

## Residential Tenancy & On The Move Application Form

Please fully complete & sign both sides of this form. Supply 100 points of Identification for your application to be processed.

### Rental Property Details

New Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Rental Amount \$ \_\_\_\_\_ PW OR \$ \_\_\_\_\_ PCM \_\_\_\_\_

Tenancy Start Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Lease Term: \_\_\_\_\_ Mnths \_\_\_\_\_

**How Many People will reside at the property?**

Adults: \_\_\_\_\_ Children: \_\_\_\_\_ Age of Children: \_\_\_\_\_

Other Applicants Names: \_\_\_\_\_

### Applicant Details

Title: \_\_\_\_\_ Family or Surname: \_\_\_\_\_

Given Name/s: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Home Ph: \_\_\_\_\_

Work Ph: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Driver's Licence No: \_\_\_\_\_

State: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Passport No (if applicable): \_\_\_\_\_

Country \_\_\_\_\_ Expiry Date \_\_\_\_\_

Pension No (if applicable) \_\_\_\_\_

Type \_\_\_\_\_ Expiry Date \_\_\_\_\_

Motor Vehicle: Yes / No Car Rego: \_\_\_\_\_ State: \_\_\_\_\_

Car Make / Model: \_\_\_\_\_

Pets: Yes / No If Yes, how many? \_\_\_\_\_

What type / breed? \_\_\_\_\_

### Free utility connection service

If you would like assistance (no additional charge) with disconnecting and connecting telephone, electricity, gas and water to your new home then tick the box below. On the Move will contact you and explain the details of the services available.



- YES! I would like On The Move to contact me to arrange my utility connections**
- NO! I wouldn't like On The Move to contact me to arrange my utility connections**

**PHONE:** 1300 850 360 **FAX:** 1300 661 160

You may receive a \$15 gift voucher by using our utility connection services.  
 Terms & Conditions: I consent to the disclosure of this page on the application form to On The Move (Aust.) ABN 101 648 257 for the purpose of enabling On The Move to offer connection and disconnection services to me. Where On The Move is requested to arrange for the provision of the services, I consent to On The Move disclosing information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I acknowledge that neither On The Move nor the Agent accept any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. I acknowledge that the Agent, its employees and On The Move may receive a benefit in relation to the connection of a utility service. The Agent will receive your new phone number for contact purposes, unless you specifically request this not to happen. If you would like to access your personal information held by On The Move, please contact our office. Normal connection fees and bonds apply. **An On The Move representative will contact you to confirm your personal and property details prior to connection, If On The Move has not contacted you within 24 hrs of the application being submitted, it is the tenants responsibility to call On The Move on 03 9880 9888.**

Are the mains switched off at the new premises? **YES / NO**

The mains switch must be off on the requested date for a power connection to occur.

### Current Rental History

Are you the: \_\_\_\_\_ Owner / Renter \_\_\_\_\_

Current Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

How long at this address: \_\_\_\_\_ years \_\_\_\_\_ months

Name of Landlord / agent: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Current rent \$ \_\_\_\_\_ PW or \$ \_\_\_\_\_ PCM \_\_\_\_\_

Reason for leaving \_\_\_\_\_

### Declaration & Privacy Act 1988 Collection Notice

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 authorize the Agent to obtain personal information about me from:

- (a) The owner or the Agent of my current or previous residences;
  - (b) My personal referees for this application;
  - (c) My current and past employers;
  - (d) Any person who maintains any record, listing or database of defaults by tenants;
- And I authorize and consent to each of those persons providing requested personal information about me to the Agent.

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 lease/tenancy of the premises. I am aware that I may access personal information on the contact details above.

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 Applicant's identity, to process and evaluate the application and to manage the tenancy.

The personal information collected about the Applicant in this application may be disclosed during the course of the tenancy for the purpose for which it was collected, to other parties, including the landlord, referees, financial institutions, trades people, other agents, third party operators of tenancy reference databases and other third parties as required by law. Information already held on tenancy databases may also be disclosed to the Agent and/or landlord. The Agent may also disclose information to other parties on the Internet.

If the Applicant enters into a Residential Tenancies Agreement and if the Applicant fails to comply with their obligations under that Agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to other parties, including those referred to above.

The Agent will only disclose information in this way to other parties to achieve the purposes specified above or as allowed under the Privacy Act 1988.

If the Applicant would like to access his/her personal information held by the Agent they can do so by contacting the Agent at the address and contact numbers contained in this Application. 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 and manage the tenancy.

**I confirm that I have personally inspected the property.**

**I confirm that the property was in reasonable clean condition at the time of inspection.**

Applicants Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Previous Rental History**

Are you the: owner / renter

Previous Address:

Postcode:

How long at this address: years months

Previous landlord / agent: contact no:

Reason for leaving:

**Current Employment Details**

(If self employed please supply details in area further down this form)

Occupation:

 Full Time  Part Time  Casual

Company:

Address:

Postcode:

Contact: Phone:

Length of Employment: years months

Net Income: \$ PW or \$ PCM

**Previous Employment Details**

Occupation:

Company:

Address:

Postcode

Contact: Phone:

Length of Employment: years months

**If you are self-employed**

Company Name:

Company Address:

Postcode:

Business Type:

Position Held:

ABN:

Accountant:

Contact: Phone:

Solicitor:

Contact: Phone:

**Other Information**

Next of Kin - Name:

Relationship to the applicant:

Address:

Home Phone: Mobile Ph:

Emergency Contact - Name:

Relationship to the applicant:

Address:

Home Phone: Mobile Ph:

**How did you find out about this property? (Please Tick)**RENT LIST  INTERNET  Domain / Realestate / RealestateviewOFFICE  FOR LEASE BOARD  OTHER: \_\_\_\_\_**If you receive a Centrelink Payment**

(Copy of most recent payment statement to be supplied)

Type of payment:

Customer Reference Number (CRN):

Fortnightly payments \$

When do you receive payments?

**References (No family or current employer contacts)**

1. Name:

Relation to the applicant:

Home Ph: Work Ph:

Mobile Ph:

2. Name

Relations to the applicant:

Home Ph: Work Ph:

Mobile Ph:

**If Student, please complete the following**

Name of Institution:

Course being undertaken:

Course Length:

Student Identification (ID) Number:

Parents Name: Ph:

Campus Contact: Ph:

Course Co-ordinator: Ph:

Income:

**Application Instructions**

- All details are to be printed clearly and completed in full.
- 100pts of ID must be submitted with each application** (See below for a list of references)
- If more than one (1) adult is to reside in the premises, an application must be completed for each applicant.**
- Your application will only be processed after you have inspected the property and accept the property in its current condition.
- Should your application be successful you will be required to pay one (1) months rent as security deposit within 24 hours (this payment must be in either bank cheque or money order).
- The application/s shall be checked by Chambers Real Estate and referred to the landlord for approval. All matters pertaining to your application are strictly confidential.
- Once the application has been approved and the leases are drawn – a \$50 cancellation fee will apply.
- If your application is unsuccessful this form will be destroyed.**

**ID Required (100 points required)**

Drivers License	50 points	Copy of mobile ph account	20 points
Proof of age card	50 points	Medicare	20 points
Passport	50 points	Wage / Rent receipts	20 points
Copy of utilities account	30 points	Student ID card	10 points
Birth Certificate	30 points	Concession card	10 points

**RentPay**

It is our policy that all rental payments are to be made via our RentPay card or by bank cheque / Money Order. Except for the initial payment of holding deposit, bond and rent, we do not accept rental payments via cash directly through our office.

RentPay Card is a system enabling you to choose either automatic deductions from your account, or self-initiated rent payments via telephone or internet. This payment system costs \$3.00 per month and is billed quarterly in advance. If your application is approved, by which of the following means would you like to pay your rent;

- RentPay - BPay (Internet / Telephone Banking)**
- RentPay – Direct Debit**

**Confirmation all details on this page are correct**

Applicants Signature: \_\_\_\_\_

Date: \_\_\_\_\_