

Residential Application Form

- Compulsory: 100pts ID & 3 payslips
- Leases are required to be signed within 24hrs of approval
- First month's rent to be paid in full via Bank Chq/Money Order within 24hrs of approval
- Bond is to be paid in full via Bank Chq/Money Order within 24hrs of approval



A. AGENT DETAILS

Open Corp Property Management (Vic)
PO Box 5266, Brandon Park VIC 3150
Phone: 1300 649 564
Fax: 1300 649 568
Email: leasing@opencorp.com.au

B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

 Postcode

2. Lease commencement date?
\$ per week \$ per month \$ Bond

3. Lease commencement date?
 Day Month Year

4. Lease Term?
 Years Months

5. How many people will normally occupy the property?
 Adults Children, Ages: _____

6. Please provide the names of the people you are applying with.

C. PERSONAL DETAILS

7. Please give us your details.
 Mr Ms Miss Mrs Other
Given Name/s _____ Surname _____
Date of Birth Driver's licence number
Driver's licence expiry date Driver's licence state
Passport number Passport country
Pension number (if applicable) Pension type (if applicable)

8. Please provide your contact details.
Home phone number Mobile phone number
Work phone number Fax number
Email address

9. What is your current address?

 Postcode

D. UTILITY CONNECTIONS

on the move **A Free Service** to connect your utilities.
We will reduce your stress and save you time by arranging your utility connections.
We will contact you within 2 hours.

**ELECTRICITY / GAS / TELEPHONE / INTERNET
FOXTEL / TENANT'S INSURANCE**
Ph: 1300 850 360 Fax: 1300 661 160

YES!! I would like On The Move to contact me.
 WATER (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 & your agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees & bonds may apply.

E. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancies Agreement pursuant to the Residential Tenancies Act 1997.

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 declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information from:
(a) the owner or the Agent of my current or previous residence;
(b) my personal referees and employer/s;
(c) any record, listing or database of defaults by tenants;

If I default under a rental agreement, the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:
(a) communicate with the owner and select a tenant
(b) prepare lease/tenancy documents
(c) allow organizations/tradespeople to contact me
(d) lodge/claim/transfer to/from the Residential Tenancies Bond Authority
(e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
(f) refer to collection agents/lawyers (where applicable)
(g) check my tenancy history, any record listing or database of defaults by tenants such as NTD, TICA or TRA. I am aware that I may access my personal information by contacting:
• NTD: 1300 563 826
• TICA: 1902 220 346
• TRA: 02 9363 9244
(h) transfer water account details into my name

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.

I consent to the disclosure of this page of the application form to On The Move for the purpose of enabling On The Move to offer the connection and disconnection services to me. I 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 accept 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.

Signature

Print Name **Date**

F. APPLICANT HISTORY**10. How long have you lived at your current address?**

<input type="text"/>	Years	<input type="text"/>	Months
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11. Why are you leaving this address?

12. Landlord/Agent details of this property (if applicable).

Name of landlord or agent

Landlord/agent's phone number

Weekly rent paid

<input type="text"/>	\$ <input type="text"/>
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13. What was your previous residential address?

 Postcode
14. How long did you live at this address?

<input type="text"/>	Years	<input type="text"/>	Months
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15. Landlord/Agent details of this property (if applicable).

Name of landlord or agent

Landlord/agent's phone number

Weekly rent paid

<input type="text"/>	\$ <input type="text"/>
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Was bond refunded in full?

If NO, why not?

<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="text"/>
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G. EMPLOYMENT HISTORY**16. Please provide your employment details.**

What is your occupation?

What is the nature of your employment?
(FULL-TIME / PART-TIME / CASUAL)

Employer's name (inc. accountant if self-employed or institution if a student)

Employer's address

 Postcode

Contact name

Phone number

<input type="text"/>	<input type="text"/>
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Length of employment

Net Income (PA)

<input type="text"/>	Years	<input type="text"/>	Months	\$ <input type="text"/>
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17. Please provide your previous employment details.

Occupation

Employer's name

Phone number

<input type="text"/>	<input type="text"/>
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Length of employment

Net Income (PA)

<input type="text"/>	Years	<input type="text"/>	Months	\$ <input type="text"/>
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H. CONTACTS / REFERENCES**18. Please provide a contact in case of emergency.**

Surname

Given name/s

<input type="text"/>	<input type="text"/>
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Relationship to you

Phone number

<input type="text"/>	<input type="text"/>
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19. Please provide two personal references (not related to you).

1. Surname

Given name/s

<input type="text"/>	<input type="text"/>
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Relationship to you

Phone number

<input type="text"/>	<input type="text"/>
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2. Surname

Given name/s

<input type="text"/>	<input type="text"/>
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Relationship to you

Phone number

<input type="text"/>	<input type="text"/>
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I. OTHER INFORMATION**20. Please provide details of any vehicles.**

Registration number

Make/model

<input type="text"/>	<input type="text"/>
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21. Please provide details of any pets.

Breed/Type

Council registration / number

1. <input type="text"/>

2. <input type="text"/>

**** PLEASE NOTE ****

*Security deposits are to be paid separately by cheque made out to the RTBA within 24 hours after approval of application. No personal cheques accepted.

*Initial rental payment must be made by bank cheque or money order **on or before of the start of tenancy.**

*Keys will not be handed over until the lease agreement has been signed by all the applicants.

*This application is accepted subject to the availability of the property on the due date 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.

*The applicant has declared that the information provided is true & correct and agree that the agent is permitted to make enquiries to provide information to the landlord for the purposes of assessing you eligibility to rent the property.

AGENT NOTES

SUPPORTING DOCUMENTATION

Please provide 100 points of ID from the following:

Driver's licence	30
Passport	30
Proof of age card	30
Student ID card	30
Copy of mobile phone account	20
Copy of Medicare card	20
Concession / pension card	20
Copy of gas / water / electricity account	20 each