

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 one (1) of the following documents:	
<input checked="" type="checkbox"/> Drivers License	<input checked="" type="checkbox"/> Passport
A copy of at least two (2) 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, MIIRN, 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 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
TICA: 1902 220 346 www.tica.com.au
RP DATA: 1300 734 318 www.rpdata.com
BARCLAY MIS: 1300 883 916 www.barclaymis.com.au
TRA: 02 9363 9244 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: _____ / _____ / _____