

# 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



MAKES MOVING EASY



YES

I consent to:

- Rent Exchange providing my personal information to Direct Connect including name, address, email and phone number.
- Direct Connect contacting me by any means during my move in relation to electricity, gas and the other services set out above.
- Direct Connect obtaining metering information for the premises I am moving to.

Applicant 1

Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant 2 (if applicable)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

**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](http://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 \_\_\_\_\_