

### Application Form

#### Property Details

1st Preference: \_\_\_\_\_  
 2nd Preference: \_\_\_\_\_  
 Rent: \$ \_\_\_\_\_ per week \$ \_\_\_\_\_ per calendar month  
 Preferred lease commencement date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Preferred lease term: \_\_\_\_\_ Months  
 How many tenants will occupy the property: \_\_\_\_ Adults: \_\_\_\_ Children: \_\_\_\_ Ages of children: \_\_\_\_\_  
 Whose name(s) will be on the lease: \_\_\_\_\_

#### Personal Details & Identification

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_  
 Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Current Age: \_\_\_\_\_ years  
 Driver's Licence No. \_\_\_\_\_ State Licence issued: \_\_\_\_\_  
 Passport Number: \_\_\_\_\_ Country issued: \_\_\_\_\_  
 Car Registration: \_\_\_\_\_ Car make/model: \_\_\_\_\_

#### Contact Details

Mobile: \_\_\_\_\_ Work No: \_\_\_\_\_ Other No: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Current Address: \_\_\_\_\_ Post code: \_\_\_\_\_

#### Pets (if applicable)

Breed: \_\_\_\_\_ Age: \_\_\_\_\_  
 Breed: \_\_\_\_\_ Age: \_\_\_\_\_

#### Citizenship/Permanent Residency/Visa

Nationality: \_\_\_\_\_ Are you a current Australian Citizen? Yes  No   
 If no, please provide proof of your current VISA or PR status: \_\_\_\_\_

#### Current Address Information

When did you move in: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ When did you leave: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Did you rent this property: No  Yes  Weekly amount paid: \$ \_\_\_\_\_  
 Agency: \_\_\_\_\_ Agent/Private Landlord: \_\_\_\_\_  
 Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Do you own the property: No  Yes   
 If yes, will this home be Sold  Rented  Retained  Sale or Rental price: \$ \_\_\_\_\_

#### Previous Address Information

What was your previous residential address: \_\_\_\_\_  
 When did you live at this address: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Rent paid: \$ \_\_\_\_\_  
 Name of Agent/Landlord: \_\_\_\_\_  
 Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Was the bond refunded in full Yes  No  If not why: \_\_\_\_\_

#### Self Employed (if applicable)

What is your occupation/job title: \_\_\_\_\_ Name of Company: \_\_\_\_\_  
 Do you work Full time  Part Time  Commenced Employment: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Gross Income: \$ \_\_\_\_\_  
 Accountant (to verify income): \_\_\_\_\_ Phone: \_\_\_\_\_

#### Current Employment

What is your occupation/job title: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Commenced Employment: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Do you work: Full Time  Part Time  Casual  Gross Income: \$ \_\_\_\_\_  
 Are you on a contract: No  Yes  Contract Termination Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Name of person to verify employment: \_\_\_\_\_ Position: \_\_\_\_\_  
 Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**\*TIP:** If you are between jobs or have not yet started employment, please provide a current bank statement and/or employment contract with salary details.

**Previous Employment**

Occupation: \_\_\_\_\_ Company: \_\_\_\_\_  
 Employment Period: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Gross Income: \$ \_\_\_\_\_  
 Employer Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**Student Details (if applicable)**

Course Name: \_\_\_\_\_ Where is the course being held: \_\_\_\_\_  
 Commenced course: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Duration of course: \_\_\_\_\_  
 Will you be receiving an allowance/rent assistance: No  Yes  Amount: \$ \_\_\_\_\_ per week  
 If yes, who will be paying: \_\_\_\_\_ Phone: \_\_\_\_\_  
**\*TIP:** Ensure you provide a current bank statements with proof of income.

**Personal References (not related)**

Full Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Full Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Emergency Contact/Next of Kin**

Full Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Checklist of documents:**

At least three (3) identification documents must be provided.  
 At least one (1) identification document with a photo must be provided.  
 Most recent bank statement.  
 Most recent payslip or your employment contract with salary details.  
 Copy of Visa or PR documents (if applicable).  
 Pet Reference (if applicable).

**Proof of identity and supporting documents:**

A copy of at least <b>one (1)</b> of the following documents:	
<input checked="" type="checkbox"/> Drivers License	<input checked="" type="checkbox"/> Passport
A copy of at least <b>two (2)</b> of the following documents:	
<input checked="" type="checkbox"/> Proof of Age card	<input checked="" type="checkbox"/> Concession / Pension card
<input checked="" type="checkbox"/> Student ID card	<input checked="" type="checkbox"/> Mobile Phone Account
<input checked="" type="checkbox"/> Medicare card	<input checked="" type="checkbox"/> Water Rates Notice
<input checked="" type="checkbox"/> Most Recent Bank Statement	








**Free Utility Connection Service**

**myconnect** Phone: 1300 854 478 enquiry@myconnect.com.au  
 Fax: 1300 854 479 www.myconnect.com.au

myconnect is a FREE & EASY to use utility connection service available for tenants

Yes, Please Contact Me  Interpreter service (tick if required)

Unless I have opted out of this section, I/we:  
 Consent to the disclosure of information on this form to myconnect ABN 34121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

Tick here to opt out       

**Bond Payment Facility**

**Did you know you can pay your bond easyBondpay™**  
makes renting easier for you

Yes  If approved for this property I would like to receive an easyBondpay quote.  
 \* If you have selected 'Yes', you authorise your information to be disclosed to easyBondpay for the purpose of arranging a quote and/or using their services.  
[www.easybondpay.com.au](http://www.easybondpay.com.au) or call us on 1300 022 663 (1300 02 BOND)

## Privacy & Tenant Declaration

### Privacy

The Agent/Landlord may use your personal information for the purpose of identifying you and assessing your application. The Agent/Landlord may also use and disclose your personal information to:

- a) Assess your application information (e.g. contacting the Landlord, your employer/s, your personal references etc).
- b) Assess your tenancy history (e.g. contacting your current/previous Agents/Landlords, financial institutions, tenancy databases etc).
- c) Prepare lease and tenancy documents (e.g. electronic signature providers, bond authorities, real estate institutes etc).
- d) Lodge, manage and claim a Bond through the Residential Tenancies Bond Authority.
- e) Schedule inspections through scheduling providers.
- f) Allow tradespeople, owner's corporations, valuers etc to contact you.
- g) Refer to Tribunals, courts and Statutory Authorities.
- h) Refer to collection agents and/or lawyers.
- i) Assist in utility connections including connecting and transferring water account details into your name (e.g. utility providers, connection services, tradespeople etc).
- j) Assist in providing a true rental reference to Agents/Landlords of properties that you may apply for in the future (e.g. rental payment history/defaults, condition of property during and at end of tenancy, breaches, VCAT hearings, bond deductions etc).
- k) Check credit history and/or lodge a default on any record listing or tenancy database company. You may contact these organisations:

**Equifax National Tenancy Database:** 1300 563 826 [www.tenancydatabase.com.au](http://www.tenancydatabase.com.au)

**TICA:** 1902 220 346 [www.tica.com.au](http://www.tica.com.au)

**RP DATA:** 1300 734 318 [www.rpdata.com](http://www.rpdata.com)

**BARCLAY MIS:** 1300 883 916 [www.barclaymis.com.au](http://www.barclaymis.com.au)

**TRA:** 02 9363 9244 [www.tradingreference.com](http://www.tradingreference.com)

### Tenant Declaration

By submitting your application, you acknowledge and agree that:

- a) You offer to lease the property listed on the application from the Landlord under a Residential Tenancy Agreement prepared by the Agent.
- b) Everything you have said and submitted in the application is true and up to date and you have not omitted any detail that might be relevant. If information is not provided or you do not consent to the uses of your personal information, the Agent cannot proceed with the application.
- c) Where you have provided information identifying another person/s in this application, you declare that person/s has consented to their information being submitted.
- d) You understand that this application is subject to the Landlords approval and the availability of the property. No action shall be taken by the applicant against the Agent/Landlord should any circumstances arise whereby the property is not available for occupation on the due date.
- e) The application may take time to process (approximately two business days or more).
- f) You declare that you are not bankrupt and are able to pay the advertised bond and rent for the property and will be able to do so for the life of the Tenancy Agreement.
- g) The first months rent must be paid by Direct Debit into Solid Property Management (SPM) Rental Trust Account within 24 hours of approval. SPM does not accept personal cheques or cash payments and does not hold cash on the premises. A bank cheque or money order may be accepted for the Bond only.
- h) All monthly rental payments must be paid in advance by Direct Debit into SPM Rental Trust Account on or before the due date.
- i) Keys will only be released on or after the lease commencement date and if the first months rent and the bond have been paid in full and the Lease Agreement/Residential Tenancies Bond Lodgment form has been signed by all approved applicants.
- j) During the inspection of the property, you found it to be in a reasonable clean condition and understand that you will take the property in its current sighted condition. If you believe any items should be attended to prior to the Lease Agreement commencing, please list them below. Any items listed are subject to the Landlords approval.

ITEMS: \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_