



Upon approval you are required to pay first month's rent within 24 hours to secure the tenancy. All future payments of rent are direct debited.

1. Property Applying

Address: Suburb: Postcode:
Rent \$ Lease Term: Years Months. Date property to be occupied: / /
Number of other applicants to occupy the property: Adults Children Pets
Was the property presented in a reasonably clean and fair condition? Yes / No

2. Personal Details

Title: First Name: Last Name: Date of Birth: / /
Current Address:
Drivers Licence Number / Passport: State of Issue: Country:
Home Phone: Mobile: Email:

3. Applicant History

How long have you lived at your current address? Years Months
Name of Landlord / Agent / Company: Phone Number (Must be landline)
Rent Paid per month: \$ Reason for Leaving:
Was bond returned? Yes No If No, please specify why:
What was your previous residential address?
How long did you live at your previous address? Years Months
Name of Landlord / Agent / Company: Phone Number (Must be a landline)
Rent Paid per month: \$ Reason for Leaving:
Was bond returned? Yes No If No, please specify why:

4. Employment / Self-Employment Details

Occupation: Employers Name /Company Name:
Employment Address:
Employer Phone/Accountant Phone (Must be a landline): Contact Name: Position:
Length at current employment: Years Months Net Income: \$ Per Week / \$ Per Month

5. Previous Employment Details

Occupation: Employers Name:
Employment Address:
Employer Phone (Must be a landline): Contact Name: Position:
Length at previous employment: Years Months Net Income: \$ Per Week / \$ Per Month

6. If Student, please complete the following

Place of Study: Course being undertaken:
Course Length: Student Number:
Campus Contact: Phone:
Course Coordinator: Phone:

7. Other Income / Rental Income

8. Other Information

Car Registration: Car Make: Model:

9. Professional References

1. Reference Name: Occupation:
Relationship: Phone:
2. Reference Name: Occupation:
Relationship: Phone:

10. Emergency Contact

Please provide an emergency contact who does not reside with you
First Name: Last Name:
Relationship: Phone:
Address: Suburb: Postcode:

11. Identification & Proof of Income

A. All applicants must include 100 points of Identification:

Drivers Licence 70 Points

Passport 70 Points

Medicare Card 25 Points

Bank Card 25 Points

B. Acceptable proof of finances to include with application.

Bank Statements (3 needed)

or

Pay slips (3 needed)

12. Utility Connections

Free utility connection service

- ✓ **On The Move is FREE – Save Time & Energy**
- ✓ **We're CONVENIENT. Why spend hours on the phone waiting in endless call queues?**
- ✓ **We make it EASY. In a single 10 minute call you get electricity, gas, phone and more.**
- ✓ **We get you CONNECTED. We make sure you are connected on time and as planned.**
- ✓ **Focus on moving into your new home. Don't move in the dark!**

• Free Service • One Stop Shop • Quality Suppliers • No obligation



Let **On The Move** reduce your stress and save you time by arranging to connect all your services on your moving day.

Yes please call me to arrange the following services free of charge

WATER **ELECTRICITY** **GAS** **PHONE** **INTERNET**

N.B. To ensure your electricity connection occurs, the electricity Mains Switch must be in the "OFF" position

Ph: 1300 850 360 Fax: 1300 661 160

Once completed please email to sales@onthemove.com.au or Fax to **1300 661 160**

Terms and conditions: By ticking the boxes above, you are consenting to allow On The Move to contact you to arrange your service connection. On The Move may need to disclose personal information about you to utility providers to arrange your service. On The Move and your Agent do not accept responsibility for any delay or failure to connect/disconnect your services. On The Move and your Agent may receive a benefit for arranging your services. We will provide your new telephone number to your Agent unless advised otherwise. Standard connection fees and bonds may apply. Please contact On The Move if you have not had a response within 2 hours.

DECLARATION

I acknowledge that my application is subject to the owner's approval and the availability of the premises on the due date. No action will be taken against the Landlord or Agent if the applicant is unsuccessful or upon acceptance should the premises not be ready for occupation on this date, for whatever reason. I agree, unless otherwise noted upon commencement the property will be in the same condition as upon my inspection. REW make no representation to the availability of parking permits, enquires must be made by me as a prospective tenant to the local council. I agree that if this application is successful, I am required to pay one month's rent prior to the signing of the Lease Agreement within 24-48 hours of approval. The commencement date of this lease agreement indicates my rental pay date and after this first payment, I am obliged to pay each monthly rental payment in advance to that specified and agreed rental payment date. I am also required to pay the equivalent of one (1) month's rent on or prior to the signing of the Lease Agreement which will be considered as the bond and will be forwarded to the Residential Tenancies Bond Authority until the termination of the Lease Agreement.

I, the above-mentioned applicant solemnly declare that the information contained in this application form is true and correct. I understand that making false statements is punishable by law and I shall notify the agent of any changes to this information immediately. I understand my responsibilities to arrange for the connection and payment of gas, electricity, telephone, and water consumption. I hereby acknowledge and authorize REW to conduct independent reference checks and to provide my information to the Landlord for the purposes of assessing my eligibility to rent this property.

Signed: _____ Date: _____ Print Name: _____

TENANCY PRIVACY STATEMENT

Due to the changes in the Privacy Laws from December 21, 2001, all property managers must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional property managers. Please take the time to read this Privacy Statement carefully and once completed return to this office with your tenancy application.

We collect personal information about you in hard copy or electrical form and will only use and disclose it for Primary and Secondary purposes. It is unlikely we will disclose personal information to someone overseas. To ascertain what personal information we have about you, please contact your local office.

Primary Purpose

As professional property managers, we collect personal information to assess the risk in providing you with the lease / tenancy of the premises you have requested, and if the risk is considered acceptable, to providing you with the lease/tenancy, of the premises. To carry out this role and during the term of your tenancy, we will disclose your personal information to:

- The Landlord
- Rental Bond Authorities
- Collection Agents
- * The Landlord's lawyer
- * Residential Tenancy Tribunals/Courts
- * Other Real Estate Agents and Landlords
- * The Landlord's mortgagee
- * Organizations/Trades people required to carry out maintenance to the premises
- * Referees you have nominated
- * National Tenancy Database Pty Ltd. (ABN 65 079 105 025) ('NTD')

Secondary Purpose

We also collect your personal information to:

1. Enable us, or the Landlord's lawyers, to prepare the lease/tenancy documents on the premises,
2. Allow organizations / trades people to contact you in relation to maintenance matters relating to the premises,
3. Pay / release rental bonds to / from Rental Bond Authorities (where applicable),
4. Refer to Tribunals, Courts and Statutory Authorities (where necessary).
5. Refer to Collection Agents / Lawyers (where default / enforcement action is required).
6. Provide confirmation details for organizations contacting us on your behalf i.e. banks, utilities (Gas, Electricity, water, Phone), Employees etc.

If your personal information is not provided to us and NTD, and you do not consent to the uses to which we put your personal information; we cannot properly assess the risk to our client, or carry out our duties as professional property managers. Consequently, we may be provide you with the lease/tenancy of the premises.

NTD Disclosure Statement

You can contact National Tenancy Database Pty. Ltd. (ABN 65 079 105 025) by:

Telephone: 03 8629 1682

Facsimile: 03 8629 1628

in Person: Level 34, 140 William Street, Melbourne VIC 3000

Email: info@ntd.net.au

Visit Website: www.ntd.net.au

Mail: PO Box 156, Collins Street West, Melbourne VIC 3000

Primary Purpose

NTD collects your personal information to provide to its members historical tenancy and public record information on individuals and companies who / which lease residential and commercial property from or through licensed real estate agent members of NTD. NTD also provides credit information on companies / directors applying for commercial leases.

The real estate agent / property manager will advise NTD of your conduct throughout the lease / tenancy and that information will form part of your tenant history. NTD usually discloses information to:

- * Licensed real estate agent members
- * NTD's parent company, Collection House Limited (ABN 74 010 230 716) and its subsidiaries
- * Credit Bureaus

If you consider we have breached the Australian Privacy Principles you may complain to us by letter, fax, or email. We will promptly consider your complaint and attempt to resolve it in a timely manner. If we are unable to resolve it you may refer your complaint to the Office of the Australian Information Commissioner, GPO Box 5218, Sydney NSW 2001 or enquiries@osic.gov.au

I acknowledge that I have read and understood this privacy statement.

Signed: _____ Date: _____ Print Name: _____

NB: ONLY COMPLETED AND SIGNED APPLICATIONS WILL BE PROCESSED