

## RESIDENTIAL TENANCY RENTAL APPLICATION

### PROPERTY DETAILS (In preference order)

1) Address \_\_\_\_\_  
Rent \$ \_\_\_\_\_ pw      Bond \$ \_\_\_\_\_      Date inspected \_\_\_\_/\_\_\_\_/\_\_\_\_

2) Address \_\_\_\_\_  
Rent \$ \_\_\_\_\_ pw      Bond \$ \_\_\_\_\_      Date inspected \_\_\_\_/\_\_\_\_/\_\_\_\_

3) Address \_\_\_\_\_  
Rent \$ \_\_\_\_\_ pw      Bond \$ \_\_\_\_\_      Date inspected \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please indicate how you found the property:** internet / Rental List / Property Sign / Window Display / Newspaper

### APPLICATION DETAILS

Term of Lease requested: 6 / 12 / 24 months (Please circle)      Commencing \_\_\_\_\_

Do you have Pets: Yes / No (Please circle)      Type: \_\_\_\_\_      Breed: \_\_\_\_\_      No: \_\_\_\_\_

How many people will reside at the property: Adults \_\_\_\_\_      Children \_\_\_\_\_      Ages \_\_\_\_\_

Do you have a lawnmower? Yes / No

How will you be paying your rent?      Weekly / Fortnightly / Monthly

**\*Direct Debit Bank Account—Stockdale & Leggo Transcard (Victorian properties only)**  
**\*Direct Debit Credit Card—Rental Rewards**      **\*Direct payment through Centrelink**  
**\*Cheque or Money Order**      **\*EFTPOS at Stockdale & Leggo Office**

Will the bond be: Your Own/Dept. of Housing (Please circle)

**Within 48 hours of approval of tenancy you are required to provide to Stockdale & Leggo a bond in the form of a BANK CHEQUE or MONEY ORDER made payable to RTBA for the full amount.**

### PERSONAL DETAILS

| APPLICANT 1                         | APPLICANT 2                         |
|-------------------------------------|-------------------------------------|
| Surname: _____                      | Surname: _____                      |
| First Name: _____                   | First Name: _____                   |
| Date of Birth: ____/____/____       | Date of Birth: ____/____/____       |
| Drivers Licence No. : _____         | Drivers Licence No. : _____         |
| Vehicle Registration No. : _____    | Vehicle Registration No. : _____    |
| Marital Status: _____               | Marital Status: _____               |
| Current Address: _____              | Current Address: _____              |
| Home Phone: _____ Work Phone: _____ | Home Phone: _____ Work Phone: _____ |
| Email Address: _____                | Email Address: _____                |
| Mobile: _____                       | Mobile: _____                       |
| Emergency Contact: _____            | Emergency Contact: _____            |
| Relationship: _____ Ph: _____       | Relationship: _____ Ph: _____       |

**No application will be considered by this Office unless accompanied with Proof of ID, and are required to achieve a minimum of 100 points each:**

|   |           |  |           |
|---|-----------|--|-----------|
| Passport/Aust Citizenship/Work Visa   | 60 points | Name & address verification                        | 20 points |
| Last four rent receipts or ledger   | 50 points | (utility bill, current vehicle rego, rates notice) |           |
| Name, photo & signature ID – compulsory<br>(Drivers Licence, Social Security, Tertiary Student) | 40 points | Name verification                                  | 10 points |
|   |           | (Medicare card, credit card, healthcare card)      |           |

### LEASE BREAK INFORMATION

**Applicants who enter into a fixed term lease agreement are advised that should they vacate earlier than their lease, they will be liable for the following fees:**

- Lease Break Fee, equivalent to one & half week's rent, plus GST
- Advertising cost of \$50, plus GST
- Ongoing rent until a new tenant takes up occupancy
- Lower Murray fee for reading of meter, currently \$33.30

# Stockdale & Leggo

## PROOF OF INCOME—IF YOU ARE EMPLOYED

|   |   |
|---|---|
| <p><b><u>Applicant 1</u></b></p> <p>Company: _____</p> <p>Occupation: _____</p> <p>Fulltime / part-time / casual <b>(Please circle)</b></p> <p>Supervisor: _____</p> <p>Address: _____</p> <p>_____</p> <p>Phone: _____</p> <p>Length of Employment: _____</p> <p>Salary after tax: \$ _____ weekly/fortnightly/monthly</p><br><p><i>If employed less than 6 months, previous employer details</i></p> <p>Company: _____</p> <p>Occupation: _____</p> <p>Supervisor: _____</p> <p>Address: _____</p> <p>Phone: _____</p> <p>Length of Employment: _____</p> | <p><b><u>Applicant 2</u></b></p> <p>Company: _____</p> <p>Occupation: _____</p> <p>Fulltime / part-time / casual <b>(Please circle)</b></p> <p>Supervisor: _____</p> <p>Address: _____</p> <p>_____</p> <p>Phone: _____</p> <p>Length of Employment: _____</p> <p>Salary after tax: \$ _____ weekly/fortnightly/monthly</p><br><p><i>If employed less than 6 months, previous employer details</i></p> <p>Company: _____</p> <p>Occupation: _____</p> <p>Supervisor: _____</p> <p>Address: _____</p> <p>Phone: _____</p> <p>Length of Employment: _____</p> |
|---|---|

## PROOF OF INCOME—IF YOU ARE SELF EMPLOYED

|  |  |
|--|--|
| <p><b><u>Applicant 1</u></b></p> <p>Business Name: _____</p> <p>ABN: _____</p> <p>Address: _____</p> <p>Phone: _____</p> <p>How long in Business: _____</p> <p>Personal Net Weekly Income \$ _____</p> | <p><b><u>Applicant 2</u></b></p> <p>Business Name: _____</p> <p>ABN: _____</p> <p>Address: _____</p> <p>Phone: _____</p> <p>How long in Business: _____</p> <p>Personal Net Weekly Income \$ _____</p> |
|--|--|

## IF YOU RECEIVE A CENTRELINK PAYMENT

|   |   |
|---|---|
| <p><b><u>Applicant 1</u></b></p> <p>Type of payment: _____</p> <p>CRN (Customer Ref. No.): _____</p> <p>Net payment Received _____</p> <p>Copy of Centrelink Statement attached: Yes / No</p> | <p><b><u>Applicant 2</u></b></p> <p>Type of payment: _____</p> <p>CRN (Customer Ref. No.): _____</p> <p>Net payment Received _____</p> <p>Copy of Centrelink Statement attached: Yes / No</p> |
|---|---|

## IF YOU ARE A STUDENT

|  |  |
|--|--|
| <p><b><u>Applicant 1</u></b></p> <p>Name of Institution: _____</p> <p>Student ID No. _____</p> <p>Income Source: _____</p> <p>Net Weekly Income \$ _____</p> | <p><b><u>Applicant 2</u></b></p> <p>Name of Institution: _____</p> <p>Student ID No. _____</p> <p>Income Source: _____</p> <p>Net Weekly Income \$ _____</p> |
|--|--|

**PLEASE ENSURE THAT YOU READ, SIGN & DATE THE BACK PAGE.**

# Stockdale & Leggo

## YOUR RESIDENTIAL HISTORY

|  |  |
|--|--|
| <p><b>Applicant 1</b></p> <p><b>Current Address:</b> _____</p> <p>Do you own this home or rent? _____</p> <p>How long have you lived there? _____</p> <p>Reason for leaving: _____</p> <p>_____</p> <p><b>If you are a tenant</b></p> <p>What rent have you been paying per week: _____</p> <p>Real Estate Agency: _____</p> <p>Property Manager Name: _____</p> <p>Landlord Name (if private rental): _____</p> <p>Phone number: _____</p> <p><b>Previous Address:</b> _____</p> <p>Did you own this home or rent? _____</p> <p>How long did you live there? _____</p> <p>Reason for leaving: _____</p> <p><b>If you were a tenant</b></p> <p>What rent have you been paying per week: _____</p> <p>Real Estate Agency: _____</p> <p>Property Manager Name: _____</p> <p>Landlord Name (if private rental): _____</p> <p>Phone number: _____</p> <p>Was you Bond refunded in full? _____</p> <p>If not, why not? _____</p> <p>_____</p> | <p><b>Applicant 2</b></p> <p><b>Current Address:</b> _____</p> <p>Do you own or rent your own home? _____</p> <p>How long have you lived there? _____</p> <p>Reason for leaving: _____</p> <p>_____</p> <p><b>If you are a tenant</b></p> <p>What rent have you been paying per week: _____</p> <p>Real Estate Agency: _____</p> <p>Property Manager Name: _____</p> <p>Landlord Name (if private rental): _____</p> <p>Phone number: _____</p> <p><b>Previous Address:</b> _____</p> <p>Did you own this home or rent? _____</p> <p>How long did you live there? _____</p> <p>Reason for leaving: _____</p> <p><b>If you were a tenant</b></p> <p>What rent have you been paying per week: _____</p> <p>Real Estate Agency: _____</p> <p>Property Manager Name: _____</p> <p>Landlord Name (if private rental): _____</p> <p>Phone number: _____</p> <p>Was you Bond refunded in full? _____</p> <p>If not, why not? _____</p> <p>_____</p> |
|--|--|

## REFERENCES

**References must be from rental, employment, professional or character referees.  
DO NOT list friends and/or relatives**

|   |   |
|---|---|
| <p><b>Applicant 1</b></p> <p><b>Referee 1</b></p> <p>Name: _____</p> <p>Address: _____</p> <p>Phone Business: _____</p> <p>Phone After Hours: _____</p> <p>Mobile: _____</p> <p>Relationship to you: _____</p> <p>Known for how long: _____</p> <p><b>Referee 2</b></p> <p>Name: _____</p> <p>Address: _____</p> <p>Phone Business: _____</p> <p>Phone A/Hrs: _____</p> <p>Mobile: _____</p> <p>Relationship to you: _____</p> <p>Known for how long: _____</p> | <p><b>Applicant 2</b></p> <p><b>Referee 1</b></p> <p>Name: _____</p> <p>Address: _____</p> <p>Phone Business: _____</p> <p>Phone After Hours: _____</p> <p>Mobile: _____</p> <p>Relationship to you: _____</p> <p>Known for how long: _____</p> <p><b>Referee 2</b></p> <p>Name: _____</p> <p>Address: _____</p> <p>Phone Business: _____</p> <p>Phone A/Hrs: _____</p> <p>Mobile: _____</p> <p>Relationship to you: _____</p> <p>Known for how long: _____</p> |
|---|---|

**PLEASE ENSURE THAT YOU READ, SIGN & DATE THE BACK PAGE.**

# Stockdale & Leggo

## Disclaimer/Authority

I, the said applicant, do solemnly and sincerely declare that

1. The information contained in this application is true and correct and that all of the information was given of my own free will. I further authorise the letting agent to conduct any enquiries and/or searches with regards to the information and references supplied in this application.
2. I am over 18 years of age and eligible to enter into this agreement.
3. I have inspected the property identified over the page, and of my own accord decided that I wish to make application to rent.
4. I have been informed, understand and agree that rent for the property identified over the page, is within my means of support, and is to be paid two weeks in advance at all times.
5. The bond for the aforesaid property is payable on or before signing the Tenancy Agreement. I further authorise the letting agent to attend to all details regarding the lodgement of the said rental bond with the appropriate authority.
6. I have been informed, understand and agree that
  - a) The acceptance of my application is subject to a satisfactory report being obtained from information supplied on this Application submitted by me.
  - b) Should there be a requirement to commence proceedings for the recovery of rent, repairs and/or damage to the aforesaid property during the term or at the expiration of the Tenancy Agreement, all costs associated with these proceedings shall be able to be recovered from me.
7. I/We understand that the applicant's details will be provided to TICA Tenancy Database, and any other tenancy database which may be available, for current and future reference.
8. I/We authorise the agent to access and check any information that may be listed on me/us on the TICA Default Tenancy Database, and any other tenancy database which may be available.
9. I/We agree & understand that in the event of this application being approved by the agent, the agent may report any defaults that may occur from time to time in the tenancy with TICA Default Tenancy Database, and any other tenancy database which may be available. I/we understand that in the event of a default being reported to TICA Default Tenancy Database or any other tenancy database, the removal of such information is subject to the guidelines of the database companies.
10. This application is subject to the owner's approval and no promise has been made by this Company to accept the application. When a decision has been made I will be advised and my application destroyed. No reasons for decision will be disclosed.
11. This application is accepted subject to the availability of the premises on the due date, and no action will be taken against the landlord/agent should the premises not be ready for occupation on that date.
12. No other persons, other than herein specified or on the accompanying application (in the case of adult), may reside at the property without approval by the landlord.
13. 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 if the risk is considered acceptable, to provide you with the lease/tenancy of the premises. To carry out this role, and during the term of your tenancy, we may disclose your personal information to:
  - >The landlord and/or The landlord's mortgagee
  - >Referees you have nominated
  - >Organisations/tradespeople required to carry out maintenance at the premises
  - >National Tenancy Database Pty Ltd, TICA Default Tenancy Control Pty Ltd, and any other Tenancy Database for which we may subscribe
  - >Other Real Estate Agents and Landlords
  - >Pay/release rental bonds to/from Bond Authorities (where applicable)
  - >Refer to Tribunals, Courts and Statutory Authorities (where necessary)
  - >Refer to Collection Agents/Lawyers (where default/enforcement action is required)
  - >Provide confirmation details for Organisations contacting us on your behalf, eg Banks, Utilities such as gas, electricity, water, phone), Employers etc.
14. The first month (or four week's) rent and bond must be paid in full prior to keys being handed over. Any delay in payment in full will not result in a change to the commencement date – the rent will be charged from the original date of commencement of the lease.
15. Keys are available from 9am on the first day of the tenancy, and will not be handed over prior to then.

### Privacy Act Acknowledgement

In accordance with Section 18n (1) (b) of the Privacy Act, I authorise you to give information to and obtain information from all credit providers and references named in this application. I understand this can include information about my credit worthiness, credit standing, and credit history or credit capacity. I understand this information may be used to assess my application.

The agency can only disclose to the landlord what is necessary to make a decision about the applicant's suitability.

If successful, you will be required to sign the tenancy agreement and pay the first month (or four weeks) rent within **24 hours**, payable by cheque, money order or EFTPOS (savings & cheque accounts only) to Stockdale & Leggo.

At commencement of lease, you will need to provide the following at your appointment:

- **Bond** – Bank Cheque or money order made out to RTBA (Victorian Properties), Office of Fair Trading (NSW Properties)
- **Banking details or Credit Card** – to enable establishment of Direct Debit payment
- Copy of Driver's Licence, or other Photo Identification

### Applicant 1

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

Signature \_\_\_\_\_

Date: \_\_\_\_\_

### Applicant 2

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

Signature \_\_\_\_\_

Date: \_\_\_\_\_