

Residential Tenancy Application Form

Completing an Application Form

When completing and submitting an application for a rental property it is important to ensure that the following requirements are met:

- All applicants over the age of 18 years are to complete an application form.
- The application form must be completed in full.
- 100 points of ID are to be provided along with photo identification and proof of income.
- 2 most recent payslips, Centrelink statement or bank statement
- Please attach any reference that you believe may add merit to your application or a referee's contact details if you do not have a written reference.
- The privacy act statement **MUST** be signed to enable your application to be processed.
- You are required to view the property, or have somebody view it on your behalf, prior to your application being processed.
- All Rentals Victoria uses the (NTD) National tenancy database. NTD contact details: www.ntd.net.au or phone 1300 563 826

You are required to provide full details of your employment, including the name of your manager and the telephone number (landline and mobile) of the business.

If you are a home owner and have recently sold your house, please provide details of your selling agent as they can be used as your referee.

If you are currently unemployed or receiving any form of Centrelink Benefits, we require an Income Statement which you can obtain from Centrelink.

If you are currently self-employed we require a copy of your most recent tax return as well as the contact details of your accountant.

Processing Applications

We aim to process applications within 3 business days. Please keep in mind that the processing of applications involves checking numerous references. It is in your best interest to provide business hours contact details for all references.

When we have completed checking references, the application is then presented to the Landlord. The Landlord may then take time to deliberate on the decision.

We will contact you to advise whether your application has been successful or not.

Your application is regarded as a confidential document. If your application is deemed unsuccessful it will be destroyed. Please advise our office if you wish to be considered for another property and we will hold the application on file for a period of 2 weeks.

If your application has been successful

Within 48 hours of acceptance, the tenancy agreement must be signed, 1 months' rent must be paid. This payment is to be in the form of a bank cheque, internet transfer (direct credit) or money order.

Bond

The Security bond equal to 1 calendar month's rent must be paid in the form of a bank cheque or money order made out to the RTBA on or before the lease commencement date. **PLEASE NOTE- CASH OR EFTPOS CANNOT BE ACCEPTED FOR PAYMENT OF THE BOND.**

Residential Tenancy Application Form

Please fully complete both sides of this form for your application to be processed.

Rental Property:

Address of Property:

Tenancy Requirements:

Length of Tenancy: _____ months **Rent: \$** _____ per week **Commencement Date:** / /

Applicant Details:

Applicant 1:

Mr Dr Mrs Ms Miss

Applicant 2:

Mr Dr Mrs Ms Miss

Surname:	Surname:
Given Names:	Given Names:
Date of Birth: / / Marital Status:	Date of Birth: / / Marital Status:
Current Address:	Current Address:
Home Phone: Work Phone:	Home Phone: Work Phone:
Mobile Phone:	Mobile Phone:
Email:	Email:
Drivers Licence No: State of Issue:	Drivers Licence No: State of Issue:
Vehicle: Registration No:	Vehicle: Registration No:
Passport No: Country:	Passport No: Country:
Pension No: Type:	Pension No: Type:

Occupancy Details:

Names and ages of those permanently residing at the property:

1. _____	Age: _____	2. _____	Age: _____
3. _____	Age: _____	4. _____	Age: _____

Details of any pets: (Please include information including Breed, Age & Council Registration No)

1. _____	Pet Registration No: _____	2. _____	Pet Registration No: _____
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Tenant Insurance:

Please contact me regarding "Tenant Contents Insurance" – We can assist you with arranging insurance for your possessions

Utility Connections:



P 1800 275 369

Foxie is a FREE service, and in one brief phone call, your connections are organised on the offers that are right for you. No obligation, no more running around, no more phone calls.

Foxie will contact you to arrange your utilities connections. You will be advised of any associated terms and conditions, including any standard connection fees that may apply. Once you have chosen your utility provider, Foxie may then need to disclose your personal information to the selected utility company. Foxie and your Agent are unable to accept responsibility for any delay or failure to connect your utility services. Foxie and your Agent may receive a benefit for arranging your services.

Foxie is committed to protecting the confidentiality of your personal information and will at all times handle your personal details in accordance with Foxie's privacy policy available on the Foxie website. Contact Foxie at www.foxie.com.au or call 1800 275 369.

By signing this application, I consent to my Agent referring my information to Foxie.

Current and Previous Employment:

Applicant 1:	Applicant 2:
Current Employer:	Current Employer:
Contact Name:	Contact Name:
Contact Phone No:	Contact Phone No:
Your Occupation:	Your Occupation:
Length of Employment:	Length of Employment:
Net Income: \$ _____ per week	Net Income: \$ _____ per week
Previous Employer:	Previous Employer:
Contact Phone No:	Contact Phone No:
Length of Employment:	Length of Employment:

Applicant 1: <u>Full Time Students</u> please complete	Applicant 2: <u>Full Time Students</u> please complete
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Course Name:	Course Name:
Campus:	Campus:
Campus Contact No:	Campus Contact No:
Student ID No:	Student ID No:
Income Source:	Income Source:
Net Income: \$ _____ per week	Net Income: \$ _____ per week

Applicant 1: <u>Self Employed</u> please complete	Applicant 2: <u>Self Employed</u> please complete
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Name of Business:	Name of Business:
ABN: _____ Net Income: \$ _____	ABN: _____ Net Income: \$ _____
Type of Business:	Type of Business:
Address:	Address:
Accountant: _____ Phone: _____	Accountant: _____ Phone: _____
Operated Business for: _____ years _____ months	Operated Business for: _____ years _____ months

Applicant 1: If you receive <u>Centrelink</u> Payments please complete	Applicant 2: If you receive <u>Centrelink</u> Payments please complete
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Type of Payment:	Type of Payment:
Amount per Fortnight:	Amount per Fortnight:
Customer Reference No:	Customer Reference No:
Copy of statement of Income attached: Yes <input type="checkbox"/> No <input type="checkbox"/>	Copy of statement of Income attached: Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>*Please note if Statement income is not attached your application will not be processed</i>	<i>*Please note if Statement income is not attached your application will not be processed</i>

Current and Previous Rental Details:

Applicant 1:	Applicant 2:
Current Landlord / Agent:	Current Landlord / Agent:
Contact Phone:	Contact Phone:
Current Rental: \$ _____ per week	Current Rental: \$ _____ per week
Duration at this Address:	Duration at this Address:
Previous Landlord / Agent:	Previous Landlord / Agent:
Address:	Address:
Contact Phone:	Contact Phone:
Rent: \$ _____ per week	Rent: \$ _____ per week
Duration at this Address:	Duration at this Address:

Personal & Business References (not relatives):

Name:	Name:
Work Phone:	Work Phone:
Occupation:	Occupation:
Relationship:	Relationship:
Name:	Name:
Contact Number:	Contact Number:
Occupation:	Occupation:
Relationship:	Relationship:

Emergency Contact Details: Next of Kin Contact details:

Name:	Name:
Address:	Address:
Phone:	Phone:
Relationship to you:	Relationship to you:

MUST HAVE 100 POINTS OF ID:

- | | | | | | |
|-----------------|-----------|--------------------------|----------------------------|-----------|--------------------------|
| Drivers License | 40 points | <input type="checkbox"/> | Copy of Birth Certificate | 70 points | <input type="checkbox"/> |
| Photo ID | 40 points | <input type="checkbox"/> | Utility Bills / Statements | 25 points | <input type="checkbox"/> |
| Passport | 40 points | <input type="checkbox"/> | Credit Card / Eftpos Card | 25 points | <input type="checkbox"/> |
| | | | Medicare Card | 25 points | <input type="checkbox"/> |

ID Points Total:

PLEASE ALSO INCLUDE THE FOLLOWING INFORMATION WITH YOUR TENANT APPLICATION:

- Current Rental Ledger Pay Slips/Proof of Income Bank Statement Utility bill with your name & address

THIS APPLICATION WILL NOT BE PROCESSED UNTIL 100 POINTS OF IDENTIFICATION – INCLUDING 1 FORM OF PHOTO ID ARE ATTACHED:

Tenancy Discloser Statement:

The information on this form is being collected by All Rentals Victoria. It is a condition of application for tenancy that you consent to the collection and use of this information by All Rentals Victoria of your personal information. We require this information so that we may consider your application to tenant/lease a property. We may provide this information and any or all of the information provided to us by any party to any third parties including landlords, landlords Agents and Solicitors and various government or statutory authorities in the interests of openness and transparency between all parties concerned. We may also contact personal and credit referees you nominate and exchange personal information according to normal commercial practice. Your personal information will be added to our database and may be used for the secondary purpose of providing you with information about properties and services offered by All Rentals Victoria. It is your responsibility to ensure information you provide to us is correct at all times. To view our full privacy statements please visit our website.

NTD Discloser Statement:

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 I may access my personal information by contacting

NTD: 1300 563 826 TRA: (02) 93639244 TICA: 1902 220 346

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 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 agent/lawyers (where applicable)
- (g) Complete a credit check with NTD National tenancies 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.

1. 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 should the premises not be ready for occupation on the date for whatever reason.
2. The tenant is responsible for the connection and payment of gas, telephone, electricity and water consumption. I acknowledge that I am responsible to turn the main power switch off before power is connected.
3. The tenant acknowledges that the premises are a "Smoke Free Zone" and will ensure they and their invitees do not smoke inside the premises.
4. I acknowledge that I have read and understood the privacy statements on this page.
5. During my inspection of this property I found it to be in reasonably clean condition 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 your tenancy. I acknowledge that these items are subject to the owners' approval:

Please note, should your application be successful you will be required to sign a lease within 48 hours of approval providing a payment for your first months rent and your bond.

The applicant acknowledges:

1. That the landlord's insurance will not cover the tenant's contents and it is advised that the tenant should obtain contents and public liability insurance
2. That the terms and conditions were available at the time of applying and these from part of the tenancy agreement.
3. That upon being advised of approval of this application by the agent a legal tenancy agreement is created and if the tenant's choose not to proceed, the agent will begin procedures to relet the property and may choose to recover costs incurred from the reletting as set down by the Residential Tenancies Act 1995.
4. That possession of the property will not take place until the tenancy agreement is signed by the applicant and a security bond and rent in advance is paid.
5. That my details will be passed to Foxie Group Pty Ltd to arrange connections of my water services at the premises.

If accepted for this property, the Applicant/s agrees NOT to use the property for any business or commercial use. By signing this application form I/we agree to the terms and conditions detailed on all pages of this form.

Tenant 1 Signature:

Date:

Tenant 2 Signature:

Date:

Where did you first see the property advertised? Internet Paper Realestate.com.au Realestate.view.au
 Domain.com Our Rental List Other

FOR OFFICE USE ONLY

PROPERTY MANAGER _____

RENT \$ _____ PER

PCM

F/N

WK

LANDLORD _____

BOND \$ _____

MINISTRY

YES / NO

LETTING FEE WEEKS \$ _____

FOR LEASE BOARD \$ _____

ADVERTISING \$ _____

PHOTOS \$ _____

TICA DATA BASE \$ _____

APPLYING FOR A RENTAL PROPERTY “SIGHT UNSEEN”

Attention: _____

In respect to my application for: _____

I/We _____ sign this form with the following understandings:

I advise that I have not viewed inside the property. I acknowledge that despite P Di Natale’s advice that I should view inside the premises before applying, I have decided to waive this right and go ahead with the application without viewing the property and accept the property in the “as is” condition.

I have been informed and understand that should I sign a lease and pay rent and bond, my lease will stand as is, and I revoke my right to withdraw from the lease under these grounds.

Names: _____

Signature: _____

Date: _____