

Tenancy Application Form

6/63 Thomson Street, Belmont
Phone: 5223 0400
Email: rentals@debonairpm.com.au

Completing and Application Form

When completing and submitting an application for a rental property it is important that the following requirements are adhered to:

- Each person over the age of 18 is to complete an application form
- Privacy statement and application form must be signed
- Property must have been viewed
- Application must be completed in full
- Photo identification and proof of income must accompany the application
(Copies can be taken at our office if you require for a charge of \$0.50 cents per copy)

Processing of Applications

Please keep in mind that the processing of applications involves checking numerous references. It is in your best interest to provide business hours contact details for all references.

When we have completed checking references the application is then discussed with the landlord. The Landlord may then take time to deliberate on the decision.

We will contact you to advise if your application is successful or not successful.

Your application is regarded as a confidential document. If your application has been unsuccessful it will be destroyed. Please advise our office if you wish to be considered for an alternative property.

Successful Applicants

The applicant, upon approval by the landlord and acceptance by the applicant, will pay the following within 24 hours at the above address:

- **Rent 2 weeks** – cash, money order or bank cheque. Personal cheques will not be accepted and cash must be the correct amount.
- **Bond** – Month's Rent – **MUST BE** a money order made out to the RTBA.

Utilities

By signing the Direct Connect portion of the form, your information will be sent to Direct Connect who will arrange the connection of utilities on your behalf. Once your application is successful 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 of the services offered. Direct Connect is a utility one stop connection service.

Residential Application Form

For your application to be processed you must answer all questions (Including the reverse side)



A. AGENT DETAILS

Debonair Property Management

Address: Shop 6 63 Thomson Street Belmont Vic 3216
Phone: (03) 5223 0400
Email: rentals@debonairpm.com.au
Web: www.debonairpm.com.au

B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

Postcode

Property Rental

\$ per week \$ per month

2. Lease commencement date?

Day Month Year

3. Lease term?

Years Months

4. How many tenants will occupy the property?

Adults Children Ages

C. PERSONAL DETAILS

5. Please give us your details

Mr Ms Miss Mrs Other

Surname Given Name/s

Date of Birth Driver's licence number

Driver's licence expiry date Driver's licence state

Passport no. Passport country

Pension no. (if applicable) Pension type (if applicable)

6. Please provide your contact details

Home phone no. Mobile phone no.

Work phone no. Fax no.

Email address

7. What is your current address?

Postcode

Property Manager Name

D. UTILITY CONNECTIONS



myconnect

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

Electricity Gas Telephone
 Internet Pay TV Water

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

If this section is complete, I:

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; acknowledge 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.

Signature Date

E. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

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 declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information from:

- (a) The owner or the Agent of my current or previous residence;
 - (b) My personal referees and employer/s;
 - (c) Any record listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history;
- I am aware that I may access my personal information by contacting -
- NTD: 1300 563 826
 - TICA: 1902 220 346
 - TRA: (02) 9363 9244

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow tradespeople or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with NTD (National Tenancies Database)
- (h) transfer water account details into my name

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.

Signature Date

F. APPLICANT HISTORY

8. How long have you lived at your current address?

	Years		Months
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9. Why are you leaving this address?

10. Are you an investor? Yes No

11. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent

<input type="text"/>	\$ <input type="text"/>
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12. What was your previous residential address?

Postcode

13. How long did you live at this address?

	Years		Months
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14. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent

<input type="text"/>	\$ <input type="text"/>
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Was bond refunded in full?

If not why not?

<input type="text"/>	<input type="text"/>
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G. EMPLOYMENT HISTORY

15. Please provide your employment details

What is your occupation?

What is the nature of your employment?
(FULL TIME/PART TIME/CASUAL)

Employer's name (inc. accountant if self employed or institution if student)

Employer's address

Postcode

Contact name

Phone no.

<input type="text"/>	<input type="text"/>
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Length of employment

Net Income

	Years		Months	\$ <input type="text"/>
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16. Please provide your previous employment details

Occupation?

Employer's name

Length of employment

Net Income

	Years		Months	\$ <input type="text"/>
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H. CONTACTS / REFERENCES

17. Please provide a contact in case of emergency

Surname

Given name/s

<input type="text"/>	<input type="text"/>
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Relationship to you

Phone no.

<input type="text"/>	<input type="text"/>
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18. Please provide 2 personal references (not related to you)

1. Surname

Given name/s

<input type="text"/>	<input type="text"/>
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Relationship to you

Phone no.

<input type="text"/>	<input type="text"/>
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2. Surname

Given name/s

<input type="text"/>	<input type="text"/>
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Relationship to you

Phone no.

<input type="text"/>	<input type="text"/>
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I. OTHER INFORMATION

19. Car Registration

18b. Do you smoke?

Yes / No please circle

19. Please provide details of any pets

Breed/type

Council registration / number

1. <input type="text"/>

2. <input type="text"/>

PLEASE NOTE

If Debonair Property Management is required to copy any documentation a fee of \$1 per sheet will be charged.

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

I acknowledge that my application is subject to the owners' approval and the availability of the premises on the due date. No action will be taken against the Landlord or Agent if the applicant is unsuccessful or upon acceptance should the premises not be ready for occupation on this date, for whatever reason, I accept that rental amounts are subject to change by providing the required notice.

DISCLAIMER

I confirm the following:

1. During my inspection of this property I found it to be in relatively clean condition. OR

2. I believe the following items should be attended to prior to my tenancy commencing. I acknowledge that these items are subject to the owner's approval.

HOW DID YOU FIND OUT ABOUT THIS PROPERTY?

- Newspaper The Internet For Lease Board
 Rental List Other (specify)

PLEASE PROVIDE US WITH 100 POINTS OF IDENTIFICATION

Driver's Licence	50
Passport	50
Proof of Age Card	50
Student ID Card	50
Copy of Mobile Phone Account	20
Copy of Medicare Card	20
Concession / Pension Card	10
Copy of gas/Water/Electricity account	30 each