



Tenancy Application Form

When completing and submitting an application for a rental property the following requirements must be met:

- You **MUST attend the inspection** for the property you wish to apply for. If you cannot attend you may have someone attend the inspection on your behalf.
- All sections of the application form are required to be completed in full. This includes: full details of your employment, Centrelink benefits, residential history, and at least **two (2) references (DO NOT list friends or family members as references as they are inadmissible.)**
- 100 points of Identification** is required, including photo identification and proof of income, EG. Two most recent pay slips, Centrelink statement or bank statement.
- Every person over the age of 18 years is to complete an application form (Including those not named on the tenancy agreement).
- The Privacy act statement **MUST be signed** to enable your application to be processed.
- Collie & Tierney First National Real Estate Mildura uses the TICA national database to check tenancy applications. TICA contact details: www.tica.com.au, Ph.190 222 0346.

Processing Applications

We aim to process applications within three business days. Please keep in mind that the processing of applications involves checking numerous references. It is in your best interest to provide business hours contact details for all references. Once reference checking has been completed the application is then presented to the Landlord. The Landlord may take time to deliberate on the decision.

We will contact you to advise whether your application has been successful or not.

If your application is successful

Within 48 hours of acceptance in order to secure the property. An appointment is scheduled to sign the tenancy agreement, pay a minimum of two weeks' rent and a security bond equal to one calendar month's rent. The Bond **MUST** be either a **BANK CHEQUE** or **MONEY ORDER** made out to the **RTBA (VIC)** or **The Rental Bond Board (NSW)**.

PLEASE NOTE: CASH OR EFTPOS CANNOT BE ACCEPTED AS PAYMENT OF THE BOND.

Your rental payments must stay two weeks in advance throughout the duration of your tenancy.

If you choose to use Rent.com.au for a rental bond, you will be required to pay a \$5 processing fee to Collie & Tierney to process the cheque. Rent.com.au deposits your bond into our trust account & we are required to draw a cheque to process your bond and sent it to the RTBA.

If your application is unsuccessful

You will be notified by either phone or text message.

Please advise if you wish to be considered for another property and we will re-submit it for the next property/preference. Your application is regarded as a confidential document. If your application is deemed unsuccessful it will be kept on file for 12 weeks and then destroyed.

| PROPERTY DETAILS (In preference order) | | | |
|--|----------|---------|----------------------|
| #1 Address: | | | |
| Rent \$ | per week | Bond \$ | Date Inspected : / / |
| #2 Address: | | | |
| Rent \$ | per week | Bond \$ | Date Inspected: / / |
| #3 Address: | | | |
| Rent \$ | per week | Bond \$ | Date Inspected : / / |

APPLICATION DETAILS

Term of Lease requested: 6 months/ 12 Months (Please circle) Commencing: / /

Do you have Pets? Yes / No (Please Circle) Type: Breed: No:

How many people will reside at the property: Adults: Children: Children's Ages:

Do you have a lawnmower? Yes / No (Please Circle)

How will you be paying rent? Weekly / Fortnightly / Monthly (please circle)

Internet Bpay or Direct Transfer Eftpos at Collie & Tierney Office Direct through Centrepay

Will the bond be: Own/ Department Of Housing (please circle)

PERSONAL DETAILS

Applicant #1 Title: Mr / Mrs / Ms / Miss

Surname:

Given Name(s):

Phone: (H) (W)

Mobile:

Date of Birth:

Address:

Suburb: Post Code:

Drivers License Number:

Email:

Emergency Contact: (Not residing at the property)

Name:

Contact Number:

Relationship:

Applicant #1 Title: Mr / Mrs / Ms / Miss

Surname:

Given Name(s):

Phone: (H) (W)

Mobile:

Date of Birth:

Address:

Suburb: Post Code:

Drivers License Number:

Email:

Emergency Contact: (Not residing at the property)

Name:

Contact Number:

Relationship:

EMPLOYMENT DETAILS – Please attach proof of income (Payslips, Centrelink or Bank Statements)

Company:

Occupation:

Self Employed / Full Time / Part Time / Casual

(Please Circle) if self employed ABN:

Supervisor/Manager:

Phone: (M) (W)

Length of Employment:

Salary/Income after tax: \$ weekly/fortnight/month

If employed less than 6 months, previous employer details

Company:

Occupation:

Full Time / Part Time / Casual (Please Circle)

Supervisor/Manager:

Phone: (M) (W)

Length of Employment:

Salary after tax: \$ weekly / fortnight / month

Company:

Occupation:

Self Employed / Full Time / Part Time / Casual

(Please Circle) if self employed ABN:

Supervisor/Manager:

Phone: (M) (W)

Length of Employment:

Salary/Income after tax: \$ weekly/fortnight/month

If employed less than 6 months, previous employer details

Company:

Occupation:

Full Time / Part Time / Casual (Please Circle)

Supervisor/Manager:

Phone: (M) (W)

Length of Employment:

Salary after tax: \$ weekly / fortnight / month

| CENTRELINK | |
|--|---|
| Type of Payment: | |
| Customer Reference No: | |
| Net Payment Received: | |
| RESIDENTIAL HISTORY | |
| Current Address: | Current Address: |
| Rent or Own: Rent paid \$ p/w | Rent or Own: Rent paid \$ p/w |
| How long have you lived there: | How long have you lived there: |
| Reason for leaving: | Reason for leaving: |
| Name of Landlord/Agent: | Name of Landlord/Agent: |
| Real Estate Agency: | Real Estate Agency: |
| Phone Number: | Phone Number: |
| PREVIOUS ADDRESS | |
| Address: | Address: |
| Rent or Own: Rent paid \$ p/w | Rent or Own: Rent paid \$ p/w |
| How long did you lived there: | How long did you lived there: |
| Reason for leaving: | Reason for leaving: |
| Name of Landlord/Agent: | Name of Landlord/Agent: |
| Real Estate Agency: | Real Estate Agency: |
| Phone Number: | Phone Number: |
| Was the bond refunded in full? Yes / No Please circle | Was the bond refunded in full? Yes / No Please circle |
| If no, why? | If no, why? |
| REFERENCES - FRIENDS AND/OR FAMILY WILL NOT BE ACCEPTED AS REFEREES | |
| Reference #1 | Reference #1 |
| Name: | Name: |
| Home/ Work Phone Number : | Home/ Work Phone Number : |
| Mobile Phone Number: | Mobile Phone Number: |
| Relationship to you: | Relationship to you: |
| Length of Time: | Length of Time: |
| Reference #2 | Reference #2 |
| Name: | Name: |
| Home/ Work Phone Number : | Home/ Work Phone Number : |
| Mobile Phone Number: | Mobile Phone Number: |
| Relationship to you: | Relationship to you: |
| Length of Time: | Length of Time: |

YourPorter is a FREE service connecting utilities and other services.

If the Agent approves this application, YourPorter will be contacting you by phone, SMS, or email for the purposes of assisting you to connect your utilities within 24 hours of receiving this application for next business day connection.

- | | | | | |
|--|---|---|--|-------------------------------------|
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Gas | <input type="checkbox"/> Telephone | <input type="checkbox"/> Pay TV | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Car Insurance | <input type="checkbox"/> Life Insurance | <input type="checkbox"/> Health Insurance | <input type="checkbox"/> Home & Contents | <input type="checkbox"/> Home Loans |

DECLARATION AND ACCEPTANCE: I/We consent to the disclosure of this application form (including any personal information contained in this form) to YourPorter Pty Ltd (ABN 36 252 576 050) for the purpose of allowing YourPorter and its service provider iSelect Ltd to contact me for the connection of services as offered by YourPorter.

I/We acknowledge that if I/We do not provide my/our personal information, YourPorter and iSelect will not be able to provide these services to me/us. YourPorter and iSelect will ensure that my/our personal information is collected, used, held and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

I/We acknowledge that iSelect, the Agent, its employees and YourPorter may receive a benefit in relation to the connection of any of the services listed above. I/We consent to YourPorter and iSelect contacting me by phone or SMS in relation to the connection of the services listed above. I/We acknowledge that this consent permits YourPorter and iSelect to contact me even if the numbers listed on this application are listed on the Do Not Call Register. YourPorter and iSelect will otherwise collect, hold, use and disclose personal information in accordance with their respective privacy policies, which are available at www.yourporter.com.au/general/privacy-policy/ and <http://www.iselect.com.au/privacy-policy/> YourPorter is a free service, but I/We acknowledge that standard connection fees may apply for services connected (in addition to the ongoing service fees).

I/We acknowledge that neither YourPorter nor the Agent nor iSelect accept any responsibility for any delay in or failure to arrange or provide for any connection of a service or for any loss, damage, cost or expense in connection with such delay or failure. By signing this application I/We understand YourPorter is a value add product and that I/We are under no obligation to use YourPorter.

Signature: _____ **Date:** ____ / ____ / ____

DISCLAIMER/AUTHORITY

PRIVACY ACT ACKNOWLEDGEMENT FOR TENANTS

In accordance with Privacy Principle 1.3 of the Privacy Act we require you to read and sign this acknowledgement. In order to process a tenancy application a tenancy applicant is required under the National Privacy Act to be made aware that an organisation may access a database. In addition a tenancy applicant is entitled to know what will happen to their information when it is passed onto an Agent.

In accordance with the National Privacy Principles, Collie & Tierney First National Real Estate discloses that in addition to information being supplied to a database company other organisations may receive information from time to time. Other organisations may include debt collection agencies, insurance companies, government departments and other landlords or agents.

I/We the said applicant/s declare that I/we give my/our permission to Collie & Tierney First National Real Estate to collect my/our information and pass such information onto any tenancy database for the assessment of my/our tenancy application. I/we further give consent to Collie & Tierney First National Real Estate to contact any of my/our referees provided by me/us in my/our tenancy application or any other person or organisation deemed fit by Collie & Tierney First National Real Estate to assist in the completion of my/our tenancy application.

I/we agree and understand that once a tenancy application has been lodged with Collie & Tierney First National Real Estate and an inquiry made with a tenancy database my/our information may be recorded as making an inquiry.

I/we agree that in the event of a default occurring under the tenancy agreement I/we give my/our permission to Collie & Tierney First National Real Estate to register any of my/our details of such breach with a tenancy database. I/we further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company.

I/we agree and understand that should I fail to provide Collie & Tierney First National Real Estate with the information and acknowledgements required by Collie & Tierney First National Real Estate may elect not to proceed with my/our tenancy application. I/we agree and understand that a listing with TICA Default Tenancy Control Pty. Ltd. or any other database company could have an adverse effect on my/our ability to obtain future rental accommodation.

Applicant Name: _____ **Applicant Name:** _____

Signature: _____ **Signature:** _____

Date: ____ / ____ / ____ **Date:** ____ / ____ / ____