

TENANCY APPLICATION FORM

	Property to be leased	Do you have Pets?	Type of Pet?
1.		Breed:	Age:
2.		Indoor or Outdoor?	
3.			

Applicant Details

Given Name	Surname	Date of Birth	Phone number
Email Address		Driver's License # (Attach Copy)	
Current Address		Previous Address	
Next of Kin (not going to live with you)		Address	Contact
Preferred Lease Term	6 month or 12 month?	Rent per week: \$	
Bond Details	Government Assistance: \$	Own funds: \$	
Occupancy Details	Number of persons to occupy? Adults:	Children:	
Full names of adults occupying			

Employment Details - Fulltime | Part time | Casual | Self Employed (please circle) Provide a copy of your past two payslips.

Employers Name	Company	Address	Phone Number
Occupation	Income (net-pw)	Length of employment	
	\$	yrs	mths
Employers Name	Company	Address	Phone Number
Occupation	Income (net-pw)	Length of employment	
	\$	yrs	mths

Centrelink Benefits - If you receive Centrelink Benefits please complete the following.

A copy of your Income & assets statement MUST accompany this application.

Type of benefit received?	
Amount per fortnight?	\$



Let **On The Move** reduce your stress and save you time by arranging your utility connections at the property... at no extra cost! We will contact you within 2 hours to confirm.

ELECTRICITY, GAS, TELEPHONE, INTERNET, PAY TV, TENANCY INSURANCE

Ph: 1300 850 360 Fax: 1300 661 160 Email: sales@onthemove.com.au

Terms & Conditions - You are consenting to On The Move contacting you to arrange your services. On The Move may need to disclose personal information to utility companies to arrange your services. Please see On The Move's Privacy Policy at www.onthemove.com.au. On The Move and your Agent may receive a benefit for arranging your services. On The Move and your Agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees and bonds may apply.

No, I will connect the required utilities on my own accord but acknowledge that if the property has a separate water meter, my contact details must be given to the relevant water provider, who will read the meter and commence billing.

References - You must provide a minimum of three (3) business references. Family/Friends/Character references are not acceptable. It is your responsibility to provide these references. Applications will not be processed without business references.

Name of Reference	Business/Landlord	Contact number	Contact number
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Rental History

Are you currently? Renting | Own Home | Boarding | Other (please circle)

How much rent are you currently paying per week?	\$
How long at current address?	years months
Reason for leaving?	
Name of Agent/Landlord?	
Phone number?	

If you have rented previously please complete the following.

Note: if you have previously rented through a government organisation, a print out of your payments MUST be supplied.

Address of Property	
Name of Agent/Landlord	
Phone Number	
Rental Period	From: To:
Amount of Rent pw	\$
Reason for Leaving	
Was the Bond returned in full? (explain)	
Address of Property	
Name of Agent/Landlord	
Phone Number	
Rental Period	From: To:
Amount of Rent pw	\$
Reason for Leaving	
Was the Bond returned in full? (explain)	
Address of Property	
Name of Agent/Landlord	
Phone Number	
Rental Period	From: To:
Amount of Rent pw	\$
Reason for Leaving	
Was the Bond returned in full? (explain)	

Tenant Declaration

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. 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 four (4) weeks rental in advance a rental BOND, and that this application is subject to approval from the owner/landlord. I declare that all information contained within this application is true and correct and given of my own free will. I declare that I am not bankrupt.

I authorise the Agent to obtain my credit worthiness from the owner/agent of my current and previous residences, my supplied references, any record, listing or database of defaults of 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 in receiving such information.

Signed _____ Date ____ / ____ / ____

- This application is subject to the owners approval and may take several days to process.
- All applicants and/or occupants (over 18yrs) must complete an application form.
- Initial BOND payment must be paid in the form of a bank cheque or money order made payable to "Residential Tenancies Bond Authority" (personal cheques and cash - not accepted).
- Initial rent payment of four (4) weeks are payable by cash, bank cheque or money order made payable to First National Real Estate Narracan.
- The applicant hereby agrees to a credit check being carried out by the National Tenancy database.

Tenancy Privacy Statement

Your application for tenancy cannot be completed unless this form has been completed and signed in full. Identification MUST accompany this application. Due to changes in privacy laws, from 21st December 2001, all real estate agencies must ensure that you fully understand the National Privacy Principals and the manner in which we must use your private information in order to carry out our role as professional property managers. Please take the time to read this Privacy Statement carefully.

As professional property managers, First National Real Estate Narracan collects personal information about you. To ascertain what personal information we have about you, you may contact us by phone, email or in person, please find contact details on the front cover of this application form.

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested, and if the risk is considered acceptable, to provide you with the lease/tenancy of the premises.

To carry out this role, and during the term of your tenancy, we usually disclose your personal information to the following:

The Landlord, the Landlords lawyers, the landlords mortgagee - for mortgage purposes, referees you have nominated, organisations/tradespeople required to carry out maintenance to the premises, rental Bond authorities, Residential Tenancies Tribunals/Courts, collection agencies, National tenancy databases Pty Ltd, other real estate agents and landlord/s, utility companies, such as gas electricity water connection, telephone connection, banks - for rental payment facilities and financial records, employers - for reference purposes.

• Tenancy Acceptance

We understand that finding and selecting a rental property is often difficult. We will process your application as quickly as possible, but please remember we may be processing many applications at the same time. To assist us please fill out ALL required details on the application and ensure your completed application is completed as quickly as possible and returned to this office.

• Unsuccessful Applications

Should your application be unsuccessful you will be advised. The agent is not required to disclose a reason should your application may be declined, you as the applicant are aware of your rental history. However, should you wish to apply for another property we will hold your application for a period of 28 days after which it will be destroyed.

• Successful Applications

Should your application be successful you will be notified and invited to view the property in person. You will be requested to confirm your tenancy commencement date. The leases must be signed and the BOND paid in full to secure the tenancy. The property manager will supply you with these amounts at the confirmation of your tenancy. Keys will only be handed over when all parties have signed the tenancy agreement, Bond Form lodgement, all monies including four(4) weeks rent and the Bond amount and the tenancy has commenced. No action will be taken will be taken against the Landlord/or the Agent should the premises be unavailable for occupation on the date for whatever reason.

Signing of the tenancy agreement and the payment of the Bond can be undertaken at the office indicated by your property manager. It is a policy of all First National Real Estate Narracan that all initial rental payment be made via cash, money order or bank cheque only.

Signed _____ Date ____ / ____ / ____

Print name _____

OFFICE USE ONLY

Reference 1	
Name	
Company	
Notes	
Reference 2	
Name	
Company	
Notes	
Reference 3	
Name	
Company	
Notes	