

Rental Application Form

Property Address:



IN PROCESSING YOUR RENTAL APPLICATION

We endeavour to process all rental applications as soon as possible. Please ensure that all questions are answered in detail and include all information requested for speedy process.

Successful applicants will receive a phone call confirming their approval. Unsuccessful applicants will receive an SMS message.

SUPPORTING DOCUMENTATION REQUIRED:

- Proof of Current Bank Balance (payslips will not be accepted)
- Rental ledger from current/past Real Estate
- Centrelink Statements (if Applicable) and/or 2 Payslips
- If you are a home owner please supply a copy of a rates notice or sale contract

Please Note: We are unable to process your application without this information.

Please provide us with 100 POINTS of IDENTIFICATION & COPY OF SUPPORT DOCUMENTATION:

ITEM	POINTS	ITEM	POINTS
Current Driver's License	50	Copy of Mobile Phone Account	20
Passport	50	Copy of Medicare Card	20
Proof Of Age Card	50	Concession/Pension Card/Credit Card	10
Student ID Card	50	Copy of Electricity/Gas/Water Account	30 each

100 POINT IDENTIFICATION CHECK

The listed identification has been photocopied and is attached to this application.

Photocopying service (at your request): \$0.50 for Black & White / \$1.00 for Colour (Per Page)

INITIAL PAYMENT OF RENT AND BOARD

Initial payments must be made by bank cheque or money order within 24hr of approval of application. No personal cheques will be accepted.

Keys will not be handed over until the rental agreement has been signed by all applicants and all payments have been received (First Month's Rent & Bond).

IF YOU FILL OUT THE FREE UTILITIES CONNECTION SERVICE (Electricity, Gas, Phone, Broadband, Pay TV)

Please fill out the free utility connection service (MyConnect). If possible, request connection for one day prior to moving in. Connection can be any time on the requested day. The main electrical switch must be OFF. (Sometimes in units a second switchboard is installed - this must be off as well). Connections will not happen if power switch is left ON. Early connections are processed the next business day if lodged before 1pm the day prior.

Your personal information that has been provided to us in the application or collected from other sources is necessary for us to verify your identity and to process/evaluate the application and to manage the rental.

Thank you

Property Management Department

PROPERTY DETAILS — Property you would like to rent if this application is accepted?

Proposed Property: _____ Post Code: _____
 Rent Per Week: \$ _____ Bond Amount: \$ _____ Are you a smoker: YES / NO (circle)
 Length of rental: _____ Years _____ Months Rental to Commence: ___/___/_____
 How many renters will occupy the property?: Adults _____ Children _____ Ages _____
 Pets: Yes/No (circle) Types: _____ Reg? Y/N Breed/s: _____ Ages: _____ Inside/outside (circle)
 Will you be applying for assistance from Ministry of Housing? YES / NO (circle) Inspected Property YES / NO (circle)

FIRST APPLICANT

First Name _____
 Family/Last Name: _____
 Drivers Licence #: _____
 Expiry Date: ___/___/_____ License State: _____
 Vehicle Registration: _____ State: _____
 Passport No : _____ Passport country: _____
 Pension NO: (if applicable) _____ Type: _____
 Phone: _____ Mob Phone: _____
 E-Mail: _____

SECOND APPLICANT AND/OR PARTNER

First Name _____
 Family/Last Name: _____
 Drivers Licence #: _____
 Expiry Date: ___/___/_____ License State: _____
 Vehicle Registration: _____ State: _____
 Passport No : _____ Passport country: _____
 Pension NO: (if applicable) _____ Type: _____
 Phone: _____ Mob Phone: _____
 E-Mail: _____

Current Rental History - Applicant 1

Current Address: _____ Post Code: _____

 How long at Current Address?: _____ Years _____ Months
 Reason for Leaving: _____
 _____ Rent: \$ _____
 RRP/Agent?: _____ Ph: _____

Current Rental History - Applicant 2

Current Address: _____ Post Code: _____

 How long at Current Address?: _____ Years _____ Months
 Reason for Leaving: _____
 _____ Rent: \$ _____
 RRP/Agent?: _____ Ph: _____

Previous Rental History - Applicant 1

Previous Address: _____ Post Code: _____

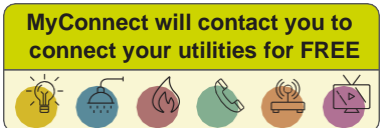
 How long at previous Address?: _____ Years _____ Months
 Reason for Leaving: _____
 _____ Rent: \$ _____
 RRP/Agent?: _____ Ph: _____

Previous Rental History - Applicant 2

Previous Address: _____ Post Code: _____

 How long at previous Address?: _____ Years _____ Months
 Reason for Leaving: _____
 _____ Rent: \$ _____
 RRP/Agent?: _____ Ph: _____

FREE UTILITY CONNECTIONS



Select your required utilities:

Water (Compulsory) Electricity Gas
 Internet Phone Pay TV

Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 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.



Employment History - Applicant 1

Current Occupation: _____
 Nature of your Employment: **FULL TIME / PART TIME/ CASUAL** (circle)
 Current Employer's Name: _____
 Employer's Address: _____
 Contact Name: _____ Phone: _____
 Employment: ___ Yrs ___ Mths Income: \$ _____ Net weekly

Employment History - Applicant 2

Current Occupation: _____
 Nature of your Employment: **FULL TIME / PART TIME/ CASUAL** (circle)
 Current Employer's Name: _____
 Employer's Address: _____
 Contact Name: _____ Phone: _____
 Employment: ___ Yrs ___ Mths Income: \$ _____ Net weekly

Previous Employment History - Applicant 1

Previous Employer: _____
 Occupation: _____
 Address: _____
 Previous Employer's Ph: _____ Time Employed: _____

Previous Employment History - Applicant 2

Previous Employer: _____
 Occupation: _____
 Address: _____
 Previous Employer's Ph: _____ Time Employed: _____

If you are a Student - Applicant 1

Institution: _____ Dept: _____
 Union No: _____ Student ID: _____
 Income Source: _____ Income: \$ _____ Net PW

If you are a Student - Applicant 2

Institution: _____ Dept: _____
 Union No: _____ Student ID: _____
 Income Source: _____ Income: \$ _____ Net PW

If you receive a Centrelink Payment

Type: _____ Cust No: _____
 Amount \$: _____ Per Fortnight

If you receive a Centrelink Payment

Type: _____ Cust No: _____
 Amount \$: _____ Per Fortnight

If Self Employed

Accountant Name: _____ Ph: _____
 Company Name: _____ ABN: _____

If Self Employed

Accountant Name: _____ Ph: _____
 Company Name: _____ ABN: _____

Emergency Contact- Applicant 1

Name: _____
 Address: _____
 Home Phone: _____ Mob Phone: _____
 Relationship to you: _____

Emergency Contact- Applicant 2

Name: _____
 Address: _____
 Home Phone: _____ Mob Phone: _____
 Relationship to you: _____

References - Applicant 1

1) Name: _____
 Address: _____
 Home Phone: _____ Mobile Phone: _____
2) Name: _____
 Address: _____
 Home Phone: _____ Mobile Phone: _____

References - Applicant 2

1) Name: _____
 Address: _____
 Home Phone: _____ Mobile Phone: _____
2) Name: _____
 Address: _____
 Home Phone: _____ Mobile Phone: _____

DECLARATION & AUTHORITY

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

I acknowledge that this application is subject to the approval of the RRP/Owner. I declare that all information contained in this application (including the front page) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I also authorize 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 Renters
- (d) My Accountant or Payroll officer.

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to the rental default database, and to agents/RRPs of properties I may apply for in the future. I am aware that if the 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 rental of the premises. I am aware the I may access personal information on the contact details above.

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

- (a) Communicate with the owner and select a renter.
- (b) Prepare lease/rental 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). If you wish to view your records or the information is not accurate, you can contact NTD on 1300 563 826 or www.ntd.net.au to amend or dispute the record.
- (h) Transfer water account details into my name.
- (i) Connect utilities through MyConnect.

Applicant Signature: _____ Dated: ___/___/___

Applicant/Partner: _____ Dated: ___/___/___