

TENANCY APPLICATION FORM

One form per person

Rent Exchange

416 High Street, Kew VIC 3101

Telephone: (03) 9276 5900

Facsimile: (03) 9276 5999

Email: info@rentexchange.com.au



Property Details

Property Address: _____

Suburb: _____ Post Code: _____

Have you viewed the property? YES NO

Rental \$ _____ pw \$ _____ pcm Bond \$ _____

Commencement Date: / /

Lease Term: 6mths 12mths Other: _____

Number of proposed occupants: _____

No. Adults: _____

No. & age of children: _____

Smoking: YES NO

Pets: YES NO Type: _____

Personal Details

Title: Dr Mr Mrs Ms Miss

Surname: _____

Given Names: _____

Driver's Licence no. _____ State: _____ Exp: //

Car Registration no. _____

Make/Model: _____

Passport no. _____

Pension no. _____

Pension Type: _____

Medicare no. _____

Contact Details

Current Address: _____

Suburb: _____ Post Code: _____

Home Phone no: _____

Work Phone no: _____

Mobile Phone no: _____

Email Address: _____

Employment Details / Student Details

(*Include accountant details if self employed)

Current Employer: _____

Occupation: _____ Full time/Part time/Casual

Address: _____

*Accountant: _____

Phone no: _____

Contact Person: _____

Net Income: _____ per week _____ per year

Length of Employment: _____

Previous Employer: _____

Occupation: _____ Full time/Part time/Casual

Address: _____

Phone no: _____

Contact Person: _____

Net Income: _____ per week _____ per year

Length of Employment: _____

UTILITY CONNECTIONS

This is a free service that connects all your utilities



Once we have received this application we will call you to confirm your

Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this

Application to confirm the information on this Application and explain the details.

make a connection

Please tick utilities as required

Electricity Gas Water Phone Internet Pay TV Insur

DECLARATION AND EXECUTION: By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue [for a period of 1 year from the date of our/my execution of this application/until [28] days after we/I disconnect the last of the services in respect of which this application is made]; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers.

By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.

Signature

Date

Property Manager Name

Date

Applicant Rental History

Length of time at your current address: _____

Agent/Landlord: _____

Phone no: _____

Rent: \$ _____ per week \$ _____ pcm

Why are you leaving this address: _____
_____Previous address: _____

Length of time at this address: _____

Agent/Landlord: _____

Phone no: _____

Why did you leave this address: _____
_____**Please Provide details of any pets:**

Type / Breed _____ Concil registration number _____

1. _____

2. _____

References / Contacts

Two Personal references (not related)

1. Name: _____

Relationship: _____

Phone no: _____

Mobile no: _____

2. Name: _____

Relationship: _____

Phone no: _____

Mobile no: _____

Two Business references

1. Name: _____

Relationship: _____

Phone no: _____

Mobile no: _____

2. Name: _____

Relationship: _____

Phone no: _____

Mobile no: _____

Emergency Contact: (Not husband / wife / de facto)

Name: _____

Relationship: _____

Address: _____

Phone no: _____

Mobile no: _____

100 POINT CHECK:

To process your application we need to verify who you are. To do this we need identification that adds up to 100 points. The alternatives available to you are listed below.

We require a copy of your chosen documents.

Birth Certificate	60 points
Passport	60 points
Drivers Licence	60 points
Photo ID	60 points
Medicare Card	30 points
Credit/ATM Card	30 points
Pension Card	30 points
Utility Bill	10 points
Bank Statement	10 Points
Car Registration Papers	10 points

Please take note of the following:

This application is accepted subject to the owners approval and no action shall be taken by the applicant against the landlord and the agent should any circumstances arise whereby the property is not available for occupation on the due date.

Processing of applications usually take approximately 48 hours, with all references being contacted.

If the application is approved, a holding deposit equal to the first months rent is due & payable to the office within 24 hours of being accepted.

Initial rental payments must be made by cash, bank cheque or money order within 24 hours after approval of application. No personal cheques accepted.

Keys will not be handed over until the lease agreement has been signed by all applicants.

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent/Landlord's Lawyer. Should this application be accepted by the Landlord I agree to enter into a Residential Tenancies Agreement pursuant to the Residential Tenancies Act 1997.

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 accept that the Real Estate Agent may conduct independent reference and credit checks on this application. I declare that I have inspected the premise.

SIGNATURE: _____

DATE: _____

OFFICE USE ONLY:

Property Manager: _____

Date Processed: _____

Amount Received: \$ _____ Receipt Number: _____

Taken by: _____

Faxed to Direct Connect (if required) YES NO

Important information

Please read this before completing the *Residential tenancy application form*.

Information for landlords and applicants

- This form is designed to help the landlord or real estate agent choose who will rent the nominated premises.
- This form is not, nor does it form any part of, a tenancy agreement. The rights and obligations of tenants and landlord are governed by the *Residential Tenancies Act 1997*.
- Applicants must be considered in accordance with the *Equal Opportunity Act 1995*. There must be no discrimination based on: age, sex, marital, parental or carer status, pregnancy, sexual orientation, disabilities, physical features, race, religious, political or industrial activities or beliefs or personal association with someone else who may be treated unfairly on the basis of any of the above.
- No fees can be charged for this application.
- Information supplied on this form is strictly confidential. Landlords/agents may use it to perform a rental history check but cannot provide it to any third party unless they have written approval from the applicant.
- If this application is unsuccessful, this form and any copies will be destroyed.
- If you need help with this application, call the Consumer Affairs Victoria Helpline on 1300 55 81 81 or visit consumer.vic.gov.au/renting

Information for applicants

- Each prospective tenant should complete a *Residential tenancy application form*.
- You should contact the landlord/agent two business days after lodging your application to see if you were successful.
- If the application is successful, you will be required to:
 - produce a driver's licence or passport for identification purposes
 - pay one month's rent in advance
 - pay the bond amount listed on this form
 - complete a *Residential tenancy agreement* and *Condition report*.
- The landlord is responsible for giving the relevant water corporation your details for billing purposes. It is your responsibility to have all other services (such as telephone, gas and electricity) connected in your name, to coincide with your date of occupation.
- It is also your responsibility to insure your possessions. The landlord's insurance policy does not cover your possessions.

Secondary Purpose

We also collect your personal information to:

Tick each box if you consent to the use and disclosure

- 1. Enable us, or the Landlord's Lawyer to prepare the lease/tenancy documents for the premises.
- 2. Allow organizations/trades people to contact you in relation to maintenance matters relating to the premises.
- 3. Pay/release rental bonds to/from Rental Bond Authorities (Where applicable)
- 4. Refer to Tribunals, Courts and Statutory Authorities (where applicable)
- 5. Refer to Collection Agents/Lawyers (where default enforcement actions are required)
- 6. Provide confirmation details for organizations contacting us on your behalf. i.e. banks, Direct Connect, utility companies, employers.

If your personal information is not provided to us, and you do not consent to the uses to which we put your personal information, we cannot properly assess the risk to our client, or carry out our duties as professional property managers. Consequently, we then cannot provide you with the lease/tenancy agreement of the premises.

Ntd Disclosure Statement

You can contact National Tenancy Database Pty Ltd (ABN 65 079 105 025) ("ntd") by:
Telephone: (03) 9416 2366 Fax: (03) 9416 1640 Email: kim@ntd.net.au
In Person: 1/191 Johnson Street, Fitzroy, Vic, 3065 Website: www.ntd.com.au
From 21 December 2001, you can gain access to your personal information.

Primary Purpose

ntd collects your personal information to provide to its members and others listed below, historical tenancy and public record information on individuals and companies who/which lease residential and commercial property from or through licenced real estate agent members of ntd.

ntd also provides credit information on companies/ directors applying for commercial leases.

The real estate agent/property manager will advise ntd of your conduct throughout the lease/tenancy, and that information will form part of your tenancy history.

Ntd usually discloses information to:

- Licenced real estate agent members
- Ntd's parent company, Collection House Limited ABN 74 010 230 716 and its subsidiaries and related entities
- Credit Bureaus

If your personal information is provided to ntd, the real estate agent/property manager will be able to carry out their professional responsibilities and will be able to provide you with lease/tenancy of the premises.

Signed by the applicant: Signature _____ Print Name _____
Date _____ Witness _____