



**first
national**
REAL ESTATE

Candappa

Address
5/149 Princes Way,
Drouin VIC 3818

Contact
P 1300 DROUIN
W candappafn.com.au

TENANCY APPLICATION DOCUMENTS REQUIRED

- PROOF OF IDENTIFICATION – PHOTO ID (100 points)
i.e. DRIVERS LICENCE / PASSPORT / MEDICARE CARD
- UTILITIES BILL SHOWING CURRENT ADDRESS
- CURRENT PAYSLIPS / GROUP CERTIFICATE
- SELF EMPLOYED (Provide your Accountants Details and Current BAS Statement)
- CURRENT CENTRELINK STATEMENTS
- CURRENT BANK BALANCE
- PROOF OF ANY OTHER INCOME

By providing this required information promptly, it will assist with the timely processing of your application.

Please note: All applications are handled with strict confidence and all documents are shredded within 7 days.

We thank you for your co-operation.

Candappa First National Property Management Team

Residential Application Form

For your application to be processed you must answer all questions (Including the reverse side)



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REAL ESTATE

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| A. AGENT DETAILS |
| First National Real Estate Candappa Address: 5/149 Princes Way, Drouin VIC 3818 Phone: 1300 DROUIN (1300 376 846) Email: rentals@candappafn.com.au Web: www.candappafn.com.au |
| B. PROPERTY DETAILS |
| 1. What is the address of the property you would like to rent? <input type="text"/> <input type="text"/> <input type="text"/> Postcode |
| Property Rental \$ <input type="text"/> per week \$ <input type="text"/> per month |
| 2. Lease commencement date? <input type="text"/> Day <input type="text"/> Month <input type="text"/> Year |
| 3. Lease term? <input type="text"/> Years <input type="text"/> Months |
| 4. How many tenants will occupy the property? <input type="text"/> Adults <input type="text"/> Children <input type="text"/> Ages |
| C. PERSONAL DETAILS |
| 5. Please give us your details Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Other <input type="checkbox"/> Surname <input type="text"/> Given Name/s <input type="text"/> Date of Birth <input type="text"/> Driver's licence number <input type="text"/> Driver's licence expiry date <input type="text"/> Driver's licence state <input type="text"/> Passport no. <input type="text"/> Passport country <input type="text"/> Pension no. (if applicable) <input type="text"/> Pension type (if applicable) <input type="text"/> |
| 6. Please provide your contact details Home phone no. <input type="text"/> Mobile phone no. <input type="text"/> Work phone no. <input type="text"/> Fax no. <input type="text"/> Email address <input type="text"/> |
| 7. What is your current address? <input type="text"/> <input type="text"/> Postcode |
| Property Manager Name <input type="text"/> |

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| D. UTILITY CONNECTIONS |
| MyConnect will call you to arrange free connection of your required utilities |
| Please select the required utilities: <input checked="" type="checkbox"/> Water (compulsory) <input type="checkbox"/> Electricity <input type="checkbox"/> Gas <input type="checkbox"/> Telephone <input type="checkbox"/> Internet <input type="checkbox"/> Pay TV <input type="checkbox"/> Interpreter required |
| <small>Unless I have opted out of this section, I/we: Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.</small> |
| <input type="checkbox"/> Tick here to opt out |
| ☎ 1300 854 478 ✉ enquiry@myconnect.com.au 🌐 myconnect.com.au |
| E. DECLARATION |
| 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 in to 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 (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, the tenant, accept the property in the condition it was in when inspected. 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 and employer/s; (c) Any record listing or database of defaults by tenants; Any record listing or database of defaults by tenants such as TICA, NTD or TRA for the purpose of checking your tenancy history. I am aware that I may access my personal information by contacting: TICA 1902 220 346 NTD 1300 563 826 TRA (02) 9363 9244 I am aware that the Agent will use and disclose my personal information within this application in order to: (a) communicate with the owner and select a tenant (b) prepare lease/tenancy documents (c) allow trades-people 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 agents/lawyers (where applicable) (g) complete a check with Tenancy Databases (h) transfer water account details into my name 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. |
| Signature <input type="text"/> Date <input type="text"/> |

F. APPLICANT HISTORY

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

9. Why are you leaving this address?

10. Landlord/Agent details of this property (if applicable)
 Name of landlord or agent

Landlord/agent's phone no. Weekly Rent \$

11. What was your previous residential address?

Postcode

12. How long did you live at this address?
 Years Months

13. Landlord/Agent details of this property (if applicable)
 Name of landlord or agent

Landlord/agent's phone no. Weekly Rent \$

Was bond refunded in full? If not why not?

G. EMPLOYMENT HISTORY

14. Please provide your employment details
 What is your occupation?

What is the nature of your employment?
 (FULL TIME/PART TIME/CASUAL)

Employer's name (inc. accountant if self employed or institution if student)

Employer's address

Postcode

Contact name Phone no.

Length of employment Years Months Net Income \$

15. Please provide your previous employment details
 Occupation?

Employer's name

Length of employment Years Months Net Income \$

H. CONTACTS / REFERENCES

16. Please provide a contact in case of emergency
 Surname Given name/s

Relationship to you Phone no.

17. Please provide 2 personal references (not related to you)

1. Surname Given name/s

Relationship to you Phone no.

2. Surname Given name/s

Relationship to you Phone no.

I. OTHER INFORMATION

18. Car Registration

19. Please provide details of any pets
 Breed/type Council registration / number

1.

2.

PLEASE NOTE

I acknowledge 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 applicant is unsuccessful or upon acceptance should the premises not be ready for occupation on this date, for whatever reason. I accept that rental amounts are subject to change by providing the required notice.

DISCLAIMER

Email communication consent: (please tick)
 I consent to receiving electronic communications via email

I confirm the following: (please tick one of the following 2 options)
 During my inspection of this property I found it to be in relatively clean condition.
 OR
 I believe the following items should be attended to prior to my tenancy commencing. I acknowledge that these items are subject to the owner's approval.

HOW DID YOU FIND OUT ABOUT THIS PROPERTY?

Board The Internet Local Paper
 Counter List Other (specify)

PLEASE PROVIDE 100 POINTS OF IDENTIFICATION

Note: You MUST include at least ONE form of Photo Identification

| | |
|-------------------------------------------|---------|
| Driver's Licence | 50 |
| Passport | 50 |
| Proof of Age Card | 50 |
| Student ID Card | 50 |
| Copy of Mobile Phone Account | 20 |
| Copy of Medicare Card | 20 |
| Concession / Pension Card | 10 |
| Copy of Gas / Water / Electricity account | 30 each |