

Application Information

PLEASE READ THESE INSTRUCTIONS CAREFULLY

- Applicants are required to have inspected the premises prior to the processing of this application
- An application form & supporting documentation must be submitted for each adult (18+) who will be named on the Tenancy Agreement
- Applicants must provide, attach & check the documents listed below for the application to be processed successfully
- The application & personal information consent panel on page four (4) must be signed & dated
- Completed & signed applications may be submitted via email. Scan the application, attach your documentation & forward to maryanne@collinsandgiles.com.au
- Applications may be also be submitted in hard copy to our office at 250 Princes Highway Sylvania
- All applications whether online or in person must be accompanied by the relevant supporting documentation

Check off & attach the following documents

<input type="checkbox"/>	Drivers licence Passport
<input type="checkbox"/>	Rental ledger Rent receipts
<input type="checkbox"/>	Utility statements Council rates Notice Phone account Credit card statement
<input type="checkbox"/>	Payslips Employment confirmation Tax return (Self-employed) Benefit statement
<input type="checkbox"/>	Rental references Selling Agent's details
<input type="checkbox"/>	Current bank statement
<input type="checkbox"/>	Medicare card
<input type="checkbox"/>	Pet reference if applicable

Property Information

1. PROPERTY DETAILS: Details of the property you would like to lease

Property address: _____

Property suburb: _____

Rent per week: \$ _____ I would like the tenancy to commence on: _____ / _____ / _____

Proposed lease term: _____ weeks

Number of people who will occupy the property: **Adults:** _____ **Children:** _____ Children's ages: _____ | _____ | _____ | _____

Are you smokers: Yes No Have you inspected the property: Yes No

Detail any special requirements (If any): _____

2. PETS: Please provide details of all pets

Do you have pets: Yes No Do you have previous pet references: Yes No

Type & details of pet including breed: _____

Type & details of pet including breed: _____

Type & details of pet including breed: _____

Type & details of pet including breed: _____

3. APPLICANT: Personal details

Title: Mr Mrs Miss Ms Other

Date of birth: / /

Surname:

Given Names:

Mobile phone:

Home phone:

Work phone:

Email:

Drivers Licence No:

Passport No:

Current address:

4. TENANCY HISTORY: Current tenancy

Property address:

Agent / landlord's name:

Agent / landlord's phone:

Agent / landlord mobile:

Agent / landlord email:

Current or last rent paid: \$

Length of time at property: years months

Reason for leaving:

5. TENANCY HISTORY: Previous tenancy

Property address:

Agent / landlord's name:

Agent / landlord's phone:

Agent / landlord mobile:

Agent / landlord email:

Last rent paid: \$

Length of time at property: years months

Reason for leaving:

6. EMPLOYMENT: Current employment

Company name:

Employer or contact name:

Employer's phone:

Employer's Mobile:

Employer's Email:

Occupation of applicant:

Date commenced: / /

Net weekly wage/salary: \$

7. EMPLOYMENT: Previous employment

Company name:

Employer or contact name:

Employer's phone:

Employer's Mobile:

Employer's Email:

Occupation of applicant:

Period of employment: / / to / / Net weekly wage/salary: \$

8. OTHER INCOME: Additional income eg: rent receivable | child support etc.

Income type:

Net weekly amount: \$

9. PERSONAL REFEREE:

Referee name:

Relationship:

Referee's phone:

Referee's mobile:

10. EMERGENCY CONTACT:

Contact name:

Relationship:

Contact's phone:

Contact's mobile:

Application terms

1. DECLARATION:

(I). I, the Applicant, do solemnly and sincerely declare that I am not a bankrupt or an undischarged bankrupt and affirm that the above information is true and correct.

(II). I have inspected the abovementioned Premises and accept its condition

(III). That the rental to be paid is within my means & I undertake to pay a rental bond as requested upon the signing of the Residential Tenancy Agreement.

(IV). I have not made an application for accommodation in any social housing, as defined in the Residential Tenancies Act 2010 or aged care facility

2. APPLICANT AGREES

The applicant agrees that:

(I). the applicant will sign the Tenancy Agreement forthwith upon presentation of the same by the Agent

(II). this tenancy application, unless accepted, creates no contractual or legal obligations between the parties

(III). the Agent is not required to give any explanation to the Applicant for any application not approved

3. HOLDING FEES FOR APPROVED APPLICANTS

In accordance with section 24 of the Residential Tenancies Act 2010, it is hereby acknowledged that the taking of the Holding Fee referred to in the Application for Tenancy Form is subject to the following conditions:

(I). The Applicant, if approved, will pay a Holding Fee equivalent to 7 (Seven) days rent to hold the Premises in favour of the Applicant for a period of 7 (Seven) days from the date the payment is received or as varied in writing.

(II). If the Applicant has paid a holding fee, the landlord must not enter into a residential tenancy agreement for the residential premises with any other person within 7 days of the payment of the fee (or within such further period as may be agreed with the tenant) unless the tenant notifies the landlord that the tenant no longer wishes to enter into the residential tenancy agreement.

(III). A holding fee may be retained by the landlord only if the tenant enters into the residential tenancy agreement or refuses to enter into the residential tenancy agreement.

(IV). A holding fee must not be retained by the landlord if the tenant refuses to enter in the residential tenancy agreement because of a misrepresentation or failure to disclose a material fact by the landlord or landlord's agent.

(V). If a residential tenancy agreement is entered into after the payment of a holding fee, the fee must be paid towards rent.

(VI). A tenant cannot be asked to pay a holding fee unless the tenant's application has been approved by the landlord and the holding fee does not exceed 1 week's rent of the residential premises.

4. PRIVACY POLICY

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the Application and to manage the tenancy. Personal information collected about the Applicant in this Application and during the course of the tenancy if the Application is successful may be disclosed for the purpose for which it was collected for other parties including to the Landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to the Agent and/ or Landlord. If the applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under the agreement, the fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and/or other agents.

If the Applicant would like to access the personal information the Agent holds, they can do so by contacting the Agent at the address and contact numbers contained in the application. 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 and manage the tenancy.

NOTICE TO PROSPECTIVE TENANTS

The availability of telephone lines; internet services; analogue, digital or cable television (and the adequacy of such services); are the sole responsibility of the tenant(s) and the tenants should make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenant, and tenants must rely upon their own enquiries.

Free Utility Connection Service

myconnect

myconnect is a FREE and easy to use utility connection service



Yes, Please Contact Me

Interpreter required

Phone: 1300 854 478

Fax: 1300 854 479

Email: enquiry@myconnect.com.au

Web: www.myconnect.com.au

If this section is completed, I/we:

Consent to the disclosure of information on this form to myconnect ABN 34121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect 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 services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.



APPLICATION & PERSONAL INFORMATION CONSENT

I

(Print your full Name)

the Applicant hereby apply for approval by the owner of the Premises referred to in the application form to become the tenant of those Premises on the terms and conditions contained in the application form and in the Residential Tenancy Agreement to be drawn up by the owner's Real Estate Agent.

I give my consent for the Agent, Collins & Giles Real Estate, to verifying personal and employment references and tenant history references information I have provided in this application.

Applicant's Signature:

.....

Date: / /