

RESIDENTIAL TENANCY APPLICATION

696 Doncaster Road, Doncaster Road Vic 3108

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Property Manager:

A. Rental Property Address

Preference 1	<input type="text"/>	Rent per week \$	<input type="text"/>
Preference 2	<input type="text"/>	Rent per week \$	<input type="text"/>
Preferred Commencement date	<input type="text"/> / <input type="text"/> / <input type="text"/>	Preferred Term	<input type="text"/> Years <input type="text"/> Months

B. Applicant Details

Applicant Name	Mr Mrs Ms Miss Dr	Other	<input type="text"/>
First name/s	<input type="text"/>	Surname	<input type="text"/>
Other Applicant Names (All adults to reside at the property must be listed below and submit an application)			
1	<input type="text"/>	2	<input type="text"/>
3	<input type="text"/>	4	<input type="text"/>
Number of people to Occupy	Adults <input type="text"/>	Children <input type="text"/>	Age(s) of children <input type="text"/>

C. Identification

Date of Birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	Age	<input type="text"/>	Car Registration	<input type="text"/>
Drivers Licence No	<input type="text"/>	State	<input type="text"/>	Expiry Date	<input type="text"/> / <input type="text"/> / <input type="text"/>
Passport Number	<input type="text"/>	Country	<input type="text"/>	Expiry Date	<input type="text"/> // <input type="text"/>

D. Current Address

Contact details	Ph home	<input type="text"/>	Ph mobile	<input type="text"/>
	Ph work	<input type="text"/>		
	Email	<input type="text"/>		

E. Current Living Arrangements

I am currently	Renting through a Landlord or Agent	Go to Section F
	Owner of Current Address	Go to Section G
	Living with Friends/Parents/Family	Go to Section H
	Other (please specify)	<input type="text"/>

F. Renting

Name of current Agency / Private Landlord (circle one)	<input type="text"/>
Contact person/agent	Contact number <input type="text"/>
Email address	Fax Number <input type="text"/>
Current monthly rent \$	Length of tenancy <input type="text"/> Years <input type="text"/> Months
Reason for moving	<input type="text"/>

If renting from a private Landlord, please provide a copy of the lease agreement, receipts and a written reference

G. Details if Home Owner

This home is to be (circle one) SOLD RENTED RETAINED OTHER

Details of Agency Agent's name

Contact office no Sale/rental amount

How long have you owned the home? Years Months Reason for moving

Please provide a copy of Council rates notice to verify proof of ownership of this property

H. Living with Friends/Family/Parents

Name of contact Mobile

Work ph number Email address

Monthly rent \$ Length of tenancy Years Months

Reason for moving

I. Previous Living Arrangements

Previous Address

Circle One RENTED OWNER LIVED WITH FRIENDS/FAMILY OTHER

Name of Agency or Private Landlord (circle one)

Contact person/agent Contact number

Email address

Monthly rent \$ Length of time Years Months

Reason for moving

If renting from a private Landlord, please provide a copy of the lease agreement, receipts and a written reference

J. Pets

Pets Yes / No Number of pets Age of Pet

Type of pet Breed of Pet

A pet application form must be completed and attached

K. Current Employment Details

I am currently	Employed	Go to Section L
	Self Employed	Go to Section M
	Student	Go to Section N
	Retired/ Unemployed/ Other	Go to Section O
	Social Security Benefits	Go to Section P

L. Current Employment details

Current employer Your occupation

Business name Address

Employer contact name Office number

Length of employment Years Months Full time / Part time / Casual (circle one)

Net income \$ per week \$ per month

PROOF OF CURRENT INCOME IS COMPULSORY (3 most recent wage slips) Photocopies to be attached to application.
If you have been in your current role for 3 months or less, please provide 6 months of Personal or Savings Bank Statements

M. Self Employed

Name of business Occupation

Type of business ACN

Accountant's name Phone no

How long have you run this business? Years Months

Do you intend to run any part of your business from home? Yes / No

Please provide 6 months of recent Personal or Savings Bank Statements

N. Student

Place of study Name of course undertaken
 Course length Student/enrolment number Course coordinator name
 Phone no Source of income Income per month \$
 Parents name/s Parents contact phone number
 Parents address (in Australia or overseas)

Please provide the following:

Copy of visa (if applicable) 6 months of Australian Bank Statements Copy of enrolment and course details

O. Retired/ Unemployed/ Other

Referee name Occupation
 Relationship to you Phone number
 Referee name Occupation
 Relationship to you Phone number

Please provide 6 months of your most recent personal bank statements/ savings accounts or proof of regular income**P. Social Security Benefits**

Pension type \$ per week \$ per fortnight

Please provide copies of your social security statements**Q. Previous Employment details**

Previous employer Your occupation
 Business name Address
 Employer contact name Contact number
 Length of employment Years Months Full time/Part time/Casual (please circle)
 Net income \$ per week \$ per month

R. Next of Kin

Name Occupation
 Relationship to you Phone number

S. Other information

Do you currently own an investment property? Yes / No
 Emergency contact (not living with you) Full name Relationship to you
 Address Contact phone number

ID REQUIRED (100 points required), photocopies MUST be attached to application

Drivers License	50 points	Passport	50 points
Proof of age card	50 points	Copy of gas/water/electricity bill	30 points
Medicare card	20 points	Copy of mobile phone account	20 points
Student ID or Concession card	10 points		

Any extra notes/comments:

Please note, should your application be successful you will be required to sign a lease within 24 hours of approval and provide payment for your first months rental and your bond by either DIRECT DEPOSIT OR BANK CHEQUES. We do not accept personal cheques, company cheques or cash for these initial payments.

DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord, I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner. I declare that all information contained in this application is true and correct and given of my own free will.

I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information about me from: (a) The owner or the Agent of my current or previous residences; (b) My personal referees for this application; (c) My current and past employers; (d) Any person who maintains any record, listing or database of defaults by tenants; and I authorise and consent to each of those persons providing requested personal information about me to the Agent. If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy database and to agents/landlords of properties I may apply for in future in accordance with S439 of the Residential Tenancies Act (1997).

I am aware that the Agent will use and disclose my personal information in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow tradespeople or equivalent organisations to contact me for the purposes of carrying out repairs and/or maintenance on a property tenanted by me
- (d) lodge/claim/transfer to/from a Bond Authority
- (e) undertake and/or enforce legal process/decisions of a Tribunal/Court and/or Statutory Authority (where applicable)
- (f) instruct collection agents/lawyers with respect to rental or other similar tenancy related arrears (where applicable)
- (g) complete a credit check with a residential tenancy database provider
- (h) transfer water account details into my name

ACCEPTANCE OF TERMS & TENANCY

I acknowledge that this is an application to lease this property and that my application is subject to the owners approval and the availability of the premises on the due date. No action will be taken against the Landlord or Agent if the application is unsuccessful or should the premises not be available for occupation on the due date for whatever reason.

I acknowledge that it is the tenants responsibility to check with the telephone provider before proceeding with the tenancy to confirm the status of the telephone line

I acknowledge that the tenant is responsible for connection and payment of gas, electricity, telephone and water usage. The tenant is also responsible for ensuring the main switch is in the off position for power connection.

I acknowledge that the premises are a %Smoke Free Zone+and will ensure that I, other occupants and/or invitees do not smoke inside the premises

I acknowledge that I have read and understood the privacy statements contained on this application form.

Should the owner accept this application, I confirm that the lease must be signed & full payment made within 48 hours or the owner reserves the right to withdraw their acceptance and offer the property to other applicants.

I confirm that I have personally inspected the property & it was in a reasonably clean condition at the time of inspection and I accept the property in the current condition.

If this is not the case, please indicate any items you would like attended to prior to commencement of tenancy. (You hereby acknowledge that these items are subject to the owner's approval)

Signature: .. Date:

Full Name: