

TENANCY APPLICATION INFORMATION

When completing and submitting an application for a rental property it is imperative that the following requirements are adhered to. Failing to do so can result in delays in processing your application and/ or your application not being processed. Please read the following carefully.

Supporting Documents

Before submitting an application please ensure that the following are attached to your application form:

****PLEASE NOTE THAT OUR OFFICE DOES NOT PROVIDE PHOTOCOPIES – YOU MUST ENSURE THAT COPIES HAVE BEEN MADE PRIOR TO SUBMITTING YOUR APPLICATION****

- A completed application form and associated documents for every person of the age of 18 intending to reside at the property.
- 100 of Photo ID (please refer to the source table at the end of the application form for details on how to obtain 100 points).
- Proof of Income (this can include the following – please only include what is relevant to your income situation):
 - 2 current payslips for EACH employment position held – dated no older than 4 weeks.
 - A copy of a recent Centrelink Statement – dated no older than 4 weeks.
 - A copy of the previous year's Tax Return (applies to self-employed applicants only) and/ or a copy of the previous Quarter's Business Activity Statement or details of an Accountant that can verify income.
 - A copy of the current year's Council Rates Notice for those applicants who are currently living in a property they own.
 - Proof of Savings (if applicable) – this is not essential but if you would like to include a savings balance please do so (please note that we do not require a full statement – just a balance confirmation is sufficient).
 - A copy of your rental ledger.
 - 5 years of property history and 2 years of employment history.

These documents can be provided in person along with your completed application form, or they can be emailed to the email address at the top of this form.

Processing Times

We aim to process your application within 3-4 business days, however during periods of high application volumes this can vary. Once processed, your application will be submitted to the Residential Rental Provider for review. We ask for your patience and assure you that you will be updated as soon as possible.

Please note that the decision to approve or decline an application is not made by our agency, it is made solely by the Rental Provider.

Other Information

Your application is regarded as a confidential document. As such, if your application is unsuccessful it will be destroyed. If you are wishing to apply for multiple properties please list them on your application form or let our team know and we will hold on to your application.

Successful applicants will be required, within 48 hours of approval, to make payment of the Bond (equal to one calendar month's rent) and one calendar month's rent upfront. Payments are to be made via Bpay and transfer details will be provided upon approval.

TENANCY APPLICATION FORM

(One form to be completed for each persons over the age of 18)

Property Address:

(If applying for more than 1 property please list in order of preference below)

Property 1: _____

Property 2: _____

Property 3: _____

Applicant Details:

Title (please circle): Dr Mr Mrs Ms Miss

Given Name: _____ **Surname:** _____ **Contact Number:** _____

Additional Contact Number (if applicable): _____

Email Address: _____ **Licence No:** _____

Number of vehicles:

Vehicle 1

Make: _____ **Model:** _____ **Registration:** _____

Vehicle 2

Make: _____ **Model:** _____ **Registration:** _____

Proposed Lease Commencement Date: _____ **Preferred lease term:** _____

Payment Frequency

Should you be approved for one of our properties, what payment frequency are you requesting (please circle):

Weekly Fortnightly Monthly

**Please note that payment frequencies other than monthly will need to be approved by the residential rental provider before being implemented.

Dependents (under 18 years)

Number of dependents: _____

Other occupants (over 18 years)

All occupants over the age of 18 will need to submit an application form.

Number of additional occupants: _____

Applicant Living History:

(Minimum History Required = 5 Years)

Current Address

Address: _____

Length of time at current address: _____

Type of occupancy (please circle):

Renting (Agent)

Renting (Private Landlord)

Living w/ Family

Owner Occupied

Agency Name (if applicable): _____

Agent/ Landlord/ Family Member/ Friends Name : _____

Agent/ Landlord/ Family Member/ Friends Contact Number: _____

Agent/ Landlord/ Family Member/ Friends email address: _____

Rent Paid: \$_____ (per week or pcm)

Reason for leaving: _____

Previous Address

Address: _____

Length of time at current address: _____

Type of occupancy (please circle):

Renting (Agent)

Renting (Private Landlord)

Living w/ Family

Owner Occupied

Agency Name (if applicable): _____

Agent/ Landlord/ Family Member/ Friends Name : _____

Agent/ Landlord/ Family Member/ Friends Contact Number: _____

Agent/ Landlord/ Family Member/ Friends email address: _____

Rent Paid: \$_____ (per week or pcm)

Reason for leaving: _____

Current Employment Details:

(Minimum History Required = 2 Years)

Employment Status (please circle): Please complete the required section

Employed Self-Employed Not Employed Retired Student

Employer Details (if applicable):

Company Name: _____

Job Title: _____

Employed on what basis (please circle):

Full-Time Part-Time Casual Contract

Length of time w/ employer to date: _____

Net Income: \$_____ per week/ fortnight/ month/ year

Reference Contact Person: _____

Their Job Title: _____

Contact Number: _____ **Email Address:** _____

Self-Employment Details (if applicable):

Trading Name: _____ **ABN:** _____

How long have you/ the company been trading for: _____

Student Details (if applicable):

Name of Educational Institute: _____

Course Name: _____

Student ID Number: _____

Other:

If none of the above categories are applicable to your current circumstances and/ or you have additional income, please list details of said income below:

Previous Employment Details:

Employment Status (please circle): Please complete the required section

Employed

Self-Employed

Not Employed

Retired

Student

Employer Details (if applicable):

Company Name: _____ Job Title: _____

Employed on what basis (please circle):

Full-Time

Part-Time

Casual

Contract

Length of time w/ employer to date: _____ Net Income: \$ _____ per week/ fortnight/ month/ year

Reference Contact Person Name: _____ Their Job Title: _____

Email Address: _____ Contact Number: _____

Self-Employment Details (if applicable):

Trading Name: _____ ABN: _____

How long have you/ the company been trading for: _____

Student Details (if applicable):

Name of Educational Institute: _____

Course Name: _____ Student ID Number: _____

Other:

If none of the above categories are applicable to your previous circumstances and/ or you had additional income, please list details of said income below:

Additional Reference Information:

Personal References:

(Minimum 2 Required)

Referee 1:

Name: _____ Relation to you: _____ Years Known: _____

Contact Number: _____ Email Address: _____

Referee 2:

Name: _____ Relation to you: _____ Years Known: _____

Contact Number: _____ Email Address: _____

Emergency Contact:

(Cannot be a person intending to live at the same property)

Name: _____ Relation to you: _____ Years Known: _____

Contact Number: _____ Email Address: _____

Pet Details

Due to new legislation residential rental providers cannot reasonably refuse pets in their properties

Are you intending to have pets at the property (please circle):

Yes No

Pet 1:

Pet Type: _____ Breed: _____ Name: _____ Age: _____

Registered w/ Local Council (please circle): Yes No

Desexed (please circle): Yes No

Pet 2:

Pet Type: _____ Breed: _____ Name: _____ Age: _____

Registered w/ Local Council (please circle): Yes No

Desexed (please circle): Yes No

Pet 3:

Pet Type: _____ Breed: _____ Name: _____ Age: _____

Registered w/ Local Council (please circle): Yes No

Desexed (please circle): Yes No

AGENT DECLARATION / PRIVACY STATEMENT:

The personal information the prospective tenant provides in this application or that which is collected from other sources is necessary for the Agent to verify the Application's identity and to process and evaluate the application and to manage the tenancy if the Agent has been engaged to manage the Property.

The personal information collected about the Applicant may be disclosed, by use of the internet or otherwise, to other parties, including media organisations, the landlord, tradespeople, referees, solicitors, financial institutions, parties engaged to evaluate the property, bodies corporate, other agents, clients of the Agent both existing and potential third-party operators of tenancy reference databases, government and statutory bodies and other third parties as required by law.

Information already held on tenancy reference databases may also be disclosed to the Agent and/or landlord. Unless you advise the Agents to the contrary, the Agent may also disclose such information to The Real Estate Institute of Victoria Ltd (REIV) for the purpose of documenting all leasing data in the area for the benefit of its members as part of membership services and for others in the property or related industries, and to assist them in continuing to provide the best possible service to their clients. In providing this information, you agree to its use, unless you advise the Agent differently. The privacy policy of the REIV can be viewed on its website, www.reiv.com.au and the privacy of real estate view can be viewed at www.realestateview.com.au. The Agent will only disclose information in this way to other parties to achieve the purpose specified above or as otherwise allowed under the Privacy Act.

If the Applicant would like to access this information, they can do so by contact the Agent at the address and contact numbers contained in this Application or the REIV on (03) 9205 6666. The Applicant can also correct this information if it is inaccurate, incomplete or out of date. If the information is not provided, the Agent may not be able to process the application.

PLEASE TAKE NOTE OF THE FOLLOWING:

This application is accepted subject to the owner's 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.

- Initial Rental payment must be made by BPAY within 24-48 hours after approval of application.
- Keys will not be handed over until the lease agreement has been signed by all applicants and bond and rent has been paid in full
- I hereby offer to rent the property from the owner under a lease to be prepared by the Agent/Landlord 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.
- Information already held on a tenancy database may also be disclosed to the Agent and/or landlord. Unless you advise the Agent to the contrary, the agent may also disclose such information to The Real Estate Institute of your state and to NTD or TICA for the purpose of documenting all leasing data in the area. In providing this information, you (the applicant) agree to its use, unless you advise the Agent differently
- If your personal information is not provided to the Agent and you (the applicant) do not consent to the use of this information as specified above, the Agent cannot carry out their duties and may not be able to provide you with the lease/ tenancy of the premises

Please note we cannot process your application without your signature.

APPLICANT FULL NAME: _____

DATE: _____

SIGNATURE: _____

| ID Type | Points |
|--|----------------|
| Current Drivers Licence/ Learners Permit or Passport | 40 points |
| If employed, last 2 payslips | 20 points |
| If renting – most recent rental ledger | 10 points |
| If self-employed – Tax Return or BAS | 10 points |
| Centrelink statement | 20 points |
| Proof of age card/ birth certificate | 20 points |
| Previous 3 month rent receipts | 10 points |
| Medicare/ Credit or bank card | 10 points |
| Gas, electricity or phone bills | 10 points each |
| Concession/ pension card | 10 points |
| TOTAL: | |

This application will NOT be processed until 100 points of ID is achieved for EACH APPLICANT.

You will need to bring the below items in already photocopied and attached to this application form – Please read application form carefully as some sections may not apply to you. Check that you have read all pages and signed where necessary.

NB: Should you not be able to meet the "100 Check Points", please speak to the Property Manager. All applicants for tenancy are referred to Barclay MIS and Ntd for confirmation of details supplied. No application will be accepted until all details have been referred to Barclay & Ntd.

Need help paying your rent bond?

Secure your rental property with a convenient bond loan of up to \$10,000, completely free for 21 days. *T&Cs apply.

Yes, I would like to receive more information about RentBond

www.rentbond.com.au or call **1300 736 810**

