



**first
national**
REAL ESTATE

Neilson Partners

TENANCY APPLICATION

Property Management



BERWICK

57 High Street, Berwick

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F: 03 9707 0615

E: rentalsberwick@neilsonpartners.com.au

www.neilsonpartners.com.au



NARRE WARREN

1/418 Princes Highway, Narre Warren

P: 03 9705 4888

F: 03 9704 9121

E: rentalsnarrewarren@neilsonpartners.com.au

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PAKENHAM

130 Main Street, Pakenham

P: 03 5941 4444

F: 03 5941 4500

E: rentalspakenham@neilsonpartners.com.au

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Important - Before Completing Application please read

Step 1 Schedule & Attend an Inspection

Regular "rental list" updates are available on our website (www.neilsonpartners.com.au). Once you have found a property of interest, please register for an inspection by simply clicking on the red 'Book Inspection' button.

Step 1 Fill in your details

Step 2 Click 'Register Details'

Step 3 Receive immediate confirmation Email/SMS. If there are no inspection times set, we will contact you when times become available. Don't forget that rental lists are also available at each of our offices or via email if you prefer.

Step 2 Submit an Application

A complete application form should be submitted with all supporting documentation. Each adult will need to:

Satisfy: a Proof of identity 100 Point Check. Please refer to ID break down below.

Provide: income support documents - : 2 recent pay slips, pension / centrelink statement, bank statement.

Provide: please provide a rates notice showing ownership if you have recently sold your home.

Complete: all relevant fields including property address, lease start date, length of term and pets.

Sign: their portion of the application in order for us to qualify their details.

Notify: their referees to expect our call - (i.e.: employers, real estate agents and personal references)

Incomplete application forms or those with missing documentation, cannot be processed.

Step 3 Approval

Your application will be submitted to the landlord for their consideration. This is always the landlord's decision. Landlords are entitled to reject an application without providing a reason. We aim to advise you of your application outcome within two business days of complete lodgement, however, this is dependent upon the availability of referees and the landlord.

If you are unsuccessful, we will hold your application for two weeks so that you may apply for alternative properties. We will then destroy it to protect your privacy.

Step 4 Lease and Rent

If you are the successful applicant, you will be contacted and arrangements will be made for you to visit our office and execute your new lease agreement within 48 hours of acceptance. This is important to secure the property as it will continue to be available to other applicants until this is done. You will be required to pay the first month's rent and full bond prior to the lease commencement date - bond will be payable upon signing of the lease.

BOND: By bank cheque or Money Order made payable to "Residential Tenancies Bond Authority"

FIRST MONTHS RENT: By bank cheque or Money Order made payable to "First National Real Estate Neilson Partners"

Cash and personal cheques will NOT be accepted.

Step 5 Move In

Our Property Management Staff will be able to advise you of the process regarding collection of your keys, induction pack and payment of your first month's rent. Keys will not be handed over until all applicants have signed the agreement and all monies are received.

Good Luck with your Application - we wish you well with your search for a new home.

Failure to provide all requested documentation will result in your application not being processed.

Mandatory 100 Points of ID

Current Rent history Ledger or last four rent receipts	50 Points	Bank Statement / Centrelink Statement / Pay Slips (MANDATORY)	20 Points
Current Drivers Licence (with photo)	40 Points	Medicare Card or Debit/Credit Card	10 Points
Passport (Australian or Non Australian Resident)	30 Points	Citizens Certificate or Birth Certificate	10 Points
Proof of Age Card - (with Photo)	30 Points	Latest Phone, Electricity or Gas account (current address)	10 Points
Current motor vehicle registration	30 Points	Working with Children's Card	10 Points

DIRECT CONNECT - *Our chosen Moving Specialist*

IT'S *smarter* TO MOVE
WITH DIRECT CONNECT



Residential Tenancy Application Form

PROPERTY DETAILS	
Proposed Property _____	Post Code: _____
Rent Per Week: \$ _____	Rent Per Month: \$ _____
Bond Amount: \$ _____	
Length of Tenancy: _____ Years	_____ Months
Tenancy to Commence: _____	
How many tenants will occupy the property? _____ Adults _____ Children	Ages _____
Pets: Y / N _____ Types: _____	Reg #: _____ Breed/s: _____ Ages: _____
Was the property reasonably clean when viewed? Y / N _____	Date viewed _____

How did you find out about this property?

Board
 The Internet
 Relocation Company
 Referral
 Rental List
 Other (specify) _____

Applicant One: Personal Details

Title: _____ First Name: _____

Surname: _____

Date of Birth: _____ Rego: _____

Drivers Licence no.: _____ State: _____

Licence Expiry: _____ Smoker: Y / N _____

Passport no.: _____ Country: _____

Pension type: _____ Number: _____

Mobile: _____ Phone: _____

Email: _____

Work Phone: _____

Current Address: _____

Applicant Two: Personal Details

Title: _____ First Name: _____

Surname: _____

Date of Birth: _____ Rego: _____

Drivers Licence no.: _____ State: _____

Licence Expiry: _____ Smoker: Y / N _____

Passport no.: _____ Country: _____

Pension type: _____ Number: _____

Mobile: _____ Phone: _____

Email: _____

Work Phone: _____

Current Address: _____

Applicant One: Current Accommodation

How long have you lived at your current address?

_____ Years _____ Months

Rent paid per week: \$ _____ Ledger Attached: Y / N

Landlord / Agent: _____

Contact: _____ Phone: _____

Reason for leaving: _____

Applicant Two: Current Accommodation

How long have you lived at your current address?

_____ Years _____ Months

Rent paid per week: \$ _____ Ledger Attached:

Landlord / Agent: _____

Contact: _____ Phone: _____

Reason for leaving: _____

Applicant One: Previous Accommodation

Address: _____

Weekly Rent: \$ _____ Lease length: _____

Landlord / agent: _____

Contact: _____ Phone: _____

Reason for leaving: _____

Bond refunded in full: _____ If not why? _____

Applicant Two: Previous Accommodation

Address: _____

Weekly Rent: \$ _____ Lease length: _____

Landlord / agent: _____

Contact: _____ Phone: _____

Reason for leaving: _____

Bond refunded in full: _____ If not why? _____

Declaration & Authority

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/landlord. I declare that all information contained in this application (including the reverse side) 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 from:

(a) The owner or the Agent of my current or previous residence;

(b) My personal referees and employer/s;

(c) Any record listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history;

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

(d) lodge/claim/transfer to/from a Bond Authority

(e) refer to Tribunals/Courts & Statutory Authorities (where applicable)

(f) refer to collection agents/lawyers (where applicable)

(g) complete a credit check with NTD (National Tenancies Database). You may request copies of your records from NTD on 1300 563 826 or www.ntb.net.au to amend or dispute the record.

(h) transfer water account details into my name

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future. I am aware that if the information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above.

Applicant Signature #1 _____ Date _____ Applicant Signature #2 _____ Date _____

This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the landlord and the agent should any circumstances arise whereby the property is not available for occupation on the due date

Applicant One: Current Employment Details

Occupation: _____
Nature of your Employment: FT/ PT / CAS _____
Employers Name: _____
Employment Address: _____
Contact: _____ Phone: _____
Employment: ____ Yrs ____ Mths Income: \$ _____ Net weekly

Applicant One: Previous Employment Details

Occupation: _____
Previous Employer: _____
Contact Name: _____ Phone: _____
Employment ____ Yrs ____ Mths Income: \$ _____

Applicant One: If Student, Please Complete

Place of study: _____
Course: _____ Visa Expiry: _____
Student ID: _____ Income: \$ _____

Applicant One: Centrelink Benefits

Type: _____ Number: _____
Amount per fortnight: \$ _____

Applicant One: If Self Employed, Please Complete

Accountant Firm: _____ Phone: _____
Contact Name: _____ Annual Income: \$ _____

Applicant One: Emergency Contact - Relative

Name: _____
Relationship: _____
Address: _____
Mobile: _____ Phone: _____

Applicant One: References - Not a Relative

1) Name: _____
Relationship to you: _____
Mobile: _____ Phone: _____
2) Name: _____
Relationship to you: _____
Mobile: _____ Phone: _____

Applicant Two: Current Employment Details

Occupation: _____
Nature of your Employment: FT/ PT / CAS _____
Employers Name: _____
Employment Address: _____
Contact: _____ Phone: _____
Employment: ____ Yrs ____ Mths Income: \$ _____ Net weekly

Applicant Two: Previous Employment Details

Occupation: _____
Previous Employer: _____
Contact Name: _____ Phone: _____
Employment ____ Yrs ____ Mths Income: \$ _____

Applicant Two: If Student, Please Complete

Place of study: _____
Course: _____ Visa Expiry: _____
Student ID: _____ Income: \$ _____

Applicant Two: Centrelink Benefits

Type: _____ Number: _____
Amount per fortnight: \$ _____

Applicant Two: If Self Employed, Please Complete

Accountant Firm: _____ Phone: _____
Contact Name: _____ Annual Income: \$ _____

Applicant Two: Emergency Contact - Relative

Name: _____
Relationship: _____
Address: _____
Mobile: _____ Phone: _____

Applicant Two: References - Not a Relative

1) Name: _____
Relationship to you: _____
Mobile: _____ Phone: _____
2) Name: _____
Relationship to you: _____
Mobile: _____ Phone: _____

FREE SERVICE TO CONNECT YOUR WATER, ELECTRICITY, GAS & MORE

Direct Connect - First National Neilson Partners Moving Specialist



- Water Electricity Gas Phone Internet
- Pay TV Insurance Removalist Truck or Van hire Cleaners

Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.

THE ALWAYS ON GUARANTEE We guarantee that when you connect with one of your market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

1. Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
 2. Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
 3. Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
 4. Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
 5. Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
 6. Acknowledge that Direct Connect may receive a fee from the service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.
- By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature

Date