

TENANCY APPLICATION CHECKLIST

Please complete the Tenancy Application Checklist and submit it together with your Tenancy Application.

Before I submit this Application, I confirm I have...

- Attached photocopies of documents to meet 100 or more points of ID as listed on the Tenancy Application.
- Inspected the property both internally and externally.
- Completed all details in full on the Tenancy Application.
- Provided all contact details and documentation for confirmation of income source.
- Read and signed the Agency's Privacy and Notification of Data Collection Statement
- Read and signed Consent sections of the Tenancy Application
- Been given a copy of the Tenancy Agreement Terms and any additional or special Terms that apply to the Property before submitting this Application for Tenancy.
- Been given a copy of other document or information for disclosure.

PROPERTY ADDRESS

APPLICANT NAME

Signature

Date

OFFICE USE ONLY – AT TIME OF APPLICATION BEING SUBMITTED WITH APPLICANT PRESENT

CHECKLIST	STAFF MEMBER	DATE	TIME
Tenancy Application Checklist completed by Tenant			
Application received			am/pm
Checked original ID			am/pm
Compared signatures to original ID			am/pm
Checked ALL Consents signed			am/pm
Checked Application is completed in full			am/pm
Nominated Applicant to contact if shared Tenancy	Name		Phone