

Vella Real Estate  
Tenancy Application Form *(Each Tenant per Application Form)*



**Personal Details**

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

Given Names: \_\_\_\_\_

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

Drivers Licence/Passport Number: \_\_\_\_\_

State or Country Issued: \_\_\_\_\_

**Additional Applicant/s Name: (Over 18 Years)**

1. \_\_\_\_\_ Age: \_\_\_\_\_

2. \_\_\_\_\_ Age: \_\_\_\_\_

3. \_\_\_\_\_ Age: \_\_\_\_\_

**Additional Occupants Name & Age: (Under 18 Years)**

1. \_\_\_\_\_ Age: \_\_\_\_\_

2. \_\_\_\_\_ Age: \_\_\_\_\_

3. \_\_\_\_\_ Age: \_\_\_\_\_

**Vehicle Details**

Vehicle 1: Make & Model \_\_\_\_\_

Registration Number: \_\_\_\_\_

Vehicle 2: Make & Model \_\_\_\_\_

Registration Number: \_\_\_\_\_

**Contact Details**

Home: \_\_\_\_\_

Mobile: \_\_\_\_\_

Work: \_\_\_\_\_

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

**Property Details**

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

Have you viewed the property? YES / NO

Lease Term: 12mths    6mths    Other

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

Rent: \$ \_\_\_\_\_ Per Week

Bond: \$ \_\_\_\_\_

**Employment Details**

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

Full Time    Part Time    Casual

Self-Employed    Centrelink    Pension

Current Employer : \_\_\_\_\_

Length of Employment: \_\_\_\_\_

Net Income: \$ \_\_\_\_\_ Per Week/Per Month

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

Manager Contact Number: \_\_\_\_\_

If self-employed, please provide Accountant details;

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

Accountant Contact: \_\_\_\_\_

Length of Employment: \_\_\_\_\_

Net Income: \$ \_\_\_\_\_ Per Week/Per Month

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

Manager Contact Number: \_\_\_\_\_

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

Previous Employer: \_\_\_\_\_

Length of Employment: \_\_\_\_\_

Net Income: \$ \_\_\_\_\_ Per Week/Per Month

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

Manager Contact Number: \_\_\_\_\_

**Student Details**

Institution: \_\_\_\_\_

Term of Study: \_\_\_\_\_

Course Description: \_\_\_\_\_

Course Director/Professor Name: \_\_\_\_\_

Contact Details: \_\_\_\_\_

## Current Accommodation

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

Rent: \$ \_\_\_\_\_ Per Week

Length of time at current address:

From \_\_\_\_\_ to \_\_\_\_\_

Agent/Landlord: \_\_\_\_\_

Agent/Landlord Contact Number: \_\_\_\_\_

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

Will you receive a full bond refund? YES NO

If No, please explain reason; \_\_\_\_\_  
\_\_\_\_\_

## Previous Rental History

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

Rent: \$ \_\_\_\_\_ Per Week

Length of time at address:

From: \_\_\_\_\_ to \_\_\_\_\_

Agent/Landlord: \_\_\_\_\_

Agent/Landlord Contact Number: \_\_\_\_\_

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

Did you receive a full bond refund? YES / NO

If No, please explain reason: \_\_\_\_\_  
\_\_\_\_\_

## Pets

Will there be any pets residing at the property?

YES / NO

Type of Animal: (Cat, Dog, Bird Etc.) \_\_\_\_\_

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

Age: \_\_\_\_\_

Breed: \_\_\_\_\_

Type of Animal: (Cat, Dog, Bird Etc.) \_\_\_\_\_

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

Age: \_\_\_\_\_

Breed: \_\_\_\_\_

## Emergency Contacts

Not Husband, Wife or De Facto

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

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

Contact Number: \_\_\_\_\_

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

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

Contact Number: \_\_\_\_\_

## References:

### Professional Reference 1

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

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

### Professional Reference 2

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

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

### Personal Reference 1

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

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

### Personal Reference 2

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

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

**connectnow.**  
We get things sorted.

### 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 security monitoring.

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 at **NO COST** with the one simple phone call.

A Connectnow representative will contact you within one working day of receiving an application. If we are unable to contact you, we can be contacted on 1300 554 323 to ensure connection can be completed by your requested date.

Yes, please connect my utilities

No, thank you I will arrange this myself

**Before Signing, please take note of the following;****Notes (Any Other Information)**

- This application is accepted subject to the owners’ approval and no action shall be taken by the applicant against the landlord and the agent should any circumstances arise whereby the property is not available for occupation on the due date.
- Processing of applications usually take approximately 48 hours, subject to all references being contacted.
- Initial Rental payment must be made within 24 hours after approval of application. No personal cheques or cash accepted.
- Keys will not be handed over until the lease agreement has been signed by all applicants and bond and rent has been paid in full.
- I hereby offer to rent the property from the owner under a lease to be prepared by the Agent/Landlord Lawyer. Should this application be accepted by the landlord I agree to enter into a Residential Tenancies Agreement pursuant to the Residential Tenancies Act 1995.
- 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 accept that Vella Real Estate may conduct independent reference and credit checks on this application.
- I acknowledge the owner does not tolerate rent or invoice in arrears.
- I declare that I have inspected the premise.

**Before any application can be processed, each applicant must achieve a minimum of 100 points:**

You will need to bring the below items in already photocopied and attached to this application form – Please read application form carefully as some sections may not apply to you. Check that you have read all pages and signed where necessary.

Source	Applicant
<b>COMPULSORY:</b> Proof of income ie: At least 4 weeks of payslip - bank statement - Centrelink form - letter from employer – ATO letter – If self-employed, accountant letter. – Drivers License/Proof of Age card	<b>MUST HAVE</b>
<b>Your last (4) rent receipts if you rent a property or Rental Ledger</b>	<b>50 points</b>
<b>Own/owned a property? (Title or Council Invoice)</b>	<b>50 points</b>
<b>Passport/Visa details</b>	<b>30 points</b>
<b>Current Car/Motorbike Registration Papers</b>	<b>20 points</b>
<b>Minimum 2 References from previous Landlord/Agent</b>	<b>20 points</b>
<b>Copy of Phone, Gas and/or Power Accounts for current address:</b>	<b>10 points</b>
<b>TOTAL NUMBER OF POINTS:</b>	

## Privacy Statement:

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 Application's identity and to process and evaluate the application and to manage the tenancy if the Agent has been engaged to manage the Property.

The personal information collected about the Applicant may be disclosed, by use of the internet or otherwise, to other parties, including media organisations, the landlord, tradespeople, referees, solicitors, financial institutions, parties engaged to evaluate the property, bodies corporate, other agents, clients of the Agent both existing and potential third party operators of tenancy reference databases, government and statutory bodies and other third parties as required by law. Information already held on tenancy reference databases may also be disclosed to the Agent and/or landlord. Unless you advise the Agents to the contrary, the Agent may also disclose such information to The Real Estate Institute Ltd for the purpose of documenting all leasing data in the area for the benefit of its members as part of membership services and for others in the property or related industries, and so as to assist them in continuing to provide the best possible service to their clients. In providing this information, you agree to its use, unless you advise the Agent differently. The privacy policy of the REI can be viewed on its website.

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

If the Applicant would like to access this information, they can do so by contact 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.

APPLICANT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



**Vella Real Estate – RLA:164425**

**Address: 250 The Parade, Norwood, SA 5067**

**Phone: (08) 8333 2333**

**Fax: (08) 8333 2403**

**Email: [admin@vella.com.au](mailto:admin@vella.com.au)**

