

Tenancy Application Form

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

Important Information Regarding Your Application



- o Please ensure that you read & sign to acknowledge the following conditions relating to your application.
- o Properties over \$350pw require a six (6) week bond, properties under \$350pw require a four (4) week bond unless the property is the owners Principal Place of Residency in which case a six (6) week bond will be required
- o The applicant acknowledges having inspected the premises and will accept possession of the premises in the condition as at the time of inspection including all fixtures & fittings
- o Should you wish to request any alterations or additions (including fixtures & fittings) to the property, please submit your requests in writing with your application.
- o All attempts will be made to ensure that the property is available for occupation on the lease commencement date. Should unforeseen circumstances prevent this from occurring, the Landlord/Agent will not be held responsible
- o The applicant acknowledges that once a lease document has been signed the date the keys to the property will be released to the tenant no earlier than the date the lease term is said to commence on the signed lease document. Once a lease is signed the dates cannot be changed.
- o All applicants over the age of 18 years must complete an Application form prior to us commencing processing
- o Applications must be accompanied by 100 points of ID. One form of proof must include a photo of the prospective tenant.
- o Utility connections are your responsibility to arrange. Please indicate on your application form if you require this 'free' service through On The Move.
- o We will do our best to process your application promptly. Delays can occur if your application has not been completed in full and if we are unable to contact your referees. Once we have done all the necessary checks, we contact the Landlord to seek their decision and this can also take some time. Please be patient and we'll get back to you as soon as we can.
- o The method in which the monthly calendar rent amount is calculated, is as follows: Weekly rent amount divided by seven days a week x 365 days per year, divided by 12 months
- o Should your application be successful, you will be notified by phone and asked to confirm your tenancy. We require the first months rent to be paid via BPay to our Trust Account to secure the property. Failure to do so may result in the next applicant being offered the property or the property being re-marketed
- o **Rental payments are to be made by Direct Debit from your bank account. This will occur by default from the Your Property Manager office and a transaction fee may be charged by your bank. Dishonor fees will apply. You will be required to bring your bank account details with you upon the signing of the lease documents. These details will be kept confidentially on file. Your Property Manager does not accept transfers of bonds or cash payments for rent.**
- o Upon acceptance of the lease offer, our Leasing Consultant will contact you to make a time to sign your lease. Bond is payable on sign up or before your lease commencement date and MUST be paid in the form of Bank Cheque or Money Order made payable to the Residential Tenancies Bond Authority or simply, "RTBA".
- o Should your application be unsuccessful, you will be advised & your application form will be shredded for confidentiality unless you indicate that you wish to apply for an alternative 'currently listed' property. Please notify our Leasing Consultant if this is the case

I /we acknowledge having read and agree to the following conditions

Name: _____

Signature: _____

Date: ____ / ____ / ____

Accepted ID	Points
Drivers licence	40
Passport	40
Birth certificate	30
Other photo ID	30
Medicare card	20
Current wage advice	20
Previous 2 rent receipts	20
Motor vehicle registration certificate, current bank statement, phone account, electricity account or gas account	10

Residential Tenancy Application Form



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

Property You Are Applying For	
Address:	
Postcode:	
Rental Amount \$	Weekly \$ Monthly
Bond Amount \$	
Lease Term:	Years Months
Date Property to be Occupied: / /	
Occupants who will reside at the property:	
Name:	Age:
Name:	Age:
Name:	Age:
Name:	Age:
Pets- If yes, how many?	Type/Breed:
Smokers: YES NO	
Applicant Details	
Title:	Family or Surname:
Given Name/s:	
Date of Birth: / /	Home Ph:
Work Ph:	Mobile Ph:
Email Address:	
Australian Driver's Licence No:	
State:	Expiry Date:
Passport No (if applicable):	
Country:	Expiry Date:
Car Registration Number:	
Car Make/Model:	
Pension Type:	Number:
Current Address:	
Postcode:	
Contact Number:	
**Please provide a contact number you are available on all day	

Current Situation	
Do you: Rent / Own:	
Length at this address:	years months
If Rented - Rent Paid \$	per week
Name of Landlord / Agent:	
Phone no. of Landlord/Agent:	
Reason for leaving:	
Bond received in full: Yes / No	
If No, why not?	
Previous Situation	
Did you: Rent / Own	
Address:	
Length at this address:	years months
If Rented - Rent Paid \$	per week
Name of Landlord / Agent:	
Phone no. of Landlord/Agent:	
Reason for leaving:	
Bond received in full: Yes / No	
Utility Connection Service	
<p>Let On The Move reduce your stress and save you time by arranging your utility connections at the property.... at no extra cost! We will contact you within 24 hours to confirm</p>	
<p>ELECTRICITY, GAS, WATER, TELEPHONE, BROADBAND, FOXTEL</p> <p>Ph: 1300 850 360 Fax: 1300 661 160</p>	
<p>Terms & Conditions - By not ticking the box below, 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. On The Move & your Agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees & bonds may apply</p>	
<input type="checkbox"/> Please DO NOT call me. I will connect the required utilities myself.	

Residential Tenancy Application Form



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

Employment Details	
Current Employment Details:	
Position Held:	
Term of Employment:	
Income per annum:	
Business Name and Address:	
Contact:	Phone:
Contacts Position:	
Self employed: Yes / No	ABN:
Business Type:	
Accountant Name:	Phone:
Solicitor Name:	Phone:
Previous Employment Details:	
Position Held:	
Term of Employment:	
Income per annum:	
Business Name:	
Business Address:	
	Postcode:
Contact:	Phone:
If you are self employed, please complete:	
Company Name:	
Company Address:	
Suburb:	Postcode:
Business Type:	
Position Held:	
A.B.N:	
Accountant Name:	
Accountant Phone:	
Solicitor Name:	
Solicitor Phone:	

Students please complete:	
Name of Institution:	
Campus:	
Course:	
Length of Course:	
Enrolment Number:	
Parents Name:	
Parents Phone:	
Campus Contact:	Phone:
Course Co-Ordinator:	Phone:
Financial Support (Income):	
Personal References	
Personal Referees:	
1. Name:	Phone:
Relation:	
Occupation:	
2. Name:	Phone:
Relation:	
Occupation:	
Emergency Contact	
Emergency Contact / Next of Kin:	
Name:	
Relation to the Applicant:	
Home Ph:	Mobile Ph:
Address:	
How Did You Find Out About This Property?	
<input type="radio"/> City Weekly <input type="radio"/> Office Window Display <input type="radio"/> The Age <input type="radio"/> Rental List	
<input type="radio"/> www.realestateview.com.au <input type="radio"/> www.realestate.com.au	
<input type="radio"/> www.domain.com.au <input type="radio"/> Other Internet <input type="radio"/> Other	

Privacy & Disclosure Statement



NTD Disclosure Statement

You can contact the National Tenancy Database Pty Ltd (ABN 65 079 105 025) ("NTD") by:

Telephone: (03) 9610 4996 Fax: (03) 9620 7339

Email: kim@ntd.net.au Web: www.ntd.net.au

Address: 7/477 Collins St, Melbourne 3000.

Proof of identity will be required, ie. Photo Licence, Passport ect.

NTD Primary Purpose

NTD collects your personal information to provide its members and others listed below, historical tenancy and public record information on individuals & companies who/which lease residential and commercial property from or through licenced real estate agent members of NTD. NTD also provides credit information on companies/directors applying for commercial leases.

The real estate agent/property manager will advise NTD of your conduct throughout the lease/tenancy, and that the information will form part of your tenancy history.

NTD usually discloses your personal information to:

Licenced real estate agent members

NTD's parent company, Collection House Limited ABN 74 010 230 716 and it's subsidiaries and related entities.

Credit Bureaus

If your personal information is not provided to NTD, the real estate agent/property manager will not be able to carry out their professional responsibilities and will NOT be able to provide you with a lease/tenancy of the premises.

I hereby authorize Your Property Manager to disclose my personal details and any defaults on my rental agreement to the NTD.

Name: _____

Witness Name: _____

Signature: _____

Witness Signature: _____

Date: ___ / ___ / ___

Date: ___ / ___ / ___

Tenancy Privacy Statement

Due to the changes in the Privacy Act, 21st December 2001, all real estate agents must ensure that you fully understand the National Privacy Principles. As professional Property Managers, "Your Property Manager" collects your personal information to assess the risk in providing you with a tenancy agreement/lease. To carry out this role, and during the term of your tenancy, we usually disclose your information to a number of relevant parties.

I authorize the agent obtain personal information about myself from:

(a) the owner of the agent of my current or previous address

(b) my personal referees and/or 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 a lease/tenancy documents

(c) allow organizations/trades people to contact me

(d) lodge/claim/transfer to/from the Residential Tenancies Bond Authority.

(e) refer to the Tribunals/Courts & Statutory Authorities (where applicable)

(f) refer to collection agencies/lawyers (where applicable)

(g) complete a credit check with NTD

(h) transfer water account details into my name

(i) The National Tenancy Database (NTD)

I am aware that if information is not provided or I do not consent to the uses which are listed above, the Agent cannot provide me with a Residential Tenancies Agreement.

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 the information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am not currently bankrupt.

Name: _____

Signature: _____

Date: ___ / ___ / ___

Your Property Manager Pty Ltd

ACN 102 924 881 | ABN 97 102 924 881

Licensed Estate Agents & Property Managers

Director & Licensed Estate Agent Carolyn Wright

Visit us 3/232 Bluff Road, Sandringham VIC 3191

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