Tenancy Application Form

APPLICATION CHECKLIST

Please complete this application thoroughly and ensure that all contact numbers are correct.

Checklist: The following is required for the processing of your application

☑ **Please tick**

I have attached non-returnable copies of the documentation required for the 100 Point Check (Section H)

- ☐ A) Proof of Identity (Drivers Licence or Passport or Birth Certificate + Other Photo ID)
- ☐ B) Proof of Income (Last Pay Advice or Current Centrelink Statement or Current Bank Statement)
- ☐ C) Supporting Documentation (Current Rental Ledger [40], Last 2 Rent Receipts [20], Two Written References [20], Current Electricity or Phone Account [10])

☐ I have read and accept the terms and conditions (Section I)

☐ I have signed the application (Section I)

A. RENTAL PROPERTY DETAILS

1. **Address of the property that you would like to rent;**

2. **Lease commencement date**

Day ____ Month ____ Year ____

3. **Lease term**

____ Months

How did you find out about this property?

Newspaper ☐ Internet ☐ Signboard ☐ Rental List ☐

Referral ☐ Window ☐ Other ☐

B. PERSONAL DETAILS

4. **Please give us your details**

Mr. ☐ Ms ☐ Miss ☐ Mrs. ☐ Other ☐

Surname | Given name/s

Date of Birth

Driver's license no. | Driver's license state

Passport no. | Passport country

Pension/Centrelink no. (If applicable) | Type of Payment (if applicable)

5. **Please provide your contact details**

Home phone no. | Mobile phone no.

Work phone no. | Fax no.

Email address

6. **How many people will normally occupy the property?**

____ Adults ____ Children

Age/s of Children (if applicable) ____ ____ ____ ____

7. **Do you have any pets?**

____ Yes ____ No

If so, please provide details of pet/s (type/breed):

8. **Car Registration** | **Year & Model**

C. APPLICANT HISTORY

9. **What is your current address?**

Postcode

10. **How long have you lived at your current address?**

____ Years ____ Months

11. **Why are you leaving this address?**

12. **Agent/Landlord details of this property (if applicable)**

Name of landlord or agent

Landlord/agent's phone no. | Weekly rent paid

$

13. **What was your previous residential address?**

Postcode

14. **How long did you live at this address?**

____ Years ____ Months

15. **Agent/Landlord details of this property (if applicable)**

Name of landlord or agent

Landlord/agent's phone no. | Weekly rent paid

$

Was bond refunded in full? | If not, why not?

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D. EMPLOYMENT HISTORY

16. Please provide your employment details

What is your occupation? | Full Time | Part Time | Casual

Employer's name *(inc. accountant if self employed or institution if a student)*

Employer's address

Postcode

Contact name | Phone no.

Length of employment | **Net weekly income ($)**

Years | Months

17. Please provide your previous employment details

Occupation | Full Time | Part Time | Casual

Employer's name:

Length of employment | **Net weekly income ($)**

Years | Months

E. EMERGENCY CONTACTS

18. Please provide a contact in case of emergency.

Surname | Given name/s

Relationship to you | Home phone no.

Work phone no. | Mobile phone no.

Please note: We may contact this person to assist you, should your rent fall into arrears.

F. REFERENCES

19. Please provide two personal/business references (not related to you)

1. Surname | Given name/s

Relationship to you | Phone no.

2. Surname | Given name/s

Relationship to you | Phone no.

G. PAYMENT DETAILS

20. Property Rental $ **Per week**

First payment of rent in advance	$
Rental bond	$
Sub Total	$
Less: Optional Holding Deposit	$
Amount payable on signing tenancy agreement (Bank Cheque, Electronic Transfer [cleared funds only] or Credit Card payments only).	$

21. Rent Payment Methods:

I agree to pay my rent via one the following methods:

☐ **Bank Cheque**

Automated Periodic Payment
(An automatic rent transfer from your financial institution or employer, or via your internet banking facility)

☐

☐

H. 100 POINT CHECK

22. Please provide non-returnable copies of the following documentation with your application.

- A minimum of 100 Check Points is required for each applicant.

- Points must be made up from each of sections A, B and C as shown.

Please Tick ☑

A) Proof of Identity (30 Points)

You must provide at least one of the following:

Drivers Licence
or
Passport — **30 Points each** ☐
or
Birth Certificate + Photo ID

B) Proof of Income (30 Points)

You must provide at least at least one of the following:

Last Pay Advice
or
Current Centrelink Statement — **30 Points each** ☐
or
Current Bank Statement
(must show sufficient funds to meet rental payments)

C) Supporting Documentation

You can provide the following if you've not reached 100 Points:

Current Rental Ledger (from Agent)	40 Points	☐
Last 2 Rent Receipts	20 Points	☐
Two Written References	20 Points	☐
Recent Rates Notice	30 Points	☐
Vehicle Registration Papers	10 Points	☐
Current Electricity/Phone Account	10 Points	☐

TOTAL POINTS (C) ☐

TOTAL POINTS (A+B+C) ☐

(Minimum of 100 Points Required)

Please note: The points system has been designed to suit the majority of our applicants. If you are renting for the first time or have difficulty achieving 100 check points, please call us to discuss alternative checks that may be conducted.

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I. DECLARATION

I confirm the following:

1. **I have inspected the property that I am applying for**

   ☐ Yes ☐ No

2. **During my inspection of this property I found it to be in a reasonably clean condition**

   ☐ Yes ☐ No

3. **If "No", I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the Landlord's approval.**

TERMS & CONDITIONS

I hereby offer to rent the property from the owner under a lease to be prepared by the Owner. I acknowledge that I will be required to pay the amounts as specified in Section G.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application 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 Owner may disclose details of any such default to tenancy default databases, and to agents/landlords of properties I may apply for in the future.

I understand that the owner may request a reference check of the National Tanancy Database(s) – www.tenancydatabase.com.au and I authorise the owner to provide any information about me to these databases for the purpose of conducting the checks and acknowledge that such information may be kept and recorded by these organizations.

I will not hold any of the Tenancy Default Database providers or the Owner accountable for the inaccurate keying in of information and therefore delivering an incorrect search as I understand faults can be made within this process due to human error. I understand that technical failure can cause errors and I do not hold the Owner or Tenancy Default Database providers responsible for same.

I acknowledge that if I default on my tenancy or rental obligations I may be listed with the above tenancy default databases until such time as the problem giving rise to the listing is resolved to the satisfaction of the Owner. I also understand that the Owner may list me as an excellent tenant if my obligations during my tenure are fully compliant and are of a high standard.

I am aware that the Owner 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 organisations/tradespeople to contact me
(d) facilitate the sale of the property should it be placed on the market
(e) lodge/claim/transfer to/from the Residential Tenancies Bond Authority
(f) refer to Tribunals/Courts & Statutory Authorities (where applicable)
(g) refer to collection agents/lawyers (where applicable)

I understand that I am under no obligation to sign this consent form, but that failure to do so may result in my application being refused.

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Owner may not provide me with the lease/tenancy of the premises. I am aware that I may access my personal information on the contact details above.

PRIVACY STATEMENT

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including anyone assisting us in renting this property, referees, other agents and third party operators of tenancy reference databases.
Information already held on these databases may also be disclosed to these persons. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that Agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to these persons, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, feel free to contatct us. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application and manage your tenancy.

Applicants Signature **Date**

X

Print Name

Agents/Owners Signature Date

J. HOLDING DEPOSIT

I understand that should my application be successful, I am required to pay a Holding Deposit equivalent to 1 weeks rent within 24 hours of my application being approved.

Should I elect not to pay a Holding Deposit, I understand that the owner may withdraw the offer to rent the property, and that it will continue to be marketed and offered to other prospective tenants.

HOLDING DEPOSIT

$ **One (1) weeks' rent**

(a) Once the Holding Deposit has been paid, the Owner undertakes not enter into a residential tenancy agreement for the premises with any other person within 7 days of payment of the fee, unless the tenant notifies the owner that the tenant no longer wishes to enter into the residential tenancy agreement.
(b) The holding fee will be retained by the owner if the tenant enters into the residential tenancy agreement, in which case it will be paid towards the first weeks rent.
(c) The holding fee will also be retained by the owner if the tenant refuses to enter into the residential tenancy agreement. In this instance the entire holding fee will be retained by the owner irrespective of when the tenant provides notice that they will not be entering the agreement.
(d) Despite sections (b) and (c) the holding must not be retained by the owner if the tenant refuses to enter into the residential tenancy agreement because of a misrepresentation or failure to disclose a material fact by the owner or landlord's agent.

K. UTILITIES CONNECTION

on the move

Let ***On The Move*** reduce your stress and save you time by arranging your utility connections at the property ... at no extra cost! We will contact you within 2 hours to confirm.

☐ ***YES!!*** I would like On The Move to contact me.

☑ ***Water*** (Standard connection for all applications).

ELECTRICITY, GAS, TELEPHONE, INTERNET, FOXTEL, TENANT'S INSURANCE

Ph: 1300 850 360 Fax: 1300 661 160

Terms & Conditions - By ticking the box above you are consenting to On The Move contacting you to arrange your services. On The Move may need to disclose personal information to utility companies to arrange your services. Please see On The Move's Privacy Policy at www.onthemove.com.au.
On The Move and your agent may receive a benefit for arranging your services. On The Move and your Agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees and bonds may apply.