

Residential Tenancy Application

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



Office: 177-181 Barkly Street Footscray, VIC 3011

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A. Rental Property Details

Address:

..... Postcode:.....

Rental Amount \$..... Weekly OR \$..... Monthly

Bond Amount \$..... Payable to RTBA

Tenancy start date:/...../..... Term:mths

How many people will reside at the property?

Adults:..... Children:..... Age of Children:.....

Pets? No / Yes If yes, type / breed?.....

B. Applicant Details

Title:..... Family or Surname:.....

Given Name/s:.....

Date of Birth:...../...../..... Home Ph:.....

Work Ph:..... Mobile Ph:.....

Email address:.....

Driver's Licence No:.....

State:..... Expiry date:.....

Own Motor Vehicle? Yes No

Car Make/Model:.....

Car Rego..... State.....

Passport No (if applicable):.....

Country..... Expiry date:.....

Pension No (if applicable):.....

C. Current Address

Address:.....

..... Postcode:.....

How long at this address:..... years..... months

Current landlord/agent:.....

Phone no. of landlord agent:.....

Current rental amount \$..... per week

Reason for leaving:.....

D. Application History

Previous Address:.....

..... Postcode:.....

How long at this address:..... years..... months

Previous landlord/agent:.....

Phone no. of landlord/agent:.....

Rental amount \$..... per week

Was bond \$ refunded in full:..... If not, why not:.....

.....

E. Employment History

Current Employer:.....

Occupation:.....

Full time Part time Casual

Length of Employment:..... years..... months

Net Income per week: \$.....

Address:.....

..... Postcode:.....

Contact person:..... Phone:.....

(If self-employed, please list accountant's contact details)

Previous Employer:.....

Length of employment:..... years..... months

Address:.....

..... Postcode:.....

Contact person:..... Phone:.....

F. Employment History

If someone other than yourself will be responsible for rental payments:

Name:.....

Phone:..... Fax:.....

Mobile:.....

Email:.....

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G. References (No family or current employer contacts)

1. Name:
 Relation to the applicant:
 Home Ph: Work Ph:
 Mobile Ph:

2. Name:
 Relation to the applicant:
 Home Ph: Work Ph:
 Mobile Ph:

H. Emergency Contact

Name:
 Relationship to the applicant:
 Address:
 Home Ph: Mobile Ph:

I. Student Details (If Student)

Name of Institution:
 Faculty / Department:
 Student Identification (ID) Number:
 Student Visa Expiration date:
 Liaison officer: Phone:
 Income source: Net weekly income: \$

J. Centrelink Payment (Recent payment statement required)

Type of payment:
 Customer Reference Number (CRN):

K. Initial Payment

At Real Estate @ Work, we require two (x2) separate payment, and must be in a form **Bank Cheque or Money Order**

- 1. **First initial Rent Payment** (Made payable to Real Estate @ Work)
- 2. **Bond Payment** (Made payable to RTBA)

L. 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 Gas/Water/Electricity account .. 30
 Medicare card 20

M. How Did You Find Out About This Property?

www.realwork.com.au Local paper
 www.domaincom.au Other (specify)
 www.realestate.com.au
 www.realestateview.com.au
 Board

N. Utility Connections

This is a free service that connects all your utilities



Once we have received this application we will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this Application to confirm the information on this Application and explain the details of the services offered. Please tick utilities requested

Electricity Phone Internet Pay TV
 Gas Water Insurance

DECLARATION AND EXECUTION: By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out above; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue [for a period of 1 year from the date of our/my execution of this application/until [28] days after we/I disconnect the last of the services in respect of which this application is made]; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect 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 the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services. **By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.**

Signature _____ Date _____

POBox 1519, Box Hill, Victoria 3128. P: 1300 664 715 F: 1300 664 185. www.directconnect.com.au

DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should the landlord accept this application I agree to enter into a Residential Tenancy Agreement.

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, I agree that 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 trades people or equivalent organisations to contact me
 - (d) lodge/claim/transfer to/from a 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)
 - (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's 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.

Signature _____ Date _____