

25 Hotham Street, Traralgon Ph: 5176 2055 Fax: 5174 6790

TENANCY APPLICATION FORM

This Tenancy Application Form will not be processed until all pages have been completed and signed.

Date: / / Inspection Date: / /

PROPERTY MANAGER: (please circle)

Irene ID 14339 / Natalie / Monica

PROPERTY PREFERENCE:

1)

2)

RENT: 1) \$.....p/w 2) \$.....p/w

RENT TO BE PAID: Weekly Fortnightly Monthly

COMMENCEMENT DATE:/...../.....

LEASE TERM: 6 / 12 / 18 / 24 months

NUMBER OF PEOPLE TO OCCUPY:

AGES:

GIVEN NAME/S:

SURNAME:

TITLE: MR / MRS / MS / MISS / DR

DATE OF BIRTH:/...../.....

(Mobile).....

(Work)

(Home).....

(Email).....

DRIVERS LICENCE NUMBER:

Own vehicle: Y / N Rego #:

Make/Model:

Number of vehicles to be kept at the premises:

CURRENT ADDRESS:

.....

How long at this address? Years Months

Rent/Mortgage/Board paid: \$..... p/w

Agent/Landlord/Own home/Family home: (please circle)

Contact Name:

Contact Ph:

Reason for leaving:

Was the bond returned in full?

PREVIOUS ADDRESS:

.....

From: / / To: / /

Rent/Mortgage/Board paid: \$..... p/w

Agent/Landlord/Own home/Family home: (please circle)

Contact Name:

Contact Ph:

Reason for leaving:

Was the bond returned in full?

PREVIOUS ADDRESS:

.....

From: / / To: / /

Rent/Mortgage/Board paid: \$..... p/w

Agent/Landlord/Own home/Family home: (please circle)

Contact Name:

Contact Ph:

Reason for leaving:

Was the bond returned in full?

HOW DID YOU FIND OUT ABOUT THIS PROPERTY?

Rental List

Internet

For Lease Board

connectnow.

A Free Service – Connecting your Utilities has never been easier!

connectnow is a simple and convenient time saving service assisting you to connect your Electricity, Gas, Phone, Internet and Pay-TV to a choice of Australia's leading providers. connectnow can also assist with discounted quotes for removalists, van/truck hire, cleaning services and insurance and more. No longer do you need to call each service provider individually, wait on hold and repeatedly give your personal details. We take care of it all for you – with the one phone call. This is a value-added service independent of your tenancy application—you are not obligated to use connectnow. A connectnow representative will make all reasonable efforts to contact you within **One** working day of receiving an application. If connectnow was unable to contact you within this period please contact connectnow on 1300 554 323 to ensure connection is completed. While the connectnow service is **FREE**, standard service provider connection fees and charges still apply. You pay **NO** extra charges as a result of using the connectnow service.

Declaration: Connection of your utilities will only be initiated once a representative has discussed your details with you and obtained your consent to the terms and conditions of supply of the relevant utility service provider(s). The privacy of our customers is of vital importance to connectnow. I consent to the collection of my personal information by Connectnow Pty Ltd ACN 79 097 398 662 for the purposes of arranging for the connection and or disconnection of the nominated moving and connections services and related services, and to providing my personal information contained in this application to the relevant service providers, in accordance with Connectnow's Privacy Policy (which is available for my inspection at www.connectnow.com.au) Connectnow and those service providers may contact me from time to time (including by electronic means) to let me know about new or existing products or services. I understand that I can contact Connectnow at any time if I do not want to receive that information from Connectnow or if I want to update my personal information. I agree that neither connectnow nor the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames, terms and conditions once agreeing to use the chosen service provider. I authorise the obtaining of a National Metering Identifier and or a Metering Installation Registration Number on my residential address to obtain supply details. It is the responsibility of the customer/homeowner to ensure that the electricity main switch is in the 'Off Position' for the required timeframe on the day of connection and that there is easy access to the meters. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that connectnow may be paid a fee by the service provider and may pay a fee to the Agent in respect of the provision of the service provided to me by connectnow.

Yes, I would like to use the ConnectNow Service

Signed: _____ Date: ____ / ____ / ____

Phone: 1300 554 323 Fax: 1300 889 598 Email: info@connectnow.com.au

THREE (3) REFERENCES –

Personal References (Family/Friends) will not be accepted

(Eg. Past and Present Landlords, Agents and Employers)

1. Name:

Relationship:

Phone: (.....)

2. Name:

Relationship:

Phone: (.....)

3. Name:

Relationship:

Phone: (.....)

Occupation:

Full Time Part Time Casual

Current Employer:

..... Years Months

Address:

.....

Telephone: (.....)

Contact Name:

Net Income: \$..... Weekly / Fortnightly

(please enclose a copy of your most recent pay slip)

Previous Employer:

..... Years Months

Telephone: (.....)

Contact Name:

Other Income (e.g. Centrelink Benefits, Investments etc):

\$..... Fortnightly/Monthly

(please enclose proof of income)

Do you require a Ministry of Housing Letter? Y / N

Has your tenancy ever been terminated by an Agent or Landlord? Y / N

Have you ever been refused a property by another Agent / Landlord? Y / N

Are you in debt to another Agent / Landlord? Y / N

Are there any reasons known to you that would affect your rental payments? Y / N

If yes, why?

.....

DO YOU HAVE PETS? Y / N Type:

Breed: Age:

They are kept: Indoors Outdoors Both

Are they registered with the Latrobe Shire? Y / N

NEXT OF KIN: (Not living with you)

Name:

Address:

Contact Number: (.....)

Relationship:

100 PT IDENTIFICATION MUST BE PROVIDED:

Drivers Licence / Passport	50 points
Proof of Age Card / Student I.D	50 points
Employment Confirmation	35 points
Previous 4 rent receipts	15 points
Pension / Health Care Card	15 points
Medicare Card	15 points

I declare that the above information is true and correct to the best of my knowledge and agree that the agent may conduct independent evaluation checks and use the information supplied in assessing this application. I acknowledge that this application is accepted subject to the availability of the premises on the due date and the owner's approval.

SIGNED:

Please Note:

1. If your application is successful, you will be required to pay the first two weeks rent. Until this is paid and leases signed by all parties the property will not be considered leased.
2. It is important that your payment is received within 24 hours of approval being given, or the next applicant may be given preference.
3. If you should terminate your application after the rent is paid and leases signed, you will be liable for a normal break lease cost (i.e. Rent, break lease fee, advertising).
4. The Full Bond (equivalent to a calendar months' rent) must be paid prior to collecting keys. No keys will be handed over until the tenancy agreement is signed by all parties and all monies are paid in full.
5. Applications that are not approved will be shredded within 14 days.



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Privacy Act Consent Form

Please take the time to read this Privacy Statement Consent Form. This form must be completed and returned to our office with your tenancy application, in order for you application to be processed.

As professional property managers Wilson Property collects personal information about you. To ascertain what personal information we have about you, you can contact us by:

Telephone: 5176 2055

Facsimile: 5174 6790

Email: enquiries@wilsonpropertyrci.com.au

In person: Visit our office at 25 Hotham Street, Traralgon between 8:30am and 5:30pm Monday to Friday or 9:00 am and 12:00 noon Saturday

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 then, if the risk is considered acceptable, to provide you with the lease / tenancy of the premises. To carry out our role prior to and during the term of your tenancy, we may disclose your personal information to the following people or organisations;

Please **INITIAL** next to **EACH** point if you consent to the use and disclosure:

..... The Landlord

..... Next of Kin

..... Referees you have nominated including current and previous employers

..... National Tenancy Database Pty Ltd
(ABN 65 079 105 025)

..... Other Real Estate Agent and Landlords

Secondary Purpose:

We also collect your personal information to:

..... Enable us, to prepare the lease / tenancy documents for the property.

..... Provide confirmation details for organisations contacting us on your behalf For Example: Banks, Employers, Utilities (Gas, Electricity, Water, Phone)

If your personal information is **not provided and you do not consent** to the uses of your personal information listed above, we cannot carry out our duties as professional property managers and properly assess the risk of a possible lease / tenancy of the property to our client. Consequently, we then **cannot process your application** to lease the premises nor possibly provide you with the lease / tenancy of the premises.

Signature

Date:/...../



Disclosure Statement

NTD (National Tenancy Database) collects your personal information to provide its members with historical tenancy and public record information on individuals and companies who lease residential and commercial property through Licensed Real Estate Agents and members of NTD.

If your personal information is not provided to NTD, the real estate agent / property manager will not be able to carry out their professional responsibilities and **will not be able to provide you with a lease / tenancy** of the premises.

You can contact National Tenancy Database Pty Ltd (ABN 65 079 105 025) by:

Telephone: (03) 9610 4996

Facsimile:(03) 9620 7339

Email: kim@ntd.net.au

Website: www.ntd.net.au

I consent to the use and disclosure of my personal information by Wilson Property to assess my suitability in leasing a property.

Name:

Signature

Date:/...../

Witness:

OFFICE USE ONLY:

Property Manager: Irene / Natalie

Proof of Income Proof of Identity NTD Check

REFEREE 1

NAME: RELATIONSHIP: DATE: / /

.....
.....

REFEREE 2

NAME: RELATIONSHIP: DATE: / /

.....
.....

REFEREE 3

NAME: RELATIONSHIP: DATE: / /

.....
.....

LANDLORD APPROVAL:

SPOKE TO: DATE: / / TIME: AM/PM

Lease Term Commencement Date Pets Rental

.....
.....
.....

PROPERTY MANAGEMENT DEPARTMENT:

Letting Fee Entered In Computer
..... % or weeks Letting Fee \$ GST \$ Total \$

Condition Report Update
Sign Leases DATE: / / TIME: AM / PM

RENTAL RECEPTION:

- 1. Set up Tenant in REST
- 2. Fax Tenancy Application Form to Utility One
- 3. Complete & Email Gipps Water "Change of Tenancy"
- 4. VicForms Residential Tenancy Agreement
- 5. Send Letter to Landlord (L – Property Leased)
- 6. Send Letter to Current Tenant (T – Property Leased)
- 7. Tenant Information Pack
- 8. Send Letter to Tenant (Pet Clause)
- 9. Print Additional Terms
- 10. Send Letter to MOH (T – DHS Bond Application)
- 11. Complete Privacy Consent Form
- 12. Complete Bond Lodgement Form