



## Tenancy Application - Tenant Checklist

Thank you for your tenancy application for \_\_\_\_\_

\_\_\_\_\_  
(insert property address)

**One application is required per person over the age of 18 years.**

**The following information is required before any applications can be processed:**

**CONTACT DETAILS:** Your application should include contact names, telephone numbers and references and must include an emergency contact **NB: THIS PERSON CANNOT BE LIVING WITH YOU.**

**IDENTIFICATION 100 Point Check:** The following documents are required to satisfy our 100 point check requirement. These documents must be current. We require one form of photo identification plus proof of current address.

50 points Passport

40 points Drivers Licence with current address

20 points Drivers Licence without current address

20 points Birth/Citizenship Certificate

20 points ATM/Credit Card

20 points Healthcare Card

20points Medicare Card

10 points Motor Vehicle Registration

10 points Utility Bill (Electricity, gas, phone etc)

10 points Bank Statement

10 points Current Rent/Lease Agreement

**INCOME VERIFICATION:**

Last 3 payslips

Most recent Tax Assessment

Centrelink statement

Bank Statement

**PROOF OF RENTAL PAYMENT HISTORY (if applicable):**

A copy of your tenant ledger for the last 2 properties you have rented. If you do not have these records, please contact your previous agent/property manager(s) to obtain a copy.

# Residential Tenancy Application Form

For your application to be processed you must answer all questions

## 1. Agent Details



**first national**  
REAL ESTATE | Melton

**Address:** 311 High Street, Melton, Vic, 3337  
**Phone:** 03 9746 6222  
**Fax:** 03 9088 6627  
**Email:** [rentals@fnmelton.com.au](mailto:rentals@fnmelton.com.au)

## 2. Property Details

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Electricity Meter No \_\_\_\_\_

Lease Term \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_

Date Property is to be occupied \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Number of other Applicants to Occupy the Property \_\_\_\_\_

Adults \_\_\_\_\_ Children \_\_\_\_\_

## 3. Personal Details

Title \_\_\_\_\_ First Name \_\_\_\_\_ Initial \_\_\_\_\_

Last Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Age (Years / Months) \_\_\_\_\_

Drivers Licence Number \_\_\_\_\_ State of Issue \_\_\_\_\_

Alternate ID (eg passport) \_\_\_\_\_ No \_\_\_\_\_

Pension Type (if applicable) \_\_\_\_\_ No \_\_\_\_\_

Please provide contact details \_\_\_\_\_

Home Ph \_\_\_\_\_ Mobile Ph \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_ Work No \_\_\_\_\_

Current Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

## 4. Emergency Contact

Please provide an emergency contact not residing with you \_\_\_\_\_

First Name \_\_\_\_\_ Surname \_\_\_\_\_

Relationship \_\_\_\_\_ Phone No \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

## 5. Payment Details

Property Rental \$ \_\_\_\_\_ Per Week or \$ \_\_\_\_\_ Per Month

First Payment of rent in advance \$ \_\_\_\_\_

Rental Bond (1 Month Rent) \$ \_\_\_\_\_

Sub Total \$ \_\_\_\_\_

## 6. Utility Connection Services

**connectnow.**  
We get things sorted.

PH: 1300 554 323 | Fax: 1300 889 598  
info@connectnow.com.au  
connectnow.com.au

### Moving home has never been easier

Connectnow is dedicated to helping you move home more easily. We can connect your utilities including electricity, gas, phone, internet and pay TV to a broad choice of leading providers. We can also organise your disconnections and offer a range of additional services, such as cleaning and food services, removalists and vehicle hire.

What's more, you pay no extra charges as a result of using the connectnow service. We will make all reasonable efforts to contact you within 1 working day of receiving this application to explain the details of the services offered. If we are unable to contact you within this period please call 1300 554 323 to ensure your services can be addressed by the required date.

**PRIVACY CONSENT AND TERMS: By signing this form you consent and agree to the following:** Connect Now Pty Ltd (ABN 79 097 398 662) ("connectnow") will collect, use and disclose your personal information to contact you (including electronically) about providing moving, connection and disconnection services and to inform you about products and services offered by its related companies and third party suppliers. These other companies may also use your details to contact you directly about their products and services. See connectnow's Privacy Policy for further details, including your rights to access and correct the information held about you at connectnow.com.au. Third party service providers (who may transfer your data overseas) may have their own Privacy Policy, which you can request from them. You consent to connectnow continuing to market to you unless you opt out, including by emailing [privacy@connectnow.com.au](mailto:privacy@connectnow.com.au). To the extent permitted by law, connectnow is not responsible or liable for delayed or failed connections or the service providers' connection charges, which you must pay to them directly. Connectnow may be paid a fee by service providers and may pay a fee to real estate agents relating to services provided to you. If you nominate an alternative contact person on this application, you authorise them to act on your behalf to arrange moving, connection and disconnection services, including accepting third party terms. You warrant that you are authorised to make this application on behalf of all applicants and alternative contact persons listed and that each person has consented and agreed to the handling of their personal information on the same terms as you have.

**YES** I accept the Terms. Please call me to connect my new home services

Signed \_\_\_\_\_ Date \_\_\_\_\_

## 5. Declaration

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997.

I acknowledge that I will be required to pay rental in advance and a rental bond, and that this application is subject to approval from 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 details of my credit worthiness from the owner or Agent of my current or previous residence, my personal referees, any record, listing and National Tenancy Database (NTD) which lists defaults by tenants. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information including National Tenancy Database (NTD).  
NTD 1300 563 826 [www.ntd.net.au](http://www.ntd.net.au).

If a landlord or estate agent finds details of a prospective tenant on a database, they must advise the tenant in writing, within seven days, of:

- the name of the database and the person who listed the information
- the tenant's information held in the database
- how the tenant can check, change or remove the listing (ie, by contacting the person who listed them or the database operator).

Signed \_\_\_\_\_ Date \_\_\_\_\_

### 8. Applicant History

How long have you lived at your current address?      Years      Months

Name of Landlord/Agent (If applicable)

Phone No

Rent Paid per month \$

Reason for leaving

Was bond repaid in full?  Yes  No If No, please specify why:

What was your previous residential address?

Suburb      Postcode

How long did you live at your previous address?      Years      Months

Name of Landlord/Agent (If applicable)

Phone No

Rent Paid per month \$

Reason for leaving \$

Was bond repaid in full?  Yes  No If No, please specify why:

### 9. Employment Details

Occupation

Employers Name

Employment Address

Suburb      Postcode

Employer Phone No

Contact Name

Length at current employment      Years      Months

Net Income \$      Per Week \$      Per Month

### 10. Previous Employment Details

Occupation

Employers Name

Employment Address

Suburb      Postcode

Employer Phone No

Contact Name

Length at previous employment      Years      Months

Net Income \$      Per Week \$      Per Month

### 16. How did you find out about this property? (Please Tick)

RENT LIST  INTERNET  OFFICE  FOR LEASE BOARD

OTHER \_\_\_\_\_

### 11. Centrelink Benefits

Type

\$      Per Week      \$      Per Month

### 12. If Student, please complete the following

Place of Study

Course being undertaken

Course Length

Enrolment Number

Parents Name      Ph

Campus Contact      Ph

Course Co-ordinator      Ph

Income

Parents Address Overseas

### 13. Other information

Car Registration

Do you have pets?  Yes  No If Yes, please specify:

If yes, are they  Inside  Outside

Are you a smoker?  Yes  No

### 14. Personal Referees

1. Reference name

Occupation

Relationship      Phone No

Notes

1. Reference name

Occupation

Relationship      Phone No

Notes

### 15. Office Use Only

Lease Start Date      /      /

Car Space/Garage

Landlord's Name

Lease to be signed on

Signed:      Date      /      /