

Tenancy Application Form

Personal Information

Title Mr / Mrs / Ms / Miss / Dr (please circle)

Given Name _____

Surname _____

Marital Status _____

Current Address _____

Date of Birth ____ / ____ / ____

Mobile _____

Work/Home _____

Email _____

Driver's License No. _____

State _____ **Expiry** ____ / ____ / ____

Property Details

Please be advised that should your application be successful you will be required to pay two weeks rent upon signing leases and an additional two weeks rent and a calendar months' rent bond upon collection of the keys.

Number of Occupants _____ Adults _____ Children _____

Age/s of Occupants _____

Name/s of other adult applicants (if applicable)

Number of Vehicles to be kept at the property _____

Preferred Lease Term _____ months

Commencement Date ____ / ____ / ____



Let **On The Move** reduce your stress and save you time by arranging your utility connections at the property, at no extra cost!

Electricity, Gas, Telephone, Broadband, Foxtel
T 1300 850 360 F 1300 661 160

Yes I would like On The Move to contact me to arrange my utility connections

Water only – standard connection with all applications

Terms & Conditions By ticking the box above 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 of failure to connect your services. Standard connection fees and bonds may apply.

Privacy Act Consent Form & Declaration

As professional Property Managers, we collect your information as to assess the risk in providing a lease/tenancy and if the risk is considered acceptable to provide you with a lease/tenancy. To carry out our role in processing your application and during a tenancy we may use and disclose information for Primary & Secondary purposes. To ascertain what information we have about you, please contact our office.

Primary Purpose: The landlord, next of kin, referees as nominated, Rental Bond Authorities, Residential Tenancy Tribunals, organisations & trades People, other Real Estate Agents and Collection Agents. Accessing, complete a tenancy database check with TICA Pty Ltd (T: 1902 220 346). Registering your details with On The Move Pty Ltd (T: 1300 850 360).

Secondary Purpose: Prepare Lease/Tenancy documents, pay & release rental bonds to and from Bond Authorities, refer to tribunals, courts & statutory authorities, provide confirmation details for organisations contacting us on your behalf.

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

I consent to the disclosure of my information to On The Move for the purpose of enabling On The Move to offer the connection and disconnection services to me. In consent to On The Move disclosing personal 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 accepts 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.

Terms & Conditions

1. All adults to be residing in the property of or over the age of 18 must complete and submit an application.
2. All applications that are not successful will be destroyed.
3. Wilson Property endeavour to actively process your application within a 48 hour period where possible. We will retain your application, should you not secure a property, for a maximum period of 28 days.
4. If your application is successful, you will be required to pay a minimum of four weeks rent. Until this is paid and leases signed by all parties, the property will not be considered leased.
5. If you should terminate your application after the rent is paid and leases signed, it will be a break lease procedure where you will be liable for associated costs (eg. rent, break lease fee, advertising)
6. The full bond must be paid prior to collecting keys. No keys will be handed over until the tenancy agreement is signed by all parties and monies are paid in full.

Electronic Communications

1. The applicant/s acknowledges that in accordance with the Electronic Transactions (Victoria) Act 2000, the Agent may send some Notices via electronic means; this application included, and agrees that this is a valid form of notice in writing in accordance with the Act.
2. By completing this application, the applicant/s agrees to and consents to the use of electronic communications in accordance with the Electronic Transactions (Victoria) Act 2000.
3. The applicant/s acknowledges that the contact details provided in this application will be used by the Agent/Landlord for the purposes outlined above and that it is their responsibility to notify the Agent/Landlord, in writing, of any changes in their contact details and that any failure to do so shall not render notice invalid.

I declare that the information included in this application is true and correct, to the best of my knowledge.

I acknowledge that I have read and understood this Privacy Statement and the Terms & Conditions as outlined above

Signed _____

Print Name _____

Date ____ / ____ / ____

Current Address

From _____ / _____ / _____ to present

Paying \$ _____ p/w p/f p/m

Renting – Agent Renting – Private Landlord

Own Home – Mortgage Own Home – Boarding

Agency/Landlord _____

Phone _____

Reason for Leaving _____

Previous Address

Address _____

From ____ / ____ / ____ To ____ / ____ / ____

Paying \$ _____ p/w p/f p/m

Renting – Agent Renting – Private Landlord

Own Home – Mortgage Own Home – Boarding

Agency/Landlord _____

Phone _____

Previous Address

Address _____

From ____ / ____ / ____ To ____ / ____ / ____

Paying \$ _____ p/w p/f p/m

Renting – Agent Renting – Private Landlord

Own Home – Mortgage Own Home – Boarding

Agency/Landlord _____

Phone _____

Pets

Total Number _____ Registered Yes No

Type/s Dog Cat Other _____

Breed/s _____

Age/s _____ Indoors Outdoors Both

Next of Kin

Name _____

Address _____

Phone _____

Referees

Personal references (family & friends) will not be accepted. Current / Previous Property Manager, Sales Agents, Accounts and / or Employers are preferred.

Name _____

Phone _____

Position _____

Name _____

Phone _____

Position _____

Name _____

Phone _____

Position _____

Employment

Occupation _____

Employer _____

Location _____

Full Time Part Time Casual (please tick)

Since ____ / ____ / ____

Net Income \$ _____ p/w p/f p/m

Contact _____

Phone _____

If you are self-employed, provide the details of your Accountant

Previous Employer _____

Previous Occupation _____

From ____ / ____ / ____ To ____ / ____ / ____

Other Income (eg. Centrelink Benefits, Investments, Child Support etc)

Type _____

Net Income \$ _____ p/w p/f p/m

Application Checklist

<input type="checkbox"/> 100 Points of ID	Birth Certificate/Passport Driver's License Student Card/Bank Card Medicare Card Bank Statement/Utility Bill	70 40 40 25 25
<input type="checkbox"/> Proof of Income	Two most recent payslips, offer of employment letter etc.	
<input type="checkbox"/> Proof of Other Income	Centrelink Statement, Bank Statement, Child Support Statement etc.	