

## Residential Tenancy Application Form

IF THE APPLICATION HAS MISSING INFORMATION OR DOCUMENTS, DUE TO THE PRIVACY ACT, THE APPLICATION CANNOT BE PROCESSED

The following is needed to process your application:

- 100 points of identification – these include:
  - Photo ID (Current licence, proof of age card or Passport)
  - Medicare Card
  - Utility bill or Car Rego
- Proof of current home ownership (if applicable) – rates notice/water bill
- 2 current pay slips or letter of offer confirming start date & salary
- If receiving other form of income such as Centrelink benefits – please provide statements

NAME OF APPLICANTS: \_\_\_\_\_

### Property details

Property address/s applying for: \_\_\_\_\_

Preferred lease term: \_\_\_\_\_ Preferred lease start date: \_\_\_\_\_

Number of Applicants: \_\_\_\_\_ Number of children: \_\_\_\_\_ Ages: \_\_\_\_\_

Pets: Type(s): \_\_\_\_\_ Breed(s): \_\_\_\_\_ Age(s): \_\_\_\_\_

### Free Utility Connection Service

**myconnect**

myconnect is a FREE and easy to use utility connection service

**Yes, Please Contact Me**

Interpreter required

Phone: 1300 854 478

Fax: 1300 854 479

Email: [enquiry@myconnect.com.au](mailto:enquiry@myconnect.com.au)

Web: [www.myconnect.com.au](http://www.myconnect.com.au)

Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 34121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities.

Tick here to opt out

# Applicant 1:

## Personal Details

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First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Current Address: \_\_\_\_\_

Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Age: \_\_\_\_\_ Drivers licence number: \_\_\_\_\_

Home phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Relationship to other applicants: \_\_\_\_\_

## Employment details (If less than 12 months attach previous employer details also)

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Occupation: \_\_\_\_\_ Employers name: \_\_\_\_\_

Employment address: \_\_\_\_\_

Employers phone number: \_\_\_\_\_ Contact name: \_\_\_\_\_

Length of current employment: \_\_\_\_\_ years \_\_\_\_\_ months Net income: \$ \_\_\_\_\_ per week

If any Centrelink benefits: \*\* PLEASE PROVIDE CENTRELINK STATEMENT

## Personal References

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\*\* If you would like to provide personal references – please include names & numbers in the 'comments' section or include written references in your application

## Emergency Contact Please provide an emergency contact NOT residing with you

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Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_ Address: \_\_\_\_\_

Please note that we may contact your next of kin should we be unable to reach you with regards to tenancy related matters

## Rental History

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Current rental address: \_\_\_\_\_ Suburb: \_\_\_\_\_

Landlord or Agent: \_\_\_\_\_

Phone: \_\_\_\_\_ Time at address: \_\_\_\_\_ Rent paid: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Was bond refunded in full: \_\_\_\_\_

Were you listed as a lease holder: YES / NO \_\_\_\_\_ Start & end date of lease: \_\_\_\_\_

Previous rental address: \_\_\_\_\_ Suburb: \_\_\_\_\_

Landlord or Agent: \_\_\_\_\_

Phone: \_\_\_\_\_ Time at address: \_\_\_\_\_ Rent paid: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Was bond refunded in full: \_\_\_\_\_

Were you listed as a lease holder: YES / NO \_\_\_\_\_ Start & end date of lease: \_\_\_\_\_

**\*\* IF YOU HAVE EVER RENTED THROUGH AN AGENT – PLEASE INCLUDE THESE DETAILS EITHER ABOVE IN THE RENTAL HISTORY SECTION, OR BELOW:**

## Applicant 2:

### Personal Details

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First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Current Address: \_\_\_\_\_

Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Age: \_\_\_\_\_ Drivers licence number: \_\_\_\_\_

Home phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Relationship to other applicants: \_\_\_\_\_

### Employment details (If less than 12 months attach previous employer details also)

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Occupation: \_\_\_\_\_ Employers name: \_\_\_\_\_

Employment address: \_\_\_\_\_

Employers phone number: \_\_\_\_\_ Contact name: \_\_\_\_\_

Length of current employment: \_\_\_\_\_ years \_\_\_\_\_ months Net income: \_\_\_\_\_ \$ \_\_\_\_\_ per week

If any Centrelink benefits: \*\* PLEASE PROVIDE CENTRELINK STATEMENT

### Personal References

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\*\* If you would like to provide personal references – please include names & numbers in the 'comments' section or include written references in your application

### Emergency Contact Please provide an emergency contact NOT residing with you

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Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_ Address: \_\_\_\_\_

Please note that we may contact your next of kin should we be unable to reach you with regards to tenancy related matters

### Rental History

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Current rental address: \_\_\_\_\_ Suburb: \_\_\_\_\_

Landlord or Agent: \_\_\_\_\_

Phone: \_\_\_\_\_ Time at address: \_\_\_\_\_ Rent paid: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Was bond refunded in full: \_\_\_\_\_

Were you listed as a lease holder: YES / NO \_\_\_\_\_ Start & end date of lease: \_\_\_\_\_

Previous rental address: \_\_\_\_\_ Suburb: \_\_\_\_\_

Landlord or Agent: \_\_\_\_\_

Phone: \_\_\_\_\_ Time at address: \_\_\_\_\_ Rent paid: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Was bond refunded in full: \_\_\_\_\_

Were you listed as a lease holder: YES / NO \_\_\_\_\_ Start & end date of lease: \_\_\_\_\_

**\*\* IF YOU HAVE EVER RENTED THROUGH AN AGENT – PLEASE INCLUDE THESE DETAILS EITHER ABOVE IN THE RENTAL HISTORY SECTION, OR BELOW:**

## Processing The Application

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Your application may take a few working days to process. After processing – the Leasing Manager will phone you if you are approved. The landlord's decision to approve or reject your application will be based on the number and quality of references provided and your demonstrated ability to pay rent and maintain the property to an acceptable standard.

## Payment

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Upon being accepted for the property you will be required to pay a holding deposit which is equal to one weeks rent by the close of business that day.

**\*\* PLEASE NOTE IF YOU DECIDE TO NOT GO AHEAD WITH LEASING THE PROPERTY, THIS HOLDING DEPOSIT IS NON-REFUNDABLE\*\***

Upon signing the lease, you will be required to pay:

- Bond which is equivalent to four weeks rent
- A further weeks rent (The holding deposit and one weeks rent paid at signing contribute to your two weeks rent in advance)

Money is to be paid by bank cheque, money order or EFTPOS.

Future rent payments can be made by internet banking, direct deposit, phone banking or eftpos available in the office.

**\*\* No cash payments will be accepted for rent \*\***

## Declaration:

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I confirm the following:

- 1) I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval & the availability of the premises
- 2) I authorise the Agent to obtain details of my credit worthiness from, the owner Agent of my current or previous residence, my personal referees, any record, listing or database of defaults by tenants. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information.
- 3) I, the Applicant declare that I am not a bankrupt or an undisclosed bankrupt
- 4) I declare that all information contained in this application is true and correct and given of my own free will.
- 5) I acknowledge that I will be required to pay 2 weeks rent in advance and a rental bond. Keys will not be handed over until money has been paid in full. and each applicant has signed the lease.
- 6) I, the applicant acknowledge that the agency has the right to accept multiple applications for each property
- 7) All payments must be made by bank/building society/credit union cheque or money order. Personal cheques and cash will not be accepted.
- 8) I hereby offer to rent the property from the Owner/s under a lease to be prepared by the Agent pursuant to the Residential Tenancies Regulation 2010

Signed: \_\_\_\_\_

Applicant names: \_\_\_\_\_

Date:    /    /