

**JACOBS & LOWE – BENNETTS**

**Licensed Estate Agents**

ABN: 42 236 896 863

220 – 222 Main Street, Mornington, 3931

**Phone:** (03) 5976 5900 **Fax:** (03) 5975 9075

**Email:** morningtonrentals@jlbre.com.au

**TENANCY APPLICATION FORM**

100 Point Identification Check

Please  tick the points you are providing

- |  |                          |            |
|--|--------------------------|------------|
| Your last (4) rent receipts if you have rented           | <input type="checkbox"/> | 50 Points  |
| Proof of property ownership (i.e. Rates / Contract Note) | <input type="checkbox"/> | 50 Points  |
| Drivers License  | <input type="checkbox"/> | 50 Points  |
| Passport   | <input type="checkbox"/> | 40 Points  |
| Photo ID (i.e. Proof of Age Card / Key Pass)             | <input type="checkbox"/> | 30 Points  |
| Copy of Birth Certificate                                | <input type="checkbox"/> | 20 Points  |
| Current Car / Motorbike Registration Papers              | <input type="checkbox"/> | 10 Points  |
| Copy of Phone / Gas / Power Accounts for Current Address | <input type="checkbox"/> | 10 Points  |
| Medicare Card  | <input type="checkbox"/> | 10 Points  |
| Credit Card / Eftpos Card                                | <input type="checkbox"/> | 10 Points  |
| Proof of income  | <input type="checkbox"/> | COMPULSORY |
| Disclaimer Authority & Privacy Form signed               | <input type="checkbox"/> | COMPULSORY |

**\* This application CANNOT be processed unless 100 points of ID are achieved, compulsory proof of income provided and Privacy Statement signed.**

**\* Please provide photocopies of items listed above to be attached to this application form.**

**PLEASE NOTE THE FOLLOWING:**

If your application is successful, the first months rent must be paid prior to the commencement of tenancy. It is important that your payment is received within 24 hours of such notification or we will continue to promote the property.

Offer of tenancy is subject to **satisfactory NTD check**. The owner of the property has right to withdraw offer and refund monies if not satisfactory

**Rental payments are to be made on a calendar monthly basis.** You will also be required to pay the bond (equal to one months rent) in the form of a **BANK CHEQUE OR MONEY ORDER** payable to the **RESIDENTIAL TENANCIES BOND AUTHORITY (RTBA)** prior to commencement of tenancy.

We require that all rental payments are made by **direct debit or internet transfer** into our trust account on or before the due date. No personal cheques accepted.

**Office Use Only:**

Property Code:

Property Manager:

Date Received:

Date Started Processing:

Date Approved / Declined:

### 1. Property Applying For

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

Suburb: \_\_\_\_\_

Lease Term (please circle): 6 / 12 months

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

Rent (\$): \_\_\_\_\_ Per Week \_\_\_\_\_ Per Calendar Month

### 2. If Applying for Second Property, Fill In Section

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

Suburb: \_\_\_\_\_

Lease Term (please circle): 6 / 12 months

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

Rent (\$): \_\_\_\_\_ Per Week \_\_\_\_\_ Per Calendar Month

### 3. Personal Details

Title: \_\_\_\_\_ First Name: \_\_\_\_\_

Middle: \_\_\_\_\_ Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Drivers License Number: \_\_\_\_\_

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

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

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

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

Next of Kin / Relative (Not living with you) In case of emergency

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

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

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

\_\_\_\_\_

### 4. Current Rental History

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

Suburb: \_\_\_\_\_

Owner  Tenant  Sharing  Live with Parents

How long have you lived at this address: Yrs: \_\_\_\_\_ Mths: \_\_\_\_\_

Name of Landlord / Agent/ Parent: \_\_\_\_\_

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

Rental Amount Paid: \_\_\_\_\_ Per Week / Month

*Staff Use Only:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 5. Previous Rental History if < 5 years at current address

Previous Address: \_\_\_\_\_

Suburb: \_\_\_\_\_

Owner  Tenant  Sharing  Live with Parents

How long did you live at this address: Yrs: \_\_\_\_\_ Mths: \_\_\_\_\_

Name of Landlord / Agent: \_\_\_\_\_

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

Rental Amount Paid: \_\_\_\_\_ Per Week / Month

*Staff Use Only:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 6. Other Details

Number of persons applying: \_\_\_\_\_ Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Please specify ages of any children: \_\_\_\_\_

Do you have pets:  Yes  No

If Yes for pets, please specify: \_\_\_\_\_

\_\_\_\_\_

### 7. Current Employment Details

Occupation: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Suburb: \_\_\_\_\_

Employer's Phone Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Length of Employment:      Yrs:      Mths: \_\_\_\_\_

(\$ ) Income (After Tax):      Per Week / Fortnight / Month \_\_\_\_\_

Staff Use Only: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 8. Previous Employment Details if < 5 yrs at current job

Occupation: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Suburb: \_\_\_\_\_

Employer's Phone Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Length of Employment:      Yrs:      Mths: \_\_\_\_\_

(\$ ) Income (After Tax):      Per Week / Fortnight / Month \_\_\_\_\_

Staff Use Only: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **COMPULSORY**

**Proof of income must be shown (i.e. Pay slip, bank statement, Centrelink form, Letter from employer, ATO letter or if self employed accountants details.**

### 9. References

1. Reference Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Staff Use Only: \_\_\_\_\_

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2. Reference Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Staff Use Only: \_\_\_\_\_

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3. Reference Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Staff Use Only: \_\_\_\_\_

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## **DISCLAIMER AUTHORITY & PRIVACY FORM**

I the said applicant do solemnly declare that the information contained in this application is true and correct and that all of the information was given on my own free will. I will further consent to the lessor/agent contacting and or conducting any inquiries and or searches with regard to the information and references supplied in this application.

I have been informed, understand and agree that the lessor/agent will carry out an inspection on the property on a 6 monthly basis with the first inspection taking place 3 months after I have moved into the property, and I further warrant that I will co-operate fully to allow this inspection to be carried out on a 6 monthly basis.

I further consent to the agent disclosing all personal information that they may hold for the purpose of enforcing or commencing recovery action in relation to any debt owed as a result of outstanding rent, repairs and or damage that occurs during my period or tenancy.

I have been informed, understand and agree that should this application for tenancy not be accepted, the agent is not required or obliged to disclose why or supply any reason for the rejection of this application.

I have been informed, understand and consent to the agent supplying all necessary information, as may be required, to any Tenancy Database/s that they use, subject to the Tenancy Database/s complying with the provisions of the Privacy Act.

I have been informed, understand and acknowledge that the agent has the details for the National Tenancy Database and should I wish to contact them I will be supplied with those details.

I have been informed, understand and consent to the agent supplying my personal details for the connection of water to the property if separately metered.

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. No action will be taken against the owner or the agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997.

### **NEXT OF KIN (NOT PARTNER)**

**NAME:**

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**ADDRESS:**

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**PHONE:**

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If your personal information is not provided to us and NTD, and you do not consent to the uses to which we put your personal information; we cannot properly assess the risk to our client, or carry out duties as professional property managers. Consequently, we may not provide you with the lease/tenancy of the premises.

### **Primary Purpose**

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested, and if the risk is considered acceptable, to providing you with lease/tenancy of the premises.

To carry out this role and during the term of your tenancy, we will disclose your personal information to:

- The landlord
- The landlords lawyer
- The landlords mortgagee
- Referees you have nominated
- Organisations/Trades people required to carry out maintenance to the premises
- Rental Bond Authorities
- Residential tenancy tribunals / courts
- Collection agents
- National Tenancy Database Pty. Ltd.
- (ABN 65 079 105 025) (NTD)
- Other real estate agents and landlords

### **Secondary Purpose**

#### **We also collect your personal information to**

- Enable us, or the landlords lawyers to prepare the lease/tenancy documents on the premises
- Allow organizations/trades people to contact you in relation to maintenance matters relating to the premises
- Pay/release rental bonds to/from RTBA (where applicable)
- Refer to tribunals, courts, statutory authorities
- Refer to collection agents/lawyers (where default/ enforcement action is required)
- Provide confirmation details for organizations contacting us on your behalf (i.e. Banks, employers)
- Provide contact details to Valuers and Banks to enable them to contact you directly to arrange an inspection of the property

**I acknowledge that I have read and understood this privacy statement and that all the information in this application (including reverse side) is true, correct and given of my own free will.**

**SIGNED:**

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**DATE:**

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## UTILITY CONNECTIONS

This is a free service that connects all your utilities



Direct Connect: Phone: 1300 664 715, Fax: 1300 664 185  
Email: [info@directconnect.com.au](mailto:info@directconnect.com.au), Web: [www.directconnect.com.au](http://www.directconnect.com.au)

### AGENT DETAILS:

#### JACOBS & LOWE – BENNETTS

220 Main Street, MORNINGTON, VIC. 3931 Ph: 5976 5900 Fax: 5975 7522

81 Arthurs Seat Road, RED HILL, VIC. 3937 Ph: 5989 2364 Fax: 5989 2851

Once we have received this application we will call you to confirm your details. 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 the Application and explain the details of the services offered.

#### Please tick utilities as required:

Electricity

Internet

Gas

Insurance

Phone

Pay TV

Water

**DECLARATION AND EXECUTION:** By signing this application, I/We consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with Terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out above; declare that all the information contained in this Application is true and correct and given of my/our own free will; expressly authorise Direct Connect to provide any information disclosed in the Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in the Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "utility Connection" above even if I/we have not applied for the connection of those services in this Application.

This consent will continue [for a period of 1 year from the date of my/our execution of this application/until 28 days after I/we disconnect the last of the services in respect of which this application is made]; acknowledge that this consent will permit Direct Connect to contact me/us even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirement of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse. Authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details, consent to Direct Connect disclosing my/our details to utility providers(including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and it's officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect 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 the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service i/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and it's associate, agents and contractors, to receive a fee or remuneration from the utility provider and that such a fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services.

By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application from on behalf of all applicants listed in this application form

Signature

Date