



# Residential Tenancy Application

[hodges.com.au](http://hodges.com.au)

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<b>Mt.Eliza</b>	1/65 Mt.Eliza Way	T: 9787 2600	F: 9787 0513	E: <a href="mailto:mteliza@hodges.com.au">mteliza@hodges.com.au</a>
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<b>South Yarra</b>	1/657 Chapel Street	T: 9827 7494	F: 9824 1753	E: <a href="mailto:southyarra@hodges.com.au">southyarra@hodges.com.au</a>
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## Residential Tenancy Application

**Please fully complete both sides of this form for your application to be processed**

### 1. Property Applying For

Preference 1 \_\_\_\_\_

Preference 2 \_\_\_\_\_

Suburb \_\_\_\_\_ Post Code \_\_\_\_\_

Lease Term \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_

Date Property to be occupied \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Rent Payable for Property Weekly \$ \_\_\_\_\_ Per Calendar Month \$ \_\_\_\_\_

### 2. If self-employed, please complete the following

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Suburb \_\_\_\_\_ Post Code \_\_\_\_\_

Business Type \_\_\_\_\_

Position Held \_\_\_\_\_

A.B.N. \_\_\_\_\_

Accountant Name \_\_\_\_\_

Accountant Phone \_\_\_\_\_

Solicitor Name \_\_\_\_\_

Solicitor Phone \_\_\_\_\_

### 3. Personal Details

Title \_\_\_\_\_ First Name \_\_\_\_\_ Initial \_\_\_\_\_

Last Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Current Address \_\_\_\_\_

Suburb \_\_\_\_\_ Post Code \_\_\_\_\_

Drivers Licence Number \_\_\_\_\_ State of Issue \_\_\_\_\_

Alternate ID (eg passport) \_\_\_\_\_ No \_\_\_\_\_

Pension Type \_\_\_\_\_ No \_\_\_\_\_

Home Phone Number \_\_\_\_\_

Mobile Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_

Employers Name \_\_\_\_\_

Employer Phone Number \_\_\_\_\_

If Student, Include Institution \_\_\_\_\_

**Please provide a contact number you are available on all day**

Contact number: \_\_\_\_\_

### 4. Utility Connection Service



**Connecting Your Utilities Has Never Been Easier**

ConnectNow is a simple and convenient time saving service assisting with your Telephone, Electricity & Gas and water connections. ConnectNow also provide a range of additional services to compliment your household utilities, such as Internet & Pay TV.

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

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.

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

**PM ID:**

I consent to ConnectNow Pty.Ltd. A.C.N. 79 097 398 662 arranging for the connection and disconnection of the nominated home services and to providing information contained in this application to the service providers for this purpose. 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 and conditions once the client has agreed to use the chosen service provider. I authorise the obtaining of a National Metering Identifier (N.M.I.) on my residential address to obtain supply details. 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 Pty Ltd will be paid a fee by the service provider and will be paying a fee to the Agent in respect of the provision of the service being provided to me by ConnectNow Pty Ltd.

I consent to Sholl Communications arranging for the connection and disconnection of the nominated telephony services and products and agree to be bound by the terms and conditions of Sholl Communication and their agents and or suppliers. I agree that neither Sholl Communications nor their agents or suppliers accepts liability for loss caused by delay in, or failure to connect or provide the nominated product or service.

**I would like connectnow to contact me to arrange my utility connection**  Yes  No

Signed: \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### 5. Current Situation

Are you the  Owner  Renter

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

Name of Landlord/Agent (if applicable)

Phone Number

Rent paid per month

Reason for leaving

### 6. Previous Rental History

Were you the  Owner  Renter

Previous Address

Suburb Post Code

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

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

### 7. Other Information

Number of people occupying the property Adults Children

Please specify the ages of any children

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

### 8. Personal Referees

1. Reference name

Relationship Phone

2. Reference name

Relationship Phone

3. Reference name

Relationship Phone

### 13. 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. No action will be taken against the landlord or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason. 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 I will be required to pay rental in advance and a rental bond, and 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.

I authorise the agent to obtain details of my credit worthiness from, the owner or agent of my current or previous residence, my personal referees,

### 9. Current Employment Details

Employment Address

Suburb Post Code

Contact Name

Length at current employment? Years Months

Net Income? Per Week Per Month

### 10. 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

### 11. Business Referees

1. Reference name

Relationship Phone

2. Reference name

Relationship Phone

3. Reference name

Relationship Phone

### 12. If a student, please complete the following

Place of study

Course being undertaken

Enrolment Number

Campus Contact

Phone Number

Course Co-ordinator

Phone Number

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 any person whom the agent reasonably considers has an interest receiving such information.

**ConnectNow PRIVACY POLICY:** The privacy of ConnectNow customers is of vital importance to ConnectNow. You have the right to access ConnectNow records of your information under the Privacy Act. ConnectNow will not disclose your personal information to any other third party other than for the purposes of connection of the nominated utility services, unless required to do so under law or Government order.

Signed: Dated / /

Name

## Tenancy Privacy Statement

*Please sign and date this form for your application to be processed*

Due to changes in the Privacy laws from December 21, 2001 all property managers 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 to this office with your tenancy application.

As professional property managers, Hodges collects personal information about you. To ascertain what personal information we have about you, you may contact us at [privacy@hodges.com.au](mailto:privacy@hodges.com.au)

### 100 Point Check

To process your application we need to verify who you are. To do this we need to see some identification that adds up to 100 points.

The alternative available to you and the applicable points towards your 100-point check are listed below.

Please make copies of your chosen documents

<b>Passport</b>	<input type="checkbox"/>	<b>70 points</b>
<b>Birth Certificate</b>	<input type="checkbox"/>	<b>70 points</b>
<b>Drivers Licence</b>	<input type="checkbox"/>	<b>40 points</b>
<b>Australian Public Service Employees Card</b>	<input type="checkbox"/>	<b>40 points</b>
<b>Other Australia Government issue I.D. Card</b>	<input type="checkbox"/>	<b>40 points</b>
<b>Social Security/Pension Card</b>	<input type="checkbox"/>	<b>40 points</b>
<b>Tertiary Student Card</b>	<input type="checkbox"/>	<b>40 points</b>
<b>Certificate of Title</b>	<input type="checkbox"/>	<b>35 points</b>
<b>Other Employment I.D. Card</b>	<input type="checkbox"/>	<b>25 points</b>
<b>Credit/Debit/ATM Card</b>	<input type="checkbox"/>	<b>25 points</b>
<b>(Multiples may be used)</b>	<input type="checkbox"/>	<b>25 points</b>
<b>Electoral Roll Records</b>	<input type="checkbox"/>	<b>25 points</b>
<b>Medicare Card</b>	<input type="checkbox"/>	<b>25 points</b>
<b>Membership Card</b>	<input type="checkbox"/>	<b>25 points</b>
<b>Rates Notice</b>	<input type="checkbox"/>	<b>25 points</b>
<b>Bank Statement</b>	<input type="checkbox"/>	<b>25 points</b>
<b>Utility Bills</b>	<input type="checkbox"/>	<b>25 points</b>

### Primary Purpose

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 providing you with the lease/tenancy of the premises.

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

- The Landlord
- The Landlord's lawyer
- The Landlord's mortgagee
- Referees you have nominated
- Organisations / Trade people required to carry out maintenance to the premises.
- Rental Bond Authorities
- Residential Tenancy Tribunals / Courts
- Collection Agents
- National Tenancy Database Pty. Ltd. (ABN 65 079 105 025) ("NTD")
- Other Real Estate Agents and Landlords

### Secondary Purpose

We also collect your personal information to

- Enable us, or the Landlord's lawyers, to prepare the lease / tenancy documents on the premises.
- Allow organizations / trades people to contact you in relation to maintenance matters relating to the premises.
- Pay / release rental bonds to / from Rental 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 organizations contacting us on your behalf i.e. Banks, Utilities (Gas, Electricity, Water, Phone), Employers etc.

If your personal information is not provided to us and NTD, and you do not consent to the uses to which we put your personal information; we cannot properly assess the risk to our client, or carry out our duties as professional property managers. Consequently, we may not provide you with the lease / tenancy of the premises.

### NTD Disclosure Statement.

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

**Telephone:** 03 9610 4996  
**Facsimile:** 03 9620 7339  
**Email:** [steph@ntd.net.au](mailto:steph@ntd.net.au)  
**In Person:** Level 7, 477 Collins Street, Melbourne, 3000  
**Mail:** P.O. Box 156,  
 Collins Street West, Melbourne, 8007  
**Visit website:** [www.ntd.net.au](http://www.ntd.net.au)

### Primary Purpose

NTD collects your personal information to provide to its members historical tenancy and public record information on individuals and companies who / which lease residential and commercial property from or through licensed 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 information will form part of your tenant history.

NTD usually discloses information to

- Licensed real estate agent members
- NTD's parent company, Collection House Limited (ABN 74 010 230 716) and its subsidiaries
- Credit Bureaus

**I acknowledge that I have read and understood this privacy statement.**

**Signed:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

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