

## 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

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

Postcode:

2. Transfer Commencement Date?

## B. PERSONAL DETAILS – INCOMING TENANT

3. Please give us your details

Mr  Ms  Miss  Mrs.  Other Surname  Given name/s Date of Birth  Driver licence number Driver licence expiry date  Driver licence state Passport no  Passport country Pension no. (If applicable)  Pension type (if applicable) 

4. Please provide your contact details

Home phone no.  Mobile phone no. Work phone no.  Fax no. Email address 

5. What is your current address?

Postcode:

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

 Years
  Months

7. Reason for leaving this address?

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

Name of owner or agent 9. Current agent/owner's phone number  Weekly rent paid 

10. Previous Agent/Owner details (if applicable)

Name of owner or agent Owner/agent's phone no.  Weekly rent paid Was bond refunded in full?  If not why not? 

## C. EMPLOYMENT HISTORY (ATTACH COPY OF PROOF OF INCOME)

11. Please provide your employment details

\*PLEASE ATTACH PROOF OF INCOME (ie: PAYSLIP, BANK STATEMENT OR CENTRELINK STATEMENT)

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. Length of employment  Years  Months  Weekly/Annual Net income? 

12. Please provide your previous employment details

Occupation? Employer's name: Length of employment  Years  Months  Weekly/Annual Net income? 

## D. CONTACTS / REFERENCES

13. Please provide a contact (In Case of Emergency)

Surname  Given Name/s Relationship to you  Phone no. 

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

1. Surname  Given name/s Relationship to you  Phone no. 

## E. OTHER INFORMATION

15. Car Registration

16. Please provide details of any pets

Breed / type  Council registration / number

**F. DECLARATION / PRIVACY STATEMENT**

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 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

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/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 referees, employees, owners, third party operators of tenancy reference databases, other agents and select a tenant
- (b) communicate with the owner and select a tenant
- (c) prepare lease/tenancy documents
- (d) allow tradespeople or equivalent organisations to contact me
- (e) lodge/claim/transfer to/from a Bond Authority
- (f) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (g) refer to collection agents/lawyers (where applicable)
- (h) complete a credit check with a tenancy default database

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 am aware that I may access personal information on the contact details above

**Electronic Communications**

- (a) The Tenant acknowledges that in accordance with the Electronic Transactions (Victoria) Act 2000, the Agent may send some Notices via electronic means; and agrees that this is a valid form of notice in writing in accordance with the Act.
- (b) The Tenant acknowledges that the contact details provided to the Agent will be used by the Agent for the purposes outlined above and that it is the Tenant's responsibility to notify the Agent, in writing; of any changes in their contact details and that any failure to do so shall not render notice invalid.
- (c) By signing this AGREEMENT, the Tenant agrees to and consents to the use of electronic communications in accordance with the Electronic Transactions (Victoria) Act 2000.
- (d) The Tenant further acknowledges that the Tenant is entering into a binding agreement if the contract is signed by electronic signature.

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 and 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