

# Tenancy Application Form





## Tenant Information for when 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:

Every person over the age of 18 years is 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.

EG- 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 it on your behalf, prior to your application being processed

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.

## Processing Applications

We aim to process applications within 24 hours. 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 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 24 hours of acceptance, the tenancy agreement must be signed, 1 calendar month's rent must be paid and a 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 in order to secure the property. PLEASE NOTE- CASH OR EFTPOS CANNOT BE ACCEPTED FOR PAYMENT OF THE BOND.**

**PLEASE KEEP THIS PAGE FOR YOUR OWN REFERENCE**

# Residential Application Form

For your application to be processed this form must be completed in full with supporting documents attached. Each applicant must submit an individual form. Please note upon submitting this application to our office you are accepting the property as per the inspection.



## A. AGENT DETAILS

**Living Here South Yarra**

Shop 7/177 Toorak Road, South Yarra VIC 3141

**Phone:** 03 9826 1399

**Fax:** 03 9826 3360

**Email:** pm1.southyarra@livinghere.com.au

## B. PROPERTY DETAILS

Address of the property you would like to rent

Postcode

**Property Rental**

\$  Per week    \$  Per month    \$  Bond

**Commencement date**

Day     Month     Year

**Lease term**

Year/s     Months

**How many people will normally occupy the property?**

Adults     Children     Ages

**Details of Any Pets**

Breed/Type    Council Registration/Number

## C. PERSONAL DETAILS

Mr     Mrs     Ms     Miss     Other

Surname    Given Name/s

Date of birth    Driver's Licence number

Driver's licence expiry date    Driver's Licence state

Passport number    Passport country

Pension number (if Applicable)    Pension type (if applicable)

**Please provide your contact details**

Home phone number    Work phone number

Mobile phone number    Fax number

Email address

**Current address**

Postcode

## D. UTILITY CONNECTION



A FREE utility connection service.

Please tick utilities as required

Electricity     Gas     Telephone     Internet  
 Water     Pay TV

**Phone :** 1300 854 478    **enquiry@myconnect.com.au**

**Fax :** 1300 854 479    **www.myconnect.com.au**

If this section is complete, I consent to the disclosure of information on this form to myconnect ABN 34121 892 331 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; acknowledge 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.

Signature    Date

## E. CONSENT / PRIVACY

### PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current or previous employer and your referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and owner's insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our privacy officer. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected. As professional property manager, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested and for the ongoing management of your tenancy. To Carry out this role when processing your application, during the term and for some time thereafter, we are often required to obtain information and disclose personal information to one or more of the following

I the Applicant acknowledge that I have read the Privacy Disclosure Statement. I authorise the Agent- Ray White Hawthorn to collect information about me from:

1. My Previous letting agents and/or landlords;
2. My personal referees;
3. Any Tenancy Default Database which may contain personal information about me. I also authorize the Agent to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).
4. The Landlord- even if they reside outside australia
5. The Landlords Lawyers, mortgagee or insurer
6. Referees you have nominated
7. Tradesman to carry out maintenance
8. Rental Bond authorities or rent bond insurance providers
9. Residential tenancy tribunal and court
10. Mercantile agents
11. Other Real Estate Agent and Landlords
12. Sales people
13. Valuers
14. Body Corporate managers

Applicant Name    Signature    Date

**F. RENTAL HISTORY****How long have you lived at your current address?** Years Months**Why are you leaving this address?****Landlord/Agent details of this property (if applicable)**

Name of Landlord or Agent

Landlord/Agent's Phone Number

Weekly Rent Paid

 \$**Previous Residential Address**

Postcode

**How long did you live at this address?** Years Months**Landlord/Agent details of this property (if applicable)**

Name of Landlord or Agent

Landlord/Agent's Phone Number

Weekly Rent Paid

 \$

Was bond refunded in full?

If not why not?

**G. EMPLOYMENT DETAILS****Please provide your employment details**

Occupation

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

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

Employer's Address

Postcode

Contact Name

Phone Number

Length of Employment

 Years Months

Net Income

 \$**Please provide your previous employment details**

Occupation

Employer's Name

Phone Number

Length of Employment

 Years Months

Net Income

 \$**H. CONTACTS/REFERENCES****Please provide an emergency contact**

Surname

Given Name

Relationship to You

Phone Number

**Please provide 2 personal references (not related to you)**

1. Surname

Given Name

Relationship to you

Phone Number

2. Surname

Given Name

Relationship to you

Phone Number

**I. STUDENT INFORMATION**

Place of Study \_\_\_\_\_ Course \_\_\_\_\_

Course Length \_\_\_\_\_ Enrolment No. \_\_\_\_\_

Parents Name: \_\_\_\_\_ Ph: \_\_\_\_\_

Campus Contact \_\_\_\_\_ Ph: \_\_\_\_\_

Course Coordinator Name \_\_\_\_\_

Income \_\_\_\_\_

Parents Overseas Address \_\_\_\_\_

**PLEASE PROVIDE US WITH 100 POINTS OF ID**

Driver's Licence	40 points
Passport	40
Other Photo ID	20
Current Wage Advice	30
Copy of Gas/Water/Electricity Account	20
Copy of Medicare Card Copy of	20
Mobile Phone Account	20

**OFFICE USE ONLY****Property Rental**\$  Per week \$  Per month