



TENANCY APPLICATION FORM

Acceptance of this tenancy application will not be acknowledged until all pages are completed and signed.

Ristic Real Estate Pty Ltd
Shop 36 "The Stables" Shopping Centre, Childs Rd, MILL PARK 3082
Ph. 03 9436 0888 Fax. 03 9436 0088
Email: reception@risticrealestate.com.au
Website: www.risticrealestate.com.au

Property Managers · Licensed Estate Agents · Auctioneers

Residential Tenancy Application Form

Please fully complete both sides of this form for your application to be processed.
Each Person over 18 years of age wishing to reside in the property must complete separate application form.

1. Property Applying For

Address _____

Suburb _____ Post Code _____

Lease Term _____ Years _____ Months _____

Date Property to be occupied _____ / _____ / _____

Rent Payable for Property \$ _____ Bond \$ _____

Name(s) of other Applicants to Occupy Property _____

2. If self-employed, please complete the following

Company Name _____

Company Address _____

Suburb _____ Post Code _____

Business Type _____

Position Held _____

ABN. _____

Accountant Name _____

Accountant Phone _____

Solicitor Name _____

Solicitor Phone _____

3. Personal Details

Title _____ First Name _____ Middle Name _____

Last Name _____

Date of Birth _____ / _____ / _____

Current Address _____

Suburb _____ Post Code _____

Drivers Licence Number _____ State of Issue _____

Car Registration Number _____

Alternate ID (eg passport) _____ No _____

Pension Type _____ No _____

Home Phone Number _____

Mobile Phone Number _____

Email _____

Occupation _____

Employers Name _____

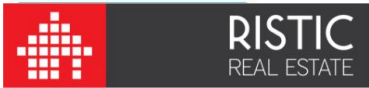
Employer Phone Number _____

Please provide a contact number you are available on all day Contact number: _____

4. You Must Supply The Following Information In Your Application Before It Can Be Processed

PHOTO ID, BIRTH CERTIFICATE, OTHER ID, PROOF OF INCOME(PAYSLIP, BANK STATEMENT, CENTERLINK PAYMENTS), LAST 4 RENT RECEIPTS OR TENANT LEDGER, 2 WRITTEN REFERENCES COPY OF UTILITIES BILL, REGO PAPERS (COST OF PHOTOCOPY IS \$0.20 PER PAGE)

5. Utility Connection Service



A free service
Connecting Your Utilities Has Never Been Easier!

Phone: 1300 554 323
Fax: 1300 889 598
Email: info@connectnow.com.au

Re Connect is a simple and convenient time saving service assisting you to connect your Electricity, Gas, Phone, Internet and Pay-TV to a choice of Australia's leading providers. Re Connect can also assist with discounted quotes for removalists, van/truck hire, cleaning services and security monitoring.

No longer do you need to call each service provider individually, wait on hold and repeatedly give your personal details. We take care of it all for you - with the one phone call.

A Re Connect representative will make all reasonable efforts to contact you within one working day of receiving an application. If we are unable to contact you please phone 1300 554 323 to ensure connection can be completed by your requested date.

Re Connect is powered by ConnectNow. I consent to ConnectNow Pty Ltd A.C.N. 79 097 398 662 arranging for the connection of the nominated home services and to providing information contained in this application to the service providers. I agree that neither ConnectNow nor the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames and terms & conditions once the client has agreed to use the chosen service provider. I authorise the obtaining of a National Metering Identifier on my address to obtain supply details. It is the responsibility of the Tenant to ensure that the Main Electricity Switch is in the "Off Position" between 7am & 7pm on the day connection is required and that there is easy access to the property. While the ConnectNow service is FREE, standard service provider connection fees and charges still apply. You pay NO extra charges as a result of using the ConnectNow service. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that ConnectNow will be paid a fee by the service provider and will be paying a fee to the Agent for the service being provided to me. Note: Connection of your utilities will only be initiated once a representative has discussed your connection with you and obtained your consent to the terms and conditions of the relevant utility service provider(s).

Please Call Me Yes

Signature

Date



6. Current Situation

Are you the Owner Tenant

How long have you lived at your current address? _____
Months _____ Years _____

Name of Landlord/Agent (If applicable) _____

Phone Number _____

Rent Paid per month _____

Reason for leaving _____

Was bond repaid in full? Yes No, If No, please specify _____

7. Previous Rental History

Were you the Owner Tenant

Previous Address _____

Suburb _____ Post Code _____

How long have you lived at your previous address? _____
Months _____ Years _____

Name of Landlord/Managing Agent/Selling Agent _____

Phone Number _____

Rent Paid per month _____

Reason for leaving _____

Was bond repaid in full? Yes No, If No, please specify _____

8. Other Information

Number of persons occupying property _____ Adults _____ Children _____

Please specify the ages of any children. _____

Do you have pets? Yes No, If Yes, please specify _____

Are you a smoker? Yes No

9. Next Kin

Name: _____ Relationship _____

Address _____ Ph: _____

Mobile _____ Other _____

14. How did you find out about this property? (Please Tick)

RENT LIST LOCAL PAPER FOR LEASE BOARD our website other internet site OTHER: _____

15. Declaration

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997. I acknowledge that this application is subject to approval from 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.

10. Current Employment Details (Must provide proof of income)

Employment Address _____

Suburb _____ Post Code _____

Contact Name _____

Length at current employment _____ Years _____ Months _____

Net Income \$ _____ Per Week \$ _____ Per Month _____

11. Previous Employment Details

Occupation _____

Employers Name _____

Employment Address _____

Suburb _____ Post Code _____

Employer Phone Number _____

Contact Name _____

Length at previous employment _____ Years _____ Months _____

Net Income \$ _____ Per Week \$ _____ Per Month _____

12. Personal Referees

1. Reference name _____

Occupation _____

Relationship _____ Phone _____

2. Reference name _____

Occupation _____

Relationship _____ Phone _____

13. If Student, please complete the following

Place of Study _____

Income: _____

		OFFICE USE ONLY	
NTD Check	Yes/No	Current Tenancy	
Defaults	_____	Date/Time	_____
Judgements	_____	Contact	_____
Comments	_____	Rental	_____
		Property	_____
Previous Tenancy		Current Employment	
Date/Time	_____	Date/Time	_____
Contact	_____	Contact	_____
Rent	_____ Ppty _____	Comments	_____
Landlord Approved YES/NO		Date ____/____/____	

Signed: _____ Date / / _____

Tenancy Privacy Statement

Please ensure you sign this statement before your handing in your application

This form is to be accompanied by an Application for Tenancy. Your Application for Tenancy cannot be accepted unless this has been completed in full and signed.

Due to recent changes in the Privacy laws, from 21 December 2001, all real estate agencies must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional property managers. Please take the time to read this Privacy Statement carefully, and once completed return it to this office with your tenancy application.

As professional property managers, Ristic Real Estate, collects personal information about you. To ascertain what personal information we have about you, you can contact us by the following ways:

Telephone: 9436 0888

Facsimile: 9436 0088

Email: reception@risticrealestate.com.au

In Person: Shop 36 "The Stables" Shopping Centre, Childs Rd, MILL PARK VIC 3082

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 a lease/tenancy of the premises.

To carry out this role, and during the term of your tenancy, we usually disclose your personal information to the following:

The landlord, the landlord's lawyers, the landlord's mortgagee - for mortgage purposes, referees you have nominated, organisations/tradespeople required to carry out maintenance to the premises, rental bond authorities, Residential Tenancies Tribunals/Courts, collection agencies, National Tenancies Database Pty Ltd, Remington White, other real estate agents and landlords, utilities companies such as gas, electricity, water connection, telephone connection, banks - for rental payment facilities and financial records, employers - for reference purposes.

PLEASE NOTE:

1. This application is subject to the owner's approval and if accepted is 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 available on the date required.
2. All applicants must complete an application form.
3. Initial bond payment must be paid in the form of a bank cheque or money order made payable to the Residential Tenancies Bond Authority.
4. Initial rental payments must be paid in the form of a bank cheque or money order made payable to the Ristic Real Estate.
5. The applicant hereby agrees to a credit check being carried out by the National Tenancy Database.
6. The applicant acknowledges that the property is in a reasonably clean condition and in good repair as inspected.

TENANCY ACCEPTANCE

We understand that finding and selecting a rental property is often difficult. We will process your application as quickly as possible, but please remember we may be processing many applications at the same time.

SUCCESSFUL APPLICATIONS

Should your application be successful you will be notified by phone and requested to confirm your tenancy. We require the first month's rent paid and the leases to be signed within 48 hours of the confirmation to secure your tenancy. Prior to your commencement date all tenants must sign the tenancy agreement and pay the first months rental (please allow 1/2 hour for this appointment). The property manager will supply you with these amounts at the confirmation of your tenancy. Keys will only be handed out when all parties have signed the tenancy agreement, Bond Lodgement Form, all monies have been paid and the tenancy has commenced.

Signing of tenancy agreements and the payment of the first months rent can be undertaken at the office indicated by your property manager.

The preferred rent payment method of Ristic Real Estate is Direct Deposit

APPLICANT MUST SIGN BELOW FOR THE APPLICATION TO BE PROCESSED

Signed by the:

Applicant

Print Name _____

Date _____

Witness _____
