submit your application by email to Info@HivePropertyGroup.com.au

Your application must be fully completed with all attachments, before it will be processed by Hive Property.

Each adult applicant to reside in the property must complete an individual application form.

OFFICE USE ONLY		
ID CHECK	TICA CHECK	REFERENCE CHECKS
APPLICATION APPROVED / DECLINED		DATE/INITIAL
APP/DEC EMAIL SENT		DEPOSIT REC'D
ENTERED INTO SYSTEM		DATE/INITIAL
COMPLETE NEW TENANT CHECKLIST NOW		



Applicant Details

Title: _____
First Name: _____
Family Name: _____
Preferred Name: _____
Date of Birth: _____
Country of Birth: _____
Drivers Licence or Passport Number: _____
Mobile Phone Number: _____
Email : _____
Number of Occupants: _____
Adults: _____
Children: _____

Do you smoke: Yes / No

Married or De Facto: Yes / No

Do you have a car/motorbike: Yes / No

Details/Registration Number: _____

Do you have a pet: Yes / No

Breed/Details: _____

Has your tenancy ever been terminated: Yes / No

Deductions ever taken from your bond: Yes / No

Current Residency

Address: _____

Agency: _____

Manager: _____

Phone: _____

E-mail: _____

Lease Start Date: _____

Lease End Date: _____

Rent Paid: _____

Previous Residency



Lease Start Date: _____

Lease End Date: _____

Address: _____

Agency: _____

Manager: _____

Phone: _____

Email: _____

Rent Paid: _____

Was Bond fully refunded: _____

Reason for leaving: _____

Employment

Part-Time Employment

Full-Time Employment

Employer: _____

Title: _____

Manager: _____

Phone: _____

E-mail: _____

Annual Salary: _____

Commencement Date: _____

Part-Time Employment

Full-Time Employment

Second Employer: _____

Title: _____

Manager: _____

Phone: _____

E-mail: _____

Annual Salary: _____

Commencement Date: _____

Emergency Contact Person



Name: _____
Relation: _____
Mobile Phone: _____
Other Number: _____
E-mail: _____

Personal References (Must not be a relative)

Referee: _____
Relation: _____
Mobile Phone: _____
Other Number: _____
E-mail: _____

Second Referee: _____
Relation: _____
Mobile Phone: _____
Other Number: _____
E-mail: _____

Supporting Documentation:

Please attach (2) forms of Identification & (2) forms of income documents.

Employment / Income Documents

Payslip (2 minimum)
Bank Account statement
Employment Agreement/Contract
PAYG – self-employed
Parental Rental Guarantee – form to be signed
Centerlink Payment record or acceptance
Rental Income Statements
ATO Notice of Assessment

Identification Documents

Drivers Licence
Passport
18+ Card
Other Photo I.D.
Birth certificate
Medicare Card
Bank Statement
Electricity Account Statement
Government Issued Letter

Terms and Conditions:



I, the applicant, declare that all information on this form is accurate and supplied of my own free will. I give permission for Hive Student Accommodation Pty Ltd Trading as Hive Property to conduct application reference checks for the sole purpose of establishing my credentials and suitability to enter into a tenancy agreement.

I acknowledge and accept that if this application is denied or approval is withdrawn, the agent is not legally or otherwise obliged to provide reasons as to why the application was not accepted. I consent and understand that should my application be accepted, upon commencement of the tenancy agreement that there may be cause to pass my details or information about my behaviour to third parties such as but not limited to insurers, contractors, education providers, my employers, parents/guardians, emergency contact, body corporate and other real estate agencies. I understand that this form constitutes an application only and is subject to written approval by Hive Property. I acknowledge that my personal contents are not covered by the lessor or their insurance policy and understand that it is my responsibility to insure my own belongings. I acknowledge that I will make no claim, demand nor commence litigation against the owner/lessor/agent should the premises be found to be unavailable. I, the applicant, declare that I am not bankrupt and/or an undischarged bankrupt and that the rental costs are within my means.

I understand:

- A holding deposit of two weeks rent is required to secure the property once my application is approved; once I move in this will cover my first two weeks rent from the lease start date onwards. I also understand that the holding deposit is non refundable should I choose to withdraw my application for any reason after payment. The holding deposit will be refunded in full if the room/property has already been secured by another party, the room/property is not available for any reason, or in the event that Hive Student Accommodation Pty Ltd Trading as Hive Property withdraws the application approval for any reason.
- I do not intend to have a pet in or on the premises without permission in writing from Hive Student Accommodation Pty Ltd Trading as Hive Property
- I accept the facilities and the condition of the room and property for which I am applying and accept it in its current condition.
- I have reviewed the lease agreement and special terms available at www.hivepropertygroup.com.au and understand my obligations under this agreement.
- I confirm the rent to be paid is within my means. I will undertake to pay rent in advance at all times. On-going rental payments will be made via direct deposit or bank cheque to Hive Student Accommodation Pty Ltd Trust Account.
- The security deposit (Bond = 4 weeks rent) will be paid by direct deposit prior to signing of any tenancy agreement. Cash, personal cheque and bank cheque are not accepted when paying the deposit. I understand that I will not be able to move into the property, receive keys nor sign a tenancy agreement until this money has been received by Hive Student Accommodation Pty Ltd Trading as Hive Property.
- I understand that when paying rent via Electronic Funds Transfer, a Transaction Processing Fee, will be charged at the commencement of my lease amounting to \$24 including GST per 6 months of my tenancy agreement.
- I confirm that I have read and understood the above terms and conditions outlined by Hive Student Accommodation Pty Ltd Trading as Hive Property

Applicant Name: _____

Applicant Signature: _____

Date: _____

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