

Please ensure all fields are completed so we can process for your application promptly

DATE: ___/___/___

RENTAL PROPERTY DETAILS

Address: _____

Suburb: _____ Postcode: _____

Rental Amount: \$ _____ per Weekly OR \$ _____ per Calendar Month

Bond Amount: \$ _____ Payable to RTBA

Tenancy Start Date: ___/___/___ Term: _____ months

How many people will reside at the property?

Adults: _____ Children: _____ Age of Children: _____

Pets? YES/NO If yes, how many? _____

What type/breed? _____

Source of inquiry: Office Journal Board Internet

Leasing Consultant/Property Manager: _____

APPLICANT DETAILS

Title: _____ Family or Surname: _____

Given Name/s: _____

Date of Birth: ___/___/___ Home Ph: _____

Work Ph: _____ Mobile Ph: _____

Email Address: _____

Drivers License No: _____

State: _____ Expiry Date: ___/___/___

Car Make/Model: _____

Car Rego: _____ State: _____

Passport No (If Applicable): _____

Country: _____ Expiry Date: ___/___/___

Pension No (If Applicable): _____

REFERENCES (No Relatives)

(1) Name: _____

Occupation: _____

Home Ph: _____ Mobile: _____

(2) Name: _____

Occupation: _____

Home Ph: _____ Mobile: _____

Current Address: _____

Suburb: _____ Postcode: _____

How long at this Address: _____ YEARS _____ MONTHS

Current Landlord/Agent: _____

Phone No of Landlord/Agent: _____

Current rental amount: \$ _____ per week

Reason for leaving: _____

Previous Address: _____

Suburb: _____ Postcode: _____

How long at this Address: _____ YEARS _____ MONTHS

Previous Landlord/Agent: _____

Phone No of Landlord/Agent: _____

Reason for leaving: _____

Current Employer: _____

Occupation: _____

Full Time Part Time Casual

Length of Employment: _____ Years _____ Months

Estimated Annual Income: \$ _____

Address: _____

Contact Person: _____ Phone: _____

Employers Name: _____ Phone: _____

Previous Employer: _____

Length of Employment: _____ YEARS _____ MONTHS

Address: _____

Contact Person: _____ Phone: _____

EMERGENCY CONTACT / Next of Kin

Name: _____

Relation to the Applicant: _____

Home Ph: _____ Mobile: _____

IF YOU RECEIVE A CENTRELINK PAYMENT

(Copy of most recent payment statement to be supplied)

Type of Payment: _____

Customer Reference Number (CRN): _____

IF YOU ARE A STUDENT

Name of Institution: _____ Student (ID) Number: _____

Faculty/Department: _____ Net weekly Income: \$ _____ Income Source: _____

I declare that the above and first page information is true and correct to the best of my knowledge and agree that the agent may conduct independent evolution checks and use the information supplied in assessing this application. This application is accepted subject to the availability of the premises on the due date and the owner's approval.

Applicant's Signature: _____ Date: ___/___/_____

BOND PAYMENT - must be made by either money order or bank cheque only (not cash), made payable to **Residential Tenancies Bond Authority (RTBA)**.

FIRST MONTHS RENT - must be made by either money order or bank cheque, (made payable to **McDonald Real Estate Springvale**).

RENTAL PAYMENTS - All future rental payments are to be made via the Direct Debit payment system. Our office staff will assist you in this matter.

REFERENCES - The inclusion of written references with your application will assist us in shortening our response time.

When submitting this application form, please bring a copy of your identification and proof of income.

I agree to pay the rent of \$ _____ per calendar month in advance and security deposit (equal to one calendar month's rent) commencing from the date of availability.

I understand that this is an application form only and does not in any way constitute an agreement to the let property.

I, the undersigned, declare that the above information to be absolutely accurate and acknowledge that it shall be relied upon to form my client and tenancy assessment and forms an integral part of any lease agreement that I may be offered. I acknowledge that any such lease agreement would be null and void if this information is found to be misleading.

In accordance with the Privacy Laws, we acknowledge that:

- If this application is unsuccessful, it will be shredded within 7 days.
- The information provided on this form will be used to conduct reference and credit checks
- At the end of my tenancy, my rental history will be recorded and lodged with the National Tenancy Database.
- The National Tenancy Database can be contacted on 1300 563 826 or by visiting www.ntd.net.au

*****ALL LEASES ARE 12 MONTHS UNLESS OTHERWISE ARRANGED*****

*****ALL RENTAL PAYMENTS ARE TO BE MADE VIA THE DIRECT DEBIT PAYMENT SYSTEM*****

PRIVACY ACT 1988 COLLECTION NOTICE

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 Applicant's identity, to process and evaluate the application and to manage the tenancy. The personal information collected about the Applicant in this application may be disclosed during the course of the tenancy for the purpose for which it was collected, to other parties, including the landlord, referees, financial institutions, trades people, other agents, third party operators of tenancy reference databases and other third parties as required by law. Information already held on tenancy databases may also be disclosed to the Agent and/or landlord. The Agent may also disclose information to other parties on the Internet. If the Applicant enters into a Residential Tenancies Agreement and if the Applicant fails to comply with their obligations under that Agreement that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to other parties, including those referred to above. The Agent will only disclose information in this way to other parties to achieve the purposes specified above or as allowed under the Privacy Act 1988. If the Applicant would like to access his/her personal information held by the Agent they can do so by contacting 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 and manage the tenancy.

Name: _____ Applicant's Signature: _____ Date: ___/___/_____

FAST CONNECT - Free Utility Connections



Upon application, Fast Connect will electronically lodge your request and ensure that your utility provider has all the relevant details to connect on your requested date. Confirmation will be sent to your real estate agent.

	Supplier	Tick to Connect	Tick		Connection Date
WATER	Supplier	Tick to Connect	<input type="checkbox"/>	⇒	/ /
ELECTRICITY	AGL	Tick to Connect	<input type="checkbox"/>	⇒	/ /
MAINS	AGL	Tick to Connect	<input type="checkbox"/>	⇒	/ /
TELEPHONE	TELSTRA	Tick to Connect	<input type="checkbox"/>	⇒	/ /

FAST CONNECT PRIVACY POLICY

To provide application lodgment services to our customers (you) it is necessary to collect certain information about you. You may choose not to supply some or all of the information requested by Fast Connect. Full policy is with AGL disclosure.

Applicants must sign a separate AGL acknowledgment and disclosure document before proceeding. This is signed along with property lease.

Fast Connect provide an application lodgment service only. The Applicant(s) is/are solely responsible for all fees, charges and tariff payments in respect to connections, account establishments, bonds and usage to all services providers. Fast Connect have no responsibility for the performance of the service providers in regard to connections, charges or supply, including delays and discontinuity of supply. The Applicant(s) acknowledge(s) that the service provider will supply under their standard conditions of supply as amended from time to time. Charges may include a security bond, connection fee, account establishment fee, usage charges, callout and installation fees and other charges as applicable from time to time.