



Residential Tenancy Application

AGENT DETAILS

906-908 Doncaster Road,
Doncaster East, Victoria 3109
Phone (03) 9848 1100
Email 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**

RENTAL PROPERTY DETAILS

Rental property address

Address _____

Suburb _____ Postcode _____

Preferred lease term

Years _____ Months _____

Preferred commencement date

Day _____ Month _____ Year _____

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? _____

Property rental payment

Per month: \$ _____ 1st payment of rent in advance _____

Per week: \$ _____ Rental bond (1 month rent) _____

PERSONAL DETAILS

Salutation _____ First name _____

Middle name _____ Surname _____

Home phone _____ Work phone _____

Mobile _____ Email _____

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 no. _____ State of issue _____ Expiry _____ Country _____

Pension type (if applicable) _____

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EMERGENCY CONTACT

Please provide an emergency contact not residing with you

First name	Last name
Relationship	Phone
Address	
Suburb	Postcode

APPLICANT HISTORY

Current address

Address	Postcode			
<input type="checkbox"/> Renting	<input type="checkbox"/> Private landlord	<input type="checkbox"/> Own property	<input type="checkbox"/> Friend/Relative	Other (please specify)
Contact person / agent				
Work phone	Home phone (if landlord)			
Mobile phone	Email			
Current rental amount \$	per			
Length of tenancy in months	Reason for moving			
Do you expect your bond to be refunded?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	If no, why?		

PREVIOUS LANDLORD/AGENT DETAILS

Previous address

Address	Postcode			
<input type="checkbox"/> Renting	<input type="checkbox"/> Private landlord	<input type="checkbox"/> Own property	<input type="checkbox"/> Friend/Relative	Other (please specify)
Contact person / agent				
Work phone	Home phone (if landlord)			
Mobile phone	Email			
Previous rental amount \$	per			
Length of tenancy in months	Reason for moving			
Was your bond refunded in full?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	If no, why?		

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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

If self-employed

Accountant

Contact name Phone

Business type ABN/ACN

Do you intend to operate any part of your business from home? Annual net income amount: \$

Yes No

Full time Part time Casual

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

Please complete if student

Course name

Campus

Contact name Phone

Full time Part time Casual Student number

Centrelink / government benefits

Type Per month \$

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REFERENCES

Professional references

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____









Personal references

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

IDENTIFICATION

Please provide us with 100 points of identification

 Driver's License 50 points	<input type="checkbox"/>	 Student ID Card 20 points	<input type="checkbox"/>
 Passport 50 points	<input type="checkbox"/>	 Copy of Medicare Card 20 points	<input type="checkbox"/>
 Proof of Age Card 50 points	<input type="checkbox"/>	 Concession/Pension Card 10 points	<input type="checkbox"/>
 Copy of mobile phone account 20 points	<input type="checkbox"/>	 Copy of gas/water/electricity account 30 points	<input type="checkbox"/>

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 _____

Residential Tenancy Application

Our complementary partner On The Move can connect your utilities;

- It's a free and simple service
- Your connection is guaranteed by the On The Move promise
- There is no obligation to proceed with connections

Terms & Conditions: **Unless you advise us otherwise, by signing this application you are consenting to On The Move contacting you to arrange the connection of your utility services.**

Regardless, you consent to On The Move contacting you regarding the connection and disconnection of your water services as a minimum. On The Move may need to disclose personal information to utility companies to arrange your services. On The Move and Parkes Property may receive a benefit for arranging your services. Please see On The Move's Privacy Policy at: www.onthemove.com.au/legal-and-privacy. Standard connection fees may apply.

No, aside from my water service, I will connect my utilities of my own accord.

Signature: _____

I consent to the disclosure of this application form to **On The Move** ABN 84 101 648 257 for the purpose of enabling **On The Move** to offer the connection and disconnection of my water services as a minimum. I am aware that if I do not consent to the disclosure of my personal information for the purposes set out above, I may not be eligible to lease this premises. Where **On The Move** is requested to arrange for the provision of services, I consent to **On The Move** disclosing personal information it has collected about me to the applicable utility service provider for that purpose and to obtain confirmation of the connection or disconnection.

I acknowledge that Parkes Property does not accept any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. I acknowledge that Parkes Property its employees and **On The Move** may receive a benefit in relation to the connection of a utility service.



We guarantee that your electricity and gas will be connected on your agreed move-in date*.

*Terms and conditions apply.
Full details at onthemove.com.au/on-the-move-promise-terms-and-conditions

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

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 _____