



31 Northgate Drive, BERWICK, VIC, 3806
Phone: 1300 720 765
Fax: 03 9702 6856
Email: info@jimbyrne.com.au
nicole@jimbyrne.com.au

Attention All Prospective Tenants:

Before submitting your application – Please be advised of the following:

1. All adults (**18 years and over**) intending to occupy the premise on a permanent basis **MUST complete an application.**
2. Please provide us with **100 points of ID** so we can process your application (Please refer to your application form for details)
3. Each Applicant must include **2 PROFESSIONAL references**. Family and friends WILL NOT be accepted. Referees must be contactable during business hours of 9.00am – 5.00pm Monday – Friday.
4. Each Applicant must include a copy of the last **2 pay slips or some proof of income/payments**. (e.g. Centrelink statement or a filtered bank statement)

Should your application be successful the bond (Equal to 1 calendar's month's rent and or pet bond if required) must be made by bank cheque or money order made out to the RTBA (Residential Tenancies Bond Authority) within 24 hours after approval of application. No personal cheques will be accepted. ** You can arrange directly with our office to pay the bond with cash or by direct deposit **

Keys will not be handed over until the lease agreement has been signed by all applicants, bond & first month's rent has been paid in full.

The property will remain on the Rental List and appointments will be made for other prospective tenants until all fully signed documents and all due payments have been received by our office.

I/We have inspected the property and accept it in its current condition

OR

I/We request the following items attended to prior to my tenancy commencing.

I acknowledge that these items are subject to the owner's approval.

I/We have read,

Understand and agree to the above information and submit the attached application.

X.....
Signature of Prospective Tenant/s

Residential Application Form

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



A. AGENT DETAILS

Jim Byrne Real Estate

31 Northgate Drive, Berwick, Victoria 3806

Phone: 1300 720 765

Fax: 03 9702 6856

Email: info@jimbyrne.com.au

Property Manager

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?

 Years Months

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

Driver's licence expiry date

Driver's licence state

Passport number

Passport country

Pension no. (if applicable)

Pension Type (if applicable)

6. Please provide your contact details

Home phone number

Mobile phone number

Work phone number

Fax number

Email address

7. What is your current address?

 Postcode

D. UTILITY CONNECTIONS

myconnect

Myconnect is a free & easy utility connection service for tenants

Phone : 1300 854 478
Fax : 1300 854 479

enquiry@myconnect.com.au
www.myconnect.com.au

Yes, Please Contact Me

Unless I have opted out below, I:

Consent to the disclosure of information on this form to myconnect ABN 34121 892 331 for the purpose of arranging the connection of nominated utility services from a panel that I may choose; authorise myconnect to contact me by any means (including by telephone or SMS even if my number is on the do not call Register) in order to provide myconnect's services to me; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent; acknowledge that myconnect may receive a fee from service providers in relation to connection/s and that the Real Estate Agent may receive part of this fee; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of service or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities.

Tick here to opt out

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;

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.net.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.

I am aware that I may access personal information on the contact details above. I further acknowledge that my application may be subjected to a National Tenancy Database (NTD) search for verification and approval. NTD can be contacted on 1300 563 826.

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

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

<input type="text"/>	Years	<input type="text"/>	Months
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9. Why are you leaving this address?**10. Landlord/Agent details of this property (if applicable)**

Name of landlord or agent

Landlord/agent's phone number

Weekly rent paid

<input type="text"/>	\$ <input type="text"/>
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11. What was your previous residential address?

<input type="text"/>
<input type="text"/>
Postcode

12. How long did you live at this address?

<input type="text"/>	Years	<input type="text"/>	Months
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13. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord / Agent's phone number

Weekly rent paid

<input type="text"/>	\$ <input type="text"/>
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Was bond refunded in full?

If not why not?

<input type="text"/>	<input type="text"/>
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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 (inc. accountant if self employed or institution if a student)

Employer's address

<input type="text"/>
<input type="text"/>
Postcode

Contact name

Phone number

<input type="text"/>	<input type="text"/>
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Length of employment

Net Income (PA)

<input type="text"/>	Years	<input type="text"/>	Months	\$ <input type="text"/>
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15. Please provide your previous employment details

Occupation?

Employer's name

Phone number

<input type="text"/>	<input type="text"/>
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Length of employment

Net Income (PA)

<input type="text"/>	Years	<input type="text"/>	Months	\$ <input type="text"/>
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H. CONTACTS / REFERENCES**16. Please provide a contact in case of emergency**

Surname

Given name/s

<input type="text"/>	<input type="text"/>
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Relationship to you

Phone number

<input type="text"/>	<input type="text"/>
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17. Please provide two personal references (not related to you)

1. Surname

Given name/s

<input type="text"/>	<input type="text"/>
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Relationship to you

Phone number

<input type="text"/>	<input type="text"/>
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2. Surname

Given name/s

<input type="text"/>	<input type="text"/>
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Relationship to you

Phone number

<input type="text"/>	<input type="text"/>
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I. OTHER INFORMATION**18. Car Registration****19. Please provide details of any pets**

Breed/Type

Council registration / number

1. <input type="text"/>

2. <input type="text"/>

**** PLEASE NOTE ****

*Security deposits are to be paid separately by cheque made out to the RTBA within 24 hours after approval of application. No personal cheques accepted.

*Initial rental payment must be made by bank cheque or money order **on or before of the start of tenancy** you can arrange with our office to pay by cash or EFT.

*Keys will not be handed over until the lease agreement has been signed by all the applicants, bond and first month's rent paid in full.

*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

*The applicant has declared that the information provided is true & correct and agree that the agent is permitted to make enquiries to provide information to the landlord for the purposes of assessing you eligibility to rent the property

PLEASE PROVIDE US WITH 100 POINTS OF IDENTIFICATION

Driver's licence	50
Passport	50
Proof of age card	50
Student ID card	50
Copy of mobile phone account	20
Copy of medicare card	20
Concession / pension card	10
Copy of gas / water / electricity account	30 each

OFFICE USE ONLY**Property Rental**

\$ <input type="text"/>	per week	\$ <input type="text"/>	per month	\$ <input type="text"/>	Bond
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Commencement date?