

Approved Occupant Application Form



What is an Approved Occupant?

An Approved Occupant is anyone residing at the property who is over 16 years of age that has been approved to stay there by the owner.

Am I a "Tenant"?

No, the Tenant/s is listed on the General Tenancy Agreement and you are staying at the property as a guest of the Tenant/s. Therefore any arrangements for rent / bill payments etc. are a private agreement between yourselves and the Tenant/s.

What do I need to provide to be an Approved Occupant?

- This form below to be fully completed
- 100 points of ID to confirm who you are to enable a database check to be carried out
- Payslips – if applicable
- Signature from the person appearing on the General Tenancy Agreement as the Tenant/s for the property

Before you move into the rental home, this application must be handed into our office for processing and handed over to the owner for a decision to be made.

Approved Occupant Application

(For any persons to reside at the property over the age of 16 years but not to be included on the General Tenancy Agreement as a Tenant)

Applicant Information

Full name

Date of birth

Drivers licence

Contact number

Passport No

Email

Current Living Address

State

Post Code

Previous Living Address

State

Post Code

Emergency Contact

Name of a person not residing with you

Contact number

Current address

State

Post Code

Relationship

Next of Kin

Full name

Contact number

Current address

State

Post Code

Relationship

Employment

Current employment (if applicable)

Employment address

Phone

E-mail

Occupation

Net income per week

References

Name

Address

Phone number

I _____ Date: ____ / ____ / _____ declare that the information is true and correct and I authorize the verification of the information provided on this form as to my identification and employment.

Signature of applicant

Date

Signature of Tenant

Date

Signature of Tenant

Date

Signature of Tenant

Date