

Completing an Application Form

When completing and submitting an application for a rental property it is important that the following requirements are adhered to or your application may not be processed:

- Every person over the age of 18 years is to complete an application form.
- You **MUST** provide copies of all required documents; our office **DOES NOT** provide a copying service
- The application form is completed in full and signed.
- IT IS **COMPULSORY** to provide Photo Identification (drivers licence or passport).
- IT IS **COMPULSORY** to provide Proof of Income.
- If employed you **MUST** provide **TWO** wage/salary/pay slips from within the **LAST 2-4 week** timeframe – if you are paid monthly, you **MUST** provide the last 2 months wage slips
- If you receive income from Centrelink you **MUST** provide a Centrelink income statement or
- If you are self employed you must provide a current bank statement and the most recent tax return, along with an email from your Accountant to verify your income and business ownership.
- If you are currently renting through a real estate agent you must provide a copy of your rental payment ledger/rental history report.
- If you are renting through a private landlord you must provide evidence of your rental payment history.
- If you are a home owner you must provide proof of ownership such as a Council Rates notice.
- You are required to provide details of your employment, including the name of your manager, their email address and the telephone number of the business. Please advise them that we may call.
- If you are a home owner and have recently sold your house please provide details of your selling agent; they can be used as your reference. A copy of the sales contract may also need to be provided.
- If you are currently unemployed or receiving any form of income from Centrelink we require a 'Statement of Entitlements' which you can obtain from Centrelink.
- If you are a Student you must provide a copy of your Student ID and provide course details.
- Please attach any reference or cover letter that you believe may add merit to your application.
- **The Tenancy Privacy Statement MUST be signed to enable your application to be processed.**
- **YOU MUST SIGN THE BACK PAGE OF THE APPLICATION to enable processing.**
- **Your application will NOT be processed until you have viewed the property.**

Processing of Applications

We *aim* to process applications within 2-3 business days. Please keep in mind that the processing of applications involves checking numerous references. It is in your best interest to provide business hours contact details for all references.

PLEASE ADVISE YOUR REFEREES THAT WE WILL CONTACT THEM. Please advise them they are permitted to release information to us as you have signed the Privacy Statement.

When we have completed checking references the application is then submitted to the Landlord. The Landlord may then take time to deliberate on the decision; especially if multiple applications have been submitted.

We will contact you to advise if your application is successful or unsuccessful.

Your application is regarded as a confidential document. If your application has been unsuccessful it will be destroyed. Please advise our office if you wish to be considered for an alternative property and we will hold the application on file.

If you are the approved Applicant, you will also need to confirm that there is a telephone/internet/ADSL line connected at the property. Tenants are responsible for this cost and installation.

If your application has been successful: - 2 or 4 weeks rent must be paid within 24 hours of acceptance to secure the property (at the discretion of the property manager).

BOND PAYMENT – the full bond must be paid on or before the lease start date. We accept bond payment from the Dept. of Housing, or a Tenant's own bond.

RESIDENTIAL TENANCY APPLICATION FORM

Date Inspected: ____/____/____

ADDRESS OF PROPERTY: _____

RENT P / W: \$ _____ BOND AMOUNT: \$ _____

SUPPLY OWN BOND: Bank Cheque or Money Order payable to RTBA

PREFERRED LEASE START DATE: ____/____/20____ or Within 14 days

LEASE TERM REQUIRED: 6 / 9 / 12 MONTHS On The Move

PERSONAL DETAILS

FULL NAME: _____

CURRENT ADDRESS: _____

DATE OF BIRTH: ____/____/____

PHOTO ID MUST BE PROVIDED

DRIVERS LICENCE NUMBER: _____ CAR REGISTRATION NUMBER: _____

VEHICLE (MAKE & MODEL): _____

HOME PHONE NUMBER: _____ BUSINESS PHONE NUMBER: _____

MOBILE PHONE NUMBER: _____

EMAIL ADDRESS: _____

APPLICATION DETAILS

NUMBER OF ADULTS TO RESIDE: _____ (and Names of Applicants) NUMBER OF CHILDREN AND AGES: _____

PETS - YES / NO - TYPE (BREED) / AGE: _____

EMPLOYMENT HISTORY

CURRENT OCCUPATION: _____

EMPLOYER (Company/Business Name): _____ Contact Person: _____

EMAIL: _____ PH: _____

PERIOD OF EMPLOYMENT: _____

SALARY (PER WEEK / PER MONTH): \$ _____ Payslip must be provided

CENTRELINK BENEFIT DETAILS: _____

WILL YOU BE RECEIVING RENT ASSISTANCE? Y / N HOW MUCH: \$ _____

STUDYING / COURSE DETAILS: _____

SELF EMPLOYED: Business Name _____ ABN / ACN: _____

NB. If SELF EMPLOYED an email from your accountant to verify income details MUST be supplied to verify your business entity and income.

APPLICANT HISTORY – ALL AREAS MUST BE COMPLETED

CURRENT ADDRESS: _____

AGENT / LANDLORD / RELATIVE / FRIEND: _____

PHONE: _____

RENT PAID (P/W): \$ _____ PERIOD OF OCCUPANCY: _____

REASON FOR LEAVING: _____

PREVIOUS ADDRESS: _____

AGENT / LANDLORD / RELATIVE / FRIEND: _____

PHONE: _____

RENT PAID (P/W): \$ _____ PERIOD OF OCCUPANCY: _____

REASON FOR LEAVING: _____

PREVIOUS ADDRESS: _____

AGENT / LANDLORD / RELATIVE / FRIEND: _____

PHONE: _____

RENT PAID (P/W): \$ _____ PERIOD OF OCCUPANCY: _____

REASON FOR LEAVING: _____

CONTACTS / REFERENCES

NEXT OF KIN – COMPULSORY - (Please list a person that will not be residing at this rental property with you)

FULL NAME: _____

RELATIONSHIP: _____

ADDRESS: _____

PHONE: _____

PERSONAL REFERENCE (Not a relative or friend)

FULL NAME: _____ FULL NAME: _____

RELATIONSHIP: _____ RELATIONSHIP: _____

PHONE NUMBER: _____ PHONE NUMBER: _____

APPLICANT'S SIGNATURE: _____

DATE: _____ / _____ /20_____

WEST END REAL ESTATE

ABN: 72161184845 ADDRESS: 73 PAKINGTON STREET, GEELONG WEST

PHONE: 03 5291 3529 EMAIL: info@westendrealstate.com.au WEB: www.westendrealstate.com.au

Tenancy Privacy Statement

Privacy Act 1988, collection, use and disclosure of personal information

This form is to be accompanied by an Application for Tenancy.

Your application for Tenancy cannot be accepted unless this has been completed in full and signed.

The Agent collects and uses the Applicants personal information for the primary purpose of considering this Application and will disclose it to the landlord of the property as well as landlords/landlords' estate agents of the Applicant's current/previous addresses, the Applicants bank, employer, referees and emergency contact person, operators of residential tenancies databases and other with whom the Agent needs to have contact for the primary purpose.

The Agent also uses and discloses the Applicants personal information for the secondary purposes of:

- (a) Completing a residential tenancy agreement; and
- (b) Responding to enquiries from Consumer Affairs Victoria or The Real Estate Institute of Victoria Ltd regarding this Application or the Applicants performance of the tenancy agreement; and
- (c) Entering personal information in a residential tenancy database as permitted by the Residential Tenancies Act 1997.
- (d) Complete a Tenancy Database check (TICA)

The Agent may also be obliged to use and disclose the Applicants personal information under Victorian and/or Commonwealth laws.

The Applicant may access their personal information by contacting the Agent at the address set out above during normal business hours, Monday to Friday.

The main consequences for the Applicant if all or part of their personal information is not provided are this Application may not be considered by the Agent and/or the landlord of the Property.

The Applicant agrees to the collection, use and disclosure of their personal information for the purposes set out above.

Electronic Transaction (Victoria) Act 2000:

The Applicant consents to any information required by law to be provided to the Applicant being provided by means of an electronic communication to the Applicants email address set out above.

More information regarding the privacy legislation is available from the Federal Privacy Commissioner at www.privacy.gov.au

The Applicant confirms the content of this Application is accurate, true and correct, and acknowledges it will be relied upon by the Agent and the landlord in considering this Application and also in entering into a residential tenancy agreement, if the Application is accepted.

PLEASE NOTE:

- I acknowledge that this property is offered subject to the owner's approval and no action shall be taken by the applicant against the landlord and/or the agent should any circumstances arise whereby the property is not available for occupation on the due date or my application is unsuccessful.
- All applicants must complete an application form.
- Initial bond payment must be paid in the form of a bank cheque or money made payable to the "RTBA" (personal cheques will not be accepted).
- Initial rental payments must be paid by cash or direct credit (Personal cheques will not be accepted).
- I will declare that I am not bankrupt. If I default under a rental agreement I agree that the agent may disclose such a default to a tenancy database, and to agents/landlords of properties I may apply for in the future.
- During my inspection of this property I found it to be in a reasonably clean condition YES / NO (please circle)

PRINT NAME _____

SIGNATURE _____

DATE _____ / _____ / 20 _____

ADDITIONAL COMMENTS / INFORMATION:

UTILITY CONNECTIONS

Moving? Leave it to us

Since 2004 we've partnered with Australia's leading suppliers to bring you a convenient and seamless move-in, lights-on experience.

Simple and convenient

One-call convenience. In 10 minutes, we can arrange to connect all 6 services.

Our service is free

You get connected by a member of our Australia-based team, absolutely free of charge.

Our Promise to you

We guarantee that your electricity and gas will be connected on your agreed move-in date*.



* Terms and conditions apply. Full details at onthemove.com.au

Connect six services in just one call

 Electricity

 Gas

 Home Phone

 NBN / Broadband

 Pay TV

 Insurance

Terms & Conditions - You are consenting to On The Move contacting you to arrange your services. On The Move may need to disclose personal information to utility companies to arrange your services. Please see On The Move's Privacy Policy at www.onthemove.com.au. On The Move and your Agent may receive a benefit for arranging your services. On The Move and your Agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees and bonds may apply.

No, I will connect the required utilities on my own accord but acknowledge that if the property has a separate water meter, my contact details must be given to the relevant water provider, who will read the meter and commence billing.

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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 form on behalf of all applicants listed in this application form.

SIGNED: _____

DATE: _____

How did you find out about the property?

For Lease Board

realestate.com.au

West End Website

Office

Other - more details _____