



# Tenancy Application Form

535 Flinders Lane  
Melbourne, Victoria, 3000  
Telephone: 03 9629 8885  
Facsimile: 03 9629 4477  
www.propertyx.com.au

rebeccar@propertyx.com.au

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

## Rental Property Details:

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Rental Amount \$      Weekly      Monthly

Bond Amount \$ \_\_\_\_\_

Commencement Date: / /      Term: yrs/mths

Occupants who will reside at the property

Name: \_\_\_\_\_ Age \_\_\_\_\_

Name: \_\_\_\_\_ Age \_\_\_\_\_

Name: \_\_\_\_\_ Age \_\_\_\_\_

Name: \_\_\_\_\_ Age \_\_\_\_\_

Pets - if yes, how many?      Type/breed

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 \_\_\_\_\_

Previous address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Do you: Rent/ Own \_\_\_\_\_

Length at this address:      years      months

If rented - rent paid \$      per week

## Applicant Details

Title:      Family or Surname: \_\_\_\_\_

Given name/s: \_\_\_\_\_

Date of birth: / /      Home Ph: \_\_\_\_\_

Work Ph:      Mobile Ph: \_\_\_\_\_

Email address: \_\_\_\_\_

Australian Driver's Liscence No: \_\_\_\_\_

State:      Expiry date: \_\_\_\_\_

Passport No (if applicable): \_\_\_\_\_

Country:      Expiry date: \_\_\_\_\_

Own Motor Vehicle: Yes/ No \_\_\_\_\_

Car Make/ Model:      Car Rego: \_\_\_\_\_

Current address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Name of Landlord/ Agent: \_\_\_\_\_

Phone no. of Landlord/ Agent: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Bond received in full: Yes / No \_\_\_\_\_

## Students

Name of Institution: \_\_\_\_\_

Campus: \_\_\_\_\_

Course: \_\_\_\_\_

Years of Study:      Copy of Student card Att: Yes/ No

Parents Name:      Parents Ph: \_\_\_\_\_

Parents Address: \_\_\_\_\_

Financial Support: Yes / No \_\_\_\_\_

## Utility Connection Service



This is a free service that connects all your utilities

If you have agreed to connect your services through Rentfast we will try to call you within 24 hours of you being accepted as Tenant of the property to confirm arrangements for your service connection(s). If you have not been contacted by us within 24hours you should contact us on 1300 677 338.

By signing this application:

Please tick utilities as required

Water

Electricity

Gas

Phone

Internet

I consent to Rentfast: 1. Arranging the connection of utility services to the property; and 2. Providing my personal information to utility service providers to enable the connection of those services; and 3. Contacting me by phone or SMS in relation to the connection of the services and other promotional offers from Rentfast even if my phone number appears on the Do Not Call 4. I agree that that I am solely responsible for all payments for the connection and use of the services and indemnify Rentfast and its officers and servants and agents and hold them indemnified against any charges, costs or losses imposed on them by any third party or me in connection with the services including but not limited to those arising due to non-payment for the services by me and any losses arising to me as a result of any delay or failure in the connection of the services; and I acknowledge: 1. That I have read and understood Rentfast's Privacy Policy; and 2. The right of Rentfast to receive a fee for arranging the connection of these services; and 3. That the Real Estate Agent listed in this Application may receive a benefit from Rentfast relating to the connection of the utility services. I warrant: That I am authorised to make this application on behalf of all applications listed in this application form and/or attached application forms for the this property

## Employment Details

Current Employment Details:

Position Held:

Term of Employment:

Income per Annum:

Business Name & Address:

Contact: \_\_\_\_\_ Ph: \_\_\_\_\_

Self Employed: Yes / No ABN: \_\_\_\_\_

Business Type:

Accountant Name: \_\_\_\_\_ Ph: \_\_\_\_\_

Solicitor Name: \_\_\_\_\_ Ph: \_\_\_\_\_

Previous Employment Details:

Position held:

Term of employment:

Income per Annum:

Business Name & Address:

Contact: \_\_\_\_\_ Ph: \_\_\_\_\_

## References

Personal Referees:

1. Name: \_\_\_\_\_ Ph: \_\_\_\_\_

Relation: \_\_\_\_\_

Occupation: \_\_\_\_\_

2. Name: \_\_\_\_\_ Ph: \_\_\_\_\_

Relation: \_\_\_\_\_

Occupation: \_\_\_\_\_

## Emergency Contact

Emergency Contact / Next of Kin:

Name: \_\_\_\_\_

Relation to the applicant: \_\_\_\_\_

Home Ph: \_\_\_\_\_ Mobile Ph: \_\_\_\_\_

Address: \_\_\_\_\_

## Please Provide The Following With Your Application

- Copy of Drivers License / Photo ID / Passport
- Last 3 Wage Slips
- Current & Previous 2 Months Bank Statements
- Previous Rental Tenancy Reference
- 2 Previous Rental Receipts
- Telephone / Electricity Accounts

## How did you find out about this property?

- City Weekly  Office Window Display  [www.realestateview.com.au](http://www.realestateview.com.au)  
 The Age  [www.propertyx.com.au](http://www.propertyx.com.au)  [www.realestate.com.au](http://www.realestate.com.au)  
 Office Rental  [www.domain.com.au](http://www.domain.com.au)  Other Internet  
List

## 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 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 not be ready for occupation on this date, for whatever reason. I accept that rental amounts are subject to change by providing the required notice.

I agree, unless otherwise noted upon commencement the property will be in the same condition as upon my inspection. Century 21 Melbourne makes no representation to the availability of parking permits, enquires must be made by me as a prospective tenant to the local council.

I agree that if this application is successful, I am required to pay one month's rent on or prior to the signing of the Lease Agreement within 24-48 hours of approval. The commencement date of this lease agreement will indicate my rental pay date and after this first initial payment, I am obliged to pay each monthly rental payment in advanced to that specified and agreed rental payment date. I am also required to pay the equivalent of one (1) months rent on or prior to the signing of the Lease Agreement which will be considered as the bond and will be forwarded to the Residential Tenancies Bond Authority until the termination of the Lease Agreement.

I agree, unless otherwise noted, upon commencement this property will be in the condition as upon my inspection. I, the above-mentioned applicant solemnly declare that the information contained in the application form is true and correct. I understand that making false statements is punishable by law and I shall notify the agent of any changes to the information immediately.

I understand my responsibilities to arrange for the connection and payments of gas, electricity, telephone and water consumption. I hereby acknowledge and authorize Century 21 Melbourne Pty. Ltd. To conduct independent reference checks and to provide my information to the landlord for the purpose of assessing my eligibility to rent the property.

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.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Print Name: \_\_\_\_\_



**Tenancy Privacy Statement**

Due to recent 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 roles 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, we collect personal information about you. To ascertain what personal information we have about you, you can contact the office.

**NTD Disclosure Statement**

You can contact National tenancy Database Pty Ltd (ABN 65 079 105 025) ("ntd") by:  
Telephone: (03) 610 4996 Fax: (03) 9620 7339 Email: kim@ntd.net.au Address: 7/477 Collins St, Melbourne, 3000 Web: www.ntd.net.au  
Proof of Identity will be required, ie. Photo License, Passport etc. Primary Purpose  
NTD collects your personal information to provide its members and others listed below, 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 tenancy history.  
NTD usually discloses your information to: Licensed Real Estate Agent members  
NTD's parent company, Collection House Limited ABN 74 010 230 716 and its 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.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

Witness: \_\_\_\_\_

**Parental Guarantee**

To: Property X  
535 Flinders Lane  
Melbourne VIC 3000

Phone: 61 3 9629 8885  
Fax: 61 3 9629 4477  
Email: info@propertyx.com.au  
Web: www.propertyx.com.au

I \_\_\_\_\_

(Parents Name)

the parent of \_\_\_\_\_ do hereby consent to

(Student Name)

his/her rental of the property at \_\_\_\_\_.

(Address)

I agree that I will be financially supporting my child as they study in Melbourne.

I support this lease application and I hereby agree to indemnify Property X and the owner of the property for any rental and or damage that my son/daughter causes during the duration of the tenancy and at the vacating of the tenancy.

Signed: \_\_\_\_\_ Date:    /    /

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Please attach a copy of passport with this guarantee.