

# Harcourts

## TENANCY APPLICATION FORM

One form per person

Harcourts Vision  
Shop 28, Milleara Mall  
235 Milleara Road  
Keilor East VIC 3033  
Ph: 03 9331 1180 Fax: 9331 1150  
Email: vision@harcourts.com.au

### PROPERTY DETAILS:

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

Have you viewed the property? YES NO

Rent: \$\_\_\_\_\_ per week / Bond: \$\_\_\_\_\_

Lease term: 6 mths / 12mths / other \_\_\_\_\_ (circle one)

Commencement date: \_\_\_\_\_

No. & age of Children: \_\_\_\_\_  
\_\_\_\_\_

No & Name of Adults: \_\_\_\_\_  
\_\_\_\_\_

Smoking: YES / NO (circle one)

Pets: YES / NO (circle one)

(Breed, age, sex and Council registration no. required)

1. \_\_\_\_\_

2. \_\_\_\_\_

### PERSONAL DETAILS:

Title: Dr / Mr / Mrs / Ms / Miss / \_\_\_\_\_ (circle one)

Date of Birth: \_\_\_\_\_

Surname: \_\_\_\_\_

Given names: \_\_\_\_\_

Driver license no: \_\_\_\_\_ Expiry: \_\_\_\_\_

Car Registration no: \_\_\_\_\_

Make/Model: \_\_\_\_\_

Passport no: \_\_\_\_\_ Expiry: \_\_\_\_\_

Country of Issue: \_\_\_\_\_

Pension no: \_\_\_\_\_ Expiry: \_\_\_\_\_

Pension Type: \_\_\_\_\_

Medicare no: \_\_\_\_\_ Expiry: \_\_\_\_\_

### CONTACT DETAILS:

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

Home no: \_\_\_\_\_ Work no: \_\_\_\_\_

Mobile no: \_\_\_\_\_

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

### EMERGENCY CONTACT: (Not a husband, wife or defacto)

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

Relationship: \_\_\_\_\_

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

Phone no: \_\_\_\_\_ Mobile no: \_\_\_\_\_

### EMPLOYMENT / CENTRELINK / STUDENT DETAILS:

Employer/ School: \_\_\_\_\_

\*Accountant: \_\_\_\_\_

(\*include accountant details if self-employed)

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

Full-time / Part-time / Casual (circle one)

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

Phone no: \_\_\_\_\_ Fax no: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Position: \_\_\_\_\_

Payroll Contact Name: \_\_\_\_\_

Net income: \_\_\_\_\_ per week \_\_\_\_\_ per year

Length of Employment/ Study: \_\_\_\_\_

Centrelink ID no: \_\_\_\_\_ Expiry: \_\_\_\_\_

Centrelink Contact Name: \_\_\_\_\_

### APPLICANT RENTAL HISTORY:

Length of time at your current address: \_\_\_\_\_

Agent/Landlord: \_\_\_\_\_

Phone no: \_\_\_\_\_

Rent: \$\_\_\_\_\_ per week / \$\_\_\_\_\_ pcm

Why are you leaving this address? \_\_\_\_\_  
\_\_\_\_\_

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

Length of time at this address: \_\_\_\_\_

Agent/Landlord: \_\_\_\_\_

Phone no: \_\_\_\_\_

Rent: \$\_\_\_\_\_ per week \$\_\_\_\_\_ pcm

Why did you leave this address? \_\_\_\_\_

### REFERENCES / CONTACTS:

Two (2) References

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

Relationship: \_\_\_\_\_

Phone no: \_\_\_\_\_ Mobile no: \_\_\_\_\_

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

Relationship: \_\_\_\_\_

Phone no: \_\_\_\_\_ Mobile no: \_\_\_\_\_

**A free service – Connecting Your Utilities Has  
Never Been Easier!**

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**Harcourts Connect** is a simple and convenient time saving service assisting you to connect your Electricity, Gas, Telephone, Internet and Pay-Tv to a choice of Australia's leading providers. Harcourts Connect can also assist with discounted quotes for removalists, van/truck hire, cleaning services and security monitoring. Would you like assistance in setting up these services?

YES NO (circle one)

Please select which Services you require assistance with:

Electricity ☐ Gas ☐ Telephone ☐ Internet ☐ Pay TV ☐  
Cleaning/Security Services ☐ Removalist/Truck Hire ☐

No longer do you need to call each service provider individually, wait on hold and repeatedly give your personal details. We take care of it all for you – with the one phone call.

A Harcourts representative will make all reasonable efforts to contact you within one business day of receiving an application. If we are unable to contact you please phone 1300 554 323 to ensure connection can be completed by your requested date. Most Utility providers can take a minimum of 2 business days to attend the property. Please ensure that you allow for this time.

Signature:

(HARCOURTS ID: HARCOURTSVISION)

### PLEASE TAKE NOTE OF THE FOLLOWING:

- This application is accepted subject to the owner's approval 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.
- Processing of applications usually take approximately 48 hours, with all references being contacted.
- Initial Rental payment must be made by bank cheque or money order within 24 hours after approval of application. No personal cheques or cash accepted.
- Keys will not be handed over until the lease agreement has been signed by all applicants and bond and rent has been paid in full.
- I hereby offer to rent the property from the owner under a lease to be prepared by the Agent/Landlord Lawyer. 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 accept that the Real Estate Agent may conduct independent reference and credit checks on this application. I declare that I have inspected the premise.

**Before any application can be processed, each applicant must achieve a minimum of 100 points:**

You will need to bring the below items in already photocopied and attached to this application form – Please read application

form carefully as some sections may not apply to you. Check that you have read all pages and signed where necessary.

COMPULSORY DOCUMENTS (must be included with this application)	
<ul style="list-style-type: none"> <li>- Proof of income i.e.: payslip, bank statement, Centrelink form, letter from employer etc.</li> <li>- ATO letter or if self-employed we can contact your accountant.</li> <li>- Driver's License (if you do not have a license, please let us know first)</li> </ul>	<b>MUST BE INCLUDED WITH APPLICATION</b>
ADDITIONAL DOCUMENTS (must be provided and make up a total of 100 points)	
Your last (4) rent receipts if you rent a property	<b>50 points</b>
Own/owned a property (must prove with a bill with that address on it)	<b>50 points</b>
Proof of Age Card or Key Pass	<b>30 points</b>
Passport/Visa details	<b>30 points</b>
Current Car/Motorbike Registration Papers	<b>20 points</b>
Minimum 2 References from previous Landlord/Agent	<b>20 points</b>
Copy of Phone, Gas and or Power Accounts for current address: each	<b>10 points</b>
<b>TOTAL NUMBER OF POINTS:</b>	

NB: Should you not be able to meet the "100 Check Points", please speak to the Property Manager. All applicants for tenancy are referred to Barclay MIS and NTD for confirmation of details supplied. No application will be accepted until all details have been referred to Barclay & NTD.

### AGENT DECLARATION / PRIVACY STATEMENT:

The personal information the prospective tenant provides in this application or that which is collected from other sources is necessary for the Agent to verify the Application's identity and to process and evaluate the application and to manage the tenancy if the Agent has been engaged to manage the Property.

The personal information collected about the Applicant may be disclosed, by use of the internet or otherwise, to other parties, including media organisations, the landlord, tradespeople, referees, solicitors, financial institutions, parties engaged to evaluate the property, bodies corporate, other agents, clients of the Agent both existing and potential third party operators of tenancy reference databases, government and statutory bodies and other third parties as required by law. Information already held on tenancy reference databases may also be disclosed to the Agent and/or landlord. Unless you advise the Agents to the contrary, the Agent may also disclose such information to The Real Estate Institute of Victoria Ltd (REIV) for the purpose of documenting all leasing data in the area for the benefit of its members as part of membership services and for others in the property or related industries, and so as to assist them in continuing to provide the best possible service to their clients. In providing this information, you agree to its use, unless you advise the Agent differently. The privacy policy of the REIV can be viewed on its website, [www.reiv.com.au](http://www.reiv.com.au) and the privacy of realestateview can be viewed at [www.realestateview.com.au](http://www.realestateview.com.au).

The Agent will only disclose information in this way to other parties to achieve the purpose specified above or as otherwise allowed under the Privacy Act.

If the Applicant would like to access this information they can do so by contact the Agent at the address and contact numbers contained in this Application or the REIV on (03) 9205 6666. The Applicant can also correct this information if it is inaccurate, incomplete or out of date.

If the information is not provided, the Agent may not be able to process the application.

Signature:

Full Name:

Date:

### Office Use Only

Property Manager:

Date Received:

Date Presented to LL:

Approved:

Yes

No

(circle one)