

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).

Signed: _____

Date:

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K. UTILITY CONNECTIONS

Moving home has never been easier

Connectnow is dedicated to helping you move home more easily. We can connect your utilities including electricity, gas, phone, internet and pay TV to a broad choice of leading providers. We can also organise your disconnections and offer a range of additional services, such as cleaning and food services, removalists and vehicle hire.

What's more, you pay no extra charges as a result of using the connectnow service. We will make all reasonable efforts to contact you within 1 working day of receiving this application to explain the details of the services offered. If we are unable to contact you within this period please call 1300 554 323 to ensure your services can be addressed by the required date.

connectnow.

DECLARATION AND EXECUTION/PRIVACY NOTICE: By signing this application and ticking the 'YES' box below, I consent to the collection of my personal information by Connectnow Pty Ltd (ABN 79 097 398 662) ("connectnow") for the purposes of contacting me to talk about arranging the connection and disconnection of moving and utility services and related services and to inform me about other products and services that may compliment my home/lifestyle needs; consent to the disclosure by connectnow of my personal information contained in this application to other parties, including the relevant third party service providers, connectnow's related companies and third parties who provide connectnow with services in connection with the ordinary operation and administration of connectnow's business or where otherwise required or authorised by law; understand that protecting my privacy is important to connectnow and that I can obtain further details about how connectnow manages my personal information, including how I may access and seek correction of my personal information, how I may complain about a breach of my privacy and how connectnow will deal with that complaint, by viewing connectnow's Privacy Policy at www.connectnow.com.au or contacting their Privacy Officer at info@connectnow.com.au; understand that whilst connectnow is unlikely to disclose my personal information to recipients located overseas, connectnow is not responsible for the privacy practices of any third party service providers, and accordingly, I accept that it is my responsibility to check the privacy policies of the relevant service providers if I wish to obtain further information about how they manage personal information (including whether or not they are likely to disclose such information to overseas recipients); understand that my consent to receive such marketing materials will continue until I opt-out by contacting info@connectnow.com.au; understand that the connection and disconnection of moving and utility services and related services (collectively referred to as "the nominated services") will only be initiated once a connectnow representative has discussed the details with me and obtained my consent to the terms and conditions of supply of the relevant

service providers; acknowledge that, to the extent permitted by law, neither connectnow nor my real estate agent accepts liability for loss caused by delay in, or failure to, connect and disconnect or provide the nominated services; acknowledge that the nominated services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated service providers bind me and that after hours connections may incur additional service fees from utility providers; authorise the obtaining of a National Metering Identifier or a Metering Installation Registration Number for my residential address to obtain supply details; understand that it is the responsibility of the customer/homeowner to ensure that the electricity main switch is in the 'Off Position' for the required timeframe on the day of connection of the nominated utility services and that there is easy access to the meters; understand that connectnow may be paid a fee by the service provider and may pay a fee to a real estate agent in respect of the provision of the services provided to me by connectnow. By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements and other undertakings set out in this application form on behalf of all applicants listed on this application form. Where I have nominated an alternative contact person on this application, I authorise connectnow to speak to them about my move and connection and disconnection needs if connectnow is unable to contact me directly.

Yes, I consent to connectnow contacting me to organise my move home services and other products and services to suit my home or lifestyle needs

Signed: _____



1300 554 323



info@connectnow.com.au



connectnow.com.au

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: _____