

RESIDENTIAL TENANCY APPLICATION FORM

Please Note: Complete ALL required fields and attach supporting documents in order for your application to be promptly processed. Comply with 100 Point Check System. One form per applicant. Viewing of property is a policy of this company.

PROPERTY DETAILS	
Address Of Rental Property	
Lease Term <input type="radio"/> 6 months or <input type="radio"/> 12 months	
Preferred Lease Commencement Date / / <input type="radio"/> or ASAP	
Number of Adults (Persons Occupying the Property)	
Number of Children	Specify Ages
Rental per Week \$	Per Calendar Month \$
PERSONAL DETAILS	
Surname	
First Name	
Middle Name	Date of Birth / /
Drivers License No.	Exp. / /
Drivers License State	Registration No.
Phone No.	Work No.
Mobile No.	
Work Email	
Personal Email	
CURRENT ADDRESS DETAILS	
Current Address	
Are you the <input type="radio"/> Owner or <input type="radio"/> Tenant	
Name of Real Estate Agent / Landlord	
Phone No.	
Rental per Week \$	Per Calendar Month \$
How long have you been at your current address?	
Reason for leaving?	
PREVIOUS ADDRESS DETAILS	
Previous Address	
Are you the <input type="radio"/> Owner or <input type="radio"/> Tenant	
Name of Real Estate Agent / Landlord	
Phone No.	
Rental per Week \$	Per Calendar Month \$
How long were you at your previous address?	
Reason for leaving?	

CONNECTION SERVICES

All connection services provided by Valet Service are free and easy.



Everyone dreams of an easy moving experience. Our Valet Service team are dedicated to helping you make these dreams come true! We take care of connecting your utilities and other services in one simple phone call so you can relax and leave the hard work to us. Although our services are free, 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. Invite Valet Service to contact you by any means (including by email, SMS or phone, even if your telephone number is on the Do Not Call Register) to enable Valet Service to offer its relocation and moving services to you and to enter into negotiations with you relating to the supply of relevant services as agent for the service providers. Your request to contact you will remain valid for a period of 1 year from the date you submit your application.
 2. Consent to Valet Service using the information provided by you in this application to arrange for the nominated services, including by providing that information to 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.
 3. Authorise Valet Service and or its service providers to obtain the National Metering Identifier and/or the Meter Installation Reference Number for the premises you are moving to.
 4. Agree that, except to the extent provided in the Terms and Conditions, Valet Service nor the Agent accepts liability for loss caused for the connection or supply (or the failure to connect or supply) any of the services.
 5. Acknowledge and accept Valet Service's Terms and Conditions (which are available online at www.valetservice.com.au/terms).
 6. Acknowledge that Valet Service may receive a fee from 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, you warrant that you are 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

Phone 1300 636 014 | PO Box 4813 Knox City Centre Vic 3152
Fax 03 8686 1433 | Email myconnect@valetservice.com.au | valetservice.com.au

PRIVACY STATEMENT

The personal information the prospective tenant provides in this application or that which is collected from other sources is necessary for the agent to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. The personal information collected about the applicant in this application may be disclosed during the course of the tenancy for the purpose for which it was collected, to other parties, including the landlord, referees, financial institutions, trades people, other agents, third party operators of tenancy references databases and other third parties as required by law. Information already held on tenancy reference databases may also be disclosed to the agent and/or landlord. The agent may also disclose information to other parties on the Internet. If the applicant enters a Residential Tenancies Agreement and if the applicant fails to comply with their obligations under that Agreement, the fact and other relevant personal information collected about the applicant during the course of the tenancy may also be disclosed to other parties, including those referred to above. The Agent will also disclose information in this way to other parties to achieve the purpose specified above or as otherwise allowed under the Privacy Act 1998. If the applicant would like to access his/her personal information held by the agent, they can do so by contacting the Agent at the address and contact numbers contained in this application. The Applicant can also correct this information if it is inaccurate, incomplete or out of date. If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

DISCLAIMER: I acknowledge my application is subject to the owner's approval and subject to the availability of the premises and no action will be taken against the landlord and or agent should any circumstances arise whereby the property is not available for occupation on the due date. I further acknowledge that if my application is successful I will be required to pay all initial payments of rent and bond deposit separately, in advance by Bank Cheque only payable to: RTBA WITHIN 24 HOURS of approval, and to sign the lease agreement and understand that the property is not leased until such procedures are done. I agree that all information provided herein is true and correct. I accept that the Real Estate Agent may conduct independent reference and credit checks on this application. I hereby agree to a credit check being carried out by the National Tenancy Database and I am aware that I may access my personal information by contacting - NTD: 1300 563 826. I declare that I have inspected the premises. I confirm that I have read and understood the Privacy Statement and agreed to all terms and conditions of this application form.

Full Name

Signature

Date

CURRENT EMPLOYMENT DETAILS (PLEASE STATE CLEARLY AND ATTACH COPY OF PAYSリップ)

Company Name		Occupation	
Employment Full Address			
Full Name of Employer/Supervisor		Employers Phone No	
Length of Employment	Years: <input type="text"/>	Months: <input type="text"/>	Weeks: <input type="text"/>
Gross Income \$	<input type="text"/>	<input type="radio"/> Per Week	<input type="radio"/> Per Month <input type="radio"/> Per Annum
Net Income \$	<input type="text"/>	<input type="radio"/> Per Week	<input type="radio"/> Per Month <input type="radio"/> Per Annum

PREVIOUS EMPLOYMENT DETAILS (PLEASE STATE CLEARLY AND ATTACH COPY OF PAYSリップ)

Company Name			
Employment Full Address			
Full Name of Employer/Supervisor		Employers Phone No	
Length of Employment	Years: <input type="text"/>	Months: <input type="text"/>	Weeks: <input type="text"/>
Net Income \$	<input type="text"/>	<input type="radio"/> Per Week	<input type="radio"/> Per Month <input type="radio"/> Per Annum

IF YOU ARE A STUDENT, PLEASE COMPLETE (If an overseas student, provide a copy of your passport, current visa (if any) and confirmation of enrolment / letter of offer)

Name of Institution		Faculty / Department	
Student Union Number		Student Identification Number	
Name of Course Undertaken			
Course Start Date:	/ /	Course End Date:	/ /
		Course Length:	
Income Source	Govt \$ <input type="text"/>	Per Week	and / or Family \$ <input type="text"/>
		Per Week	
Parents Name		Phone	

PERSONAL REFERENCE

Name		Relationship	
Address		Email	
Phone Home:	Work:	Mobile:	

EMERGENCY CONTACT (NEXT OF KIN)

Name		Relationship	
Address		Email	
Phone Home:	Work:	Mobile:	

OTHER INFORMATION

Special Requirements Relating to the Property - If Yes, please state			
Do you have pets			
Where did you locate this property? <input type="radio"/> Newspaper <input type="radio"/> Website (realestate or domain.com.cu) <input type="radio"/> Signs <input type="radio"/> Previous or Current Tenant			

100 POINT CHECK SYSTEM

Only 1 document from each section will be accepted, all documents presented must equate to 100 points.

50 POINTS • Copy of Passport • Copy of Drivers Licence • Copy of Birth Certificate • Copy of Keypass	30 POINTS • Medicare Card • Pension Card • Recent Bank Statement • Recent Utility Bills • Agent Reference	20 POINTS • Copy of last 4 Payslips • Letter of employment	10 POINTS • Copy of Current Vehicle Registration Papers
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