

Residential Application Form

For your application to be processed you must answer all questions (including the reverse side)



A. AGENT DETAILS

Sandhurst – Residential Leasing

Shop 5, 1095 Frankston Dandenong Rd
Carrum Downs, VIC 3201
Phone 1300 787 265
Fax 03 8787 7355
Website: www.sandhurstresidential.com

B. PROPERTY DETAILS

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

 Postcode

2. Lease commencement date?
 Day Month Year

3. Lease term?
 6 months 12 months OTHER _____

Property rental \$ per week/
per month Bond \$

4. How many people will normally occupy the property?
 Adults Children; Ages: _____

C. PERSONAL DETAILS

5. Please give us your details
Mr Ms Miss Mrs Other
Given name/s
Surname
Date of Birth Driver's licence number
Medicare number
Pension no. (if applicable) Pension type (if applicable)

6. Please provide your contact details
Home phone Mobile phone
Work phone Fax (optional)
Email address

7. What is your current address?

 Postcode

D. FREE UTILITY CONNECTION SERVICE

on the move A Free Service...Let **On The Move** reduce your stress and save you time by arranging your utility connections at the property. We will contact you within 24 hours to confirm

ELECTRICITY, GAS, WATER, TELEPHONE, BROADBAND, FOXTEL
Ph: 1300 850 360 Fax: 1300 661 160

YES!! I would like On The Move to contact me to arrange my connections.

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. 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 such as NTD, TICA, or TRA for the purpose of checking your tenancy history. I am aware that I may access my personal information by contacting:
- NTD: 1300 563 826
- TICA: 1902 220 346
- TRA: (02) 9363 9244

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) complete a credit check with NTD (National Tenancies Database Phone 1300 563 826 – Email info@ntd.com.au)
(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.

If Section D is completed, 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 Date
X

F. APPLICANT HISTORY**8. How long have you lived at your current address?**

Years	Months
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9. Why are you leaving this address?

10. Please tell us about this rented property

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

	\$
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11. What was your previous residential address?

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

Years	Months
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13. Please give us further information about this rented property

Name of landlord or agent

Landlord/agent's phone

Weekly rent paid

	\$
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Was bond refunded in full?

If not why not?

YES / NO	
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G. EMPLOYMENT HISTORY**14. Please provide your employment details**

What is your occupation?

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

Employer's name

Employer's address

Postcode

Contact name

Phone no.

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Length of employment

Net weekly income

Years	Months	\$
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Source of other income?

Net weekly income

	\$
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15. Please provide your previous employment details

Occupation?

Employer's name:

Length of employment

Net income

Years	Months	\$
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H. CONTACTS / REFERENCES**16. Please provide a contact in case of emergency**

Surname

Given name/s

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Relationship to you

Phone

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17. Please provide two references (not related to you)

1. Surname

Given name/s

Relationship to you

Phone

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2. Surname

Given name/s

Relationship to you

Phone

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I. OTHER INFORMATION**18. Car Registration**

19. Do you have pets: YES NO

Breed / type

 AGE:

 AGE:
20. How did you find this property?
 Newspaper Internet Office rental list Board

Other (please explain)

J. PLEASE PROVIDE US WITH IDENTIFICATION

- Copy of Driver's Licence or Passport
 Copy of Medicare Card
 Copy of bank statement
 Copy of pay slip
 Copy of gas / water / electricity account

Students – please provide details of enrolment**Self employed** – please provide details of your Accountant**K. RENT WILL BE PAID BY**

- Centrepay Direct Debit
 Direct Deposit / Net Banking

L. PLEASE NOTE

Initial payments must be made by cash, bank cheque or money order within 24 hours after approval of application. No Personal Cheques accepted for the first months rent or bond.

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