

Residential Tenancy Application



AGENT DETAILS

906-908 Doncaster Road,
Doncaster East, Victoria 3109
Ph. (03) 9848 1100 F. (03) 9840 1570
E. rentals@parkesproperty.com.au



FILLING OUT THIS FORM

For your application to be processed you must answer all questions. Once completed please print, sign, date and return to us (see agent details).

APPLICATIONS DUE BY 12 NOON MONDAY

A. RENTAL PROPERTY ADDRESS

1. Address:

Suburb:

Postcode:

2. Preferred lease term

Years:

Months:

3. Preferred commencement date

Day:

Month:

Year:

4. Number of other applicants to occupy the property (Please complete one application form per person to be listed on the lease)

Adults:

Children:

Ages of children:

Pets:

Pet type:

Are your pets kept inside or outside?

5. Property Rental Payment

Per month: \$

1st payment of rent in advance:

Per week: \$

Rental bond (1 month rent):

B. PERSONAL DETAILS

6. First name:

Middle name:

Last name:

Mr

Mrs

Miss

Ms

Dr

Other

7. Home Phone:

Work Phone:

Mobile:

Email:

8. Identification (please attach photocopies of 100 points of ID - see list on p4)

Date of birth:

Age:

Drivers licence:

State of Issue:

Expiry:

Car Registration:

Passport number:

State of Issue:

Expiry:

Country:

Pension Type (if applicable):

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C. EMERGENCY CONTACT

9. Please provide an emergency contact not residing with you

First name:

Relationship:

Last name:

Phone:

Address:

Suburb:

Postcode:

D. APPLICANT HISTORY

10. Current address

Address:

Postcode:

Renting

Private Landlord

Own property

Friend/Relative

Other (please specify)

Contact person / agent:

Work phone:

Home phone:
(if landlord)

Mobile phone:

Current rental amount: \$

per:

Email:

Length of tenancy in months:

Reason for moving:

Do you expect your bond to be refunded? Yes

No

If no, why?

E. PREVIOUS LANDLORD / AGENT DETAILS

11. Previous address

Address:

Postcode:

Renting

Private Landlord

Own property

Friend/Relative

Other (please specify)

Contact person / agent:

Work phone:

Home phone:
(if landlord)

Mobile phone:

Previous rental amount: \$

per:

Email:

Length of tenancy in months:

Reason for moving:

Was your bond refunded in full? Yes

No

If no, why?

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F. EMPLOYMENT

12. Current employer (Please attach two most recent payslips to this application)

Company name: _____ Manager/
contact person: _____

Your position: _____

Employment address: _____ Postcode: _____

Work phone: _____ Length of employment: _____ Years _____ Months _____

Annual net salary: Per week \$ _____ Per fortnight \$ _____ Per month \$ _____

Full-time Part-time Casual

13. If self employed

Accountant: _____

Contact name: _____ Phone: _____

Business type: _____ ABN/ACN: _____

Do you intend to operate any part of your business from home? Yes No

Full-time Part-time Casual Annual net income amount: \$ _____

14. Previous employer

Company name: _____

Your position: _____

Work phone: _____ Length of employment: _____ Years _____ Months _____

Annual net salary: Per week \$ _____ Per fortnight \$ _____ Per month \$ _____

Full-time Part-time Casual

15. Please complete if student

Course name: _____

Campus: _____

Contact name: _____ Phone: _____

Full-time Part-time Casual Student number: _____

G. CENTRELINK / GOVERNMENT BENEFITS

16. Type: _____ Per month: \$ _____

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H. REFERENCES

17. Professional references

Name: Relationship: Phone:

Name: Relationship: Phone:

18. Personal references

Name: Relationship: Phone:

Name: Relationship: Phone:

I. PLEASE PROVIDE US WITH 100 POINTS OF IDENTIFICATION



Driver's License
50 points



Student ID Card
20 points



Passport
50 points



Copy of Medicare Card
20 points



Proof of Age Card
50 points



Concession/Pension Card
10 points



Copy of mobile phone account
20 points



Copy of gas/water/electricity account
30 points

J. 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).

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).

• I acknowledge that in accordance with the Electronic Transactions (Victoria) Act 2000, the Agent may send some Notices via electronic means and agree that this is a valid form of notice in accordance with the Act.

• 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.

Signed: _____

Date: _____

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K. UTILITY CONNECTIONS

YourPorter

Connections, powered by **iSelect**

phone: 1300 400 600 yourporter.com.au

YourPorter is a **FREE** service connecting utilities and other services.

If the Agent approves this application, YourPorter will be contacting you by phone, SMS, or email for the purposes of assisting you to connect your utilities within 24 hours of receiving this application for next business day connection.

Electricity	Gas	Telephone	Pay TV	Internet
Car Insurance	Life Insurance	Health Insurance	Home & Contents	Home Loans

DECLARATION AND ACCEPTANCE: I/We consent to the disclosure of this application form (including any personal information contained in this form) to YourPorter Pty Ltd (ABN 36 252 576 050) for the purpose of allowing YourPorter and its service provider iSelect Ltd to contact me for the connection of services as offered by YourPorter.

I/We acknowledge that if I/We do not provide my/our personal information, YourPorter and iSelect will not be able to provide these services to me/us. YourPorter and iSelect will ensure that my/our personal information is collected, used, held and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

I/We acknowledge that iSelect, the Agent, its employees and YourPorter may receive a benefit in relation to the connection of any of the services listed above. I/We consent to YourPorter and iSelect contacting me by phone or SMS in relation to the connection of the services listed above. I/We acknowledge that this consent permits YourPorter and iSelect to contact me even if the numbers listed on this application are listed on the Do Not Call Register. YourPorter and iSelect will otherwise collect, hold, use and disclose personal information in accordance with their respective privacy policies, which are available at www.yourporter.com.au/general/privacy-policy/ and <http://www.iselect.com.au/privacy-policy/> YourPorter is a free service, but I/We acknowledge that standard connection fees may apply for services connected (in addition to the ongoing service fees).

I/We acknowledge that neither YourPorter nor the Agent nor iSelect accept any responsibility for any delay in or failure to arrange or provide for any connection of a service or for any loss, damage, cost or expense in connection with such delay or failure. By signing this application I/We understand YourPorter is a value add product and that I/We are under no obligation to use YourPorter.

Signature: _____

Print Name: _____

L. TENANCY PRIVACY STATEMENT

Your application for tenancy cannot be accepted unless this has been completed in full and signed. Please take the time to read this Privacy Statement carefully, and once completed return it to this office with your Tenancy Application. As professional Property Managers, "Parkes Property Leasing" collects all personal information about you. To ascertain what personal information we have about you, you can contact us in the following ways:

Phone: 03 9848 1100 **Facsimile:** 03 9840 1570
Email: info@parkesproperty.com.au
In person 906-908 Doncaster Road, Doncaster East

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, then we 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 landlord's lawyers – in the case of commercial leases for their preparation, the landlord's mortgagee – for mortgage purposes, referees you have nominated, organisation/tradespeople required to carry out maintenance to the premises, rental bond authorities,

Residential Tribunal/Courts, collection agencies, National Tenancies Database Pty Ltd, other Real Estate Agents and Landlords, utilities companies such as gas, electricity, water and telephone connection, banks – for rental payment facilities and financial records, employers – for reference purposes and to be included on our database.

Signature: _____

Print Name: _____

Date: _____

Witness Name: _____

Witness Signature: _____