

ASSIGNMENT OF TENANCY/LEASE CHANGE OVER FORM

For your application to be processed you must answer all questions and attach 100 points of ID

WE REQUIRE 100 POINTS OF IDENTIFICATION

- Your Passport 50 Points
- Your Birth Certificate 50 Points
- Your Drivers Licence 50 Points
- Copy of Gas/Water/Electricity 30 Points each
- Copy of Credit Card or Other bill 25 Points
- Copy of Mobile Phone Account 20 Points
- Copy of Medicare Card 10 Points
- Concession / Pension Card 10 Points

A. PROPERTY DETAILS

A. What is the address of the property you would like to rent?

Postcode:

B. Transfer Commencement Date?

B. PERSONAL DETAILS – INCOMING TENANT

C. Please give us your details

Mr Ms Miss Mrs. Other

Surname	Given name/s
<input style="width: 100%; height: 20px;" type="text"/>	

Date of Birth	Driver's licence number
<input style="width: 100%; height: 20px;" type="text"/>	

Driver's licence expiry date	Driver's licence state
<input style="width: 100%; height: 20px;" type="text"/>	

Passport number	Passport country
<input style="width: 100%; height: 20px;" type="text"/>	

Pension no. (If applicable)	Pension type (if applicable)
<input style="width: 100%; height: 20px;" type="text"/>	

D. Please provide your contact details

Mobile phone number	Work phone number
<input style="width: 100%; height: 20px;" type="text"/>	

Email address

E. What is your current address?

Postcode:

6. How long have you lived at your current address?

<input style="width: 40px; height: 20px;" type="text"/> Years	<input style="width: 40px; height: 20px;" type="text"/> Months
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G. Reason for leaving this address?

H. Current Agent/Owner details of this property (if applicable)

Name of owner or agent

I. Current agent/owner's phone number Weekly rent paid

<input style="width: 100%; height: 20px;" type="text"/>	\$
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J. Previous Agent/Owner details (if applicable)

Name of owner or agent

Owner/agent's phone no.	Weekly rent paid
<input style="width: 100%; height: 20px;" type="text"/>	\$

Was bond refunded in full?	If not why not?
<input style="width: 100%; height: 20px;" type="text"/>	

C. EMPLOYMENT HISTORY

***PLEASE PROVIDE PROOF OF INCOME (ie: PAYSリップ, BANK STATEMENT OR CENTRELINK STATEMENT)**

K. Please provide your employment details

What is your occupation?

What is the nature of your employment?
(FULLTIME/PART TIME/CASUAL)

Employer's name (inc. accountant if self employed or institution if a student)

Employer's address

Postcode:

Contact name

Phone no.

<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
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Length of employment

Weekly/Annual Net income?

<input style="width: 40px; height: 20px;" type="text"/> Years	<input style="width: 40px; height: 20px;" type="text"/> Months	\$
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L. Please provide your previous employment details

Occupation?

Employer's name:

Length of employment

Weekly/Annual Net income?

<input style="width: 40px; height: 20px;" type="text"/> Years	<input style="width: 40px; height: 20px;" type="text"/> Months	\$
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M. CONTACTS / REFERENCES

Please provide a contact (In Case of Emergency)

Surname	Given Name/s
<input style="width: 100%; height: 20px;" type="text"/>	

Relationship to you	Phone number
<input style="width: 100%; height: 20px;" type="text"/>	

N. Please provide one personal reference (not related to you)

1. Surname	Given name/s
<input style="width: 100%; height: 20px;" type="text"/>	

Relationship to you	Phone number
<input style="width: 100%; height: 20px;" type="text"/>	

O. OTHER INFORMATION

P. Car Registration

Q. Please provide details of any pets

Breed / type

Council registration / number

<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
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R. 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 owner I agree to enter into a Residential Tenancy Agreement pursuant to the Residential Tenancies Act 1997.

I acknowledge that this application is subject to the approval of the owner. 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;
- If I default under a rental agreement, the Agent may disclose details of any such default to a tenancy default database, and to agents/owners of properties I may apply for in the future.

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

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow organisations/trades people to contact me
- (d) lodge/claim/transfer to/from the Residential Tenancies 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) Phone 1300 563 826-Email infor@ntd.net.au
- (h) transfer water account details into my name

I acknowledge that in accordance with Electronic Transactions (Victoria) Act 2000, the Agent may send some Notices via electronic means and agree that this is a valid form of notice in accordance with the Act.

I am aware that if 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 consent to the disclosure of this page of the application form to On The Move for the purpose of enabling On The Move to offer the connection and disconnection of services to me. I consent to On The Move disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I acknowledge that neither On The Move nor the Agent accept any responsibility for any delay in or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure.

By ticking this box I understand that I have read, understood and agree with the above declaration

INCOMING TENANT

I, _____
Take full responsibility of the property listed above from the commencement date stated. I have paid my/our portion of the bond money to the vacating tenant and I accept the original condition report. I acknowledge that I will be bound by the current conditions of the Residential Tenancy Agreement.

Signature of Applicant

Date

OUTGOING TENANT

I/We, _____
The previous tenants of the property listed above hand over full responsibility of the property to: _____
And hereby acknowledge that we have received my/our portion of the bond money and will not be making any further claims in respect of the Bond either from the Agent or the RTBA

Signature of Outgoing Tenant

Date

Signature of Outgoing Tenant

Date

Signature of Outgoing Tenant

Date

Signature of Outgoing Tenant

Date

DIRECT DEBIT REQUEST (DDR)

I/We, request you, Brad Teal Real Estate Pty Ltd
ABN 49 007 018 171
(User ID 036297), to debit funds from my/our nominated account at the Financial Institution shown below according to the details specified below.

YOUR DETAILS

Name

Rental Property

BANK ACCOUNT

Name of Bank Account

Name of Branch
where account is held

6 Digit BSB Number

Account Number

DETAILS OF THE AMOUNT TO BE DEBITED

Commencing on ___/___/___

Continuing until further notice

You are authorised to debit exactly \$_____ from the above account each month.

Brad Teal Real Estate Pty Ltd is further authorised to adjust payments in accordance with any increase or decrease of my/our rental. I also understand that if my/our direct debit dishonours due to insufficient funds in my/our account a dishonour fee is payable to Brad Teal Real Estate Pty Ltd (this fee is currently \$30.00 incl. GST)

YOUR AUTHORISATION

Signature(s)

Date

HAVE YOU ATTACHED

- Proof of income
- 100 Points of ID
- \$220.00 (incl. GST) Assignment of Tenancy Administration Charge
- RTBA Tenant Transfer Form Completed & Returned