

APPLICATION FOR TENANCY

 For your application to be processed you **MUST** answer all questions

EACH APPLICANT PER FORM

A. Rental Property

Address: _____

Commencement: ____/____/____ Term: ____ Months Rent per week: ____

Have you inspected the property?

☐ Yes, on ____/____/____ OR on behalf of me on ____/____/____ by _____ (Name)

☐ No, but I accept it in its current condition ☐ No, I wish to inspect this property on ____/____/____

B. Applicant Details

Title: _____ Given Name(s): _____ Family/ Surname: _____

Drivers License No.: _____ Expiry: _____ State: _____

Passport No.: _____ Expiry: _____ Country: _____

Mobile: _____ Date of Birth: _____

Email: _____

C. Current Address

Address: _____

 Do you: Rent ☐ Own ☐ How long have you lived at this current address: ____ Years ____ Months

Name of Landlord/Agent: _____

Phone Number: _____ Rent per Month: \$ _____

Email: _____

Reason for Leaving: _____

D. Previous Address

Address: _____

 Do you: Rent ☐ Own ☐ How long have you lived at this current address: ____ Years ____ Months

Name of Landlord/Agent: _____

Phone Number: _____ Rent per Month: \$ _____

Email: _____

Reason for Leaving: _____

E. Current Employment

Business Name & Address: _____

Name of Manager: _____ Phone: _____

Email: _____ (Must provide a work email)

Length of Employment: ____ Years ____ Months From Date ____/____/____ Position: _____

Nature of Employment: _____ Income per Annum: \$ _____

 Self-employed: Yes ☐ No ☐ (if Yes complete details below)

Business Name & Type: _____ ABN: _____

Accountant Name & Email: _____

Solicitor Name & Email: _____

F. Personal Referees

1. Reference Name: _____ Relationship: _____ Phone: _____

2. Reference Name: _____ Relationship: _____ Phone: _____

3. Reference Name: _____ Relationship: _____ Phone: _____

G. If a Student, Please Complete The Following

Place of Study: _____

Course: _____ Enrolment No. _____

Course Length: _____

Course Coordinator: _____ Phone: _____

Parents Name: _____ Phone: _____

Parents Address: _____

 Are you receiving financial support? Yes ☐ No ☐ If yes, how much per week: _____

If you are a student, please attach your Confirmation-of-Enrolment with this application.

H. Other Information

Total number of persons occupying property: _____ Adults _____ Children _____

Ages of Children: _____

 Do you have pets? Yes ☐ No ☐ (if yes please specify) _____

Council registration No.: _____ Age: _____ Name: _____

 Are you a smoker? Yes ☐ No ☐

I. Emergency Contact

Emergency Contact: _____ Relation: _____

Address: _____

Phone: _____ Mobile: _____

J. Utility Connections



FREE Utility Connection Service - with a difference!

Electricity Gas Internet Phone Pay TV Insurance

- Access to genuinely discounted utility offers
- Choose your providers in your own time
- Save time and not have to speak with a call centre
- Connect all your services in around 3 minutes on your mobile or computer
- Sign up to receive a FREE Domino's voucher for 2 pizzas, garlic bread and drink, delivered!

Move Me In will send you a personal invitation to connect via email and text once you have been approved to rent a property. Once you receive it, please click on the link and take 3 minutes to sign up online.

Move Me In is a FREE utilities connection service that offers you great discounted deals, saving you money right from the start! Other companies may have only ever offered you the standard off the shelf utility plans but Move Me In presents you with a selection of utility providers to choose from on our quick and easy online portal, so you can pick the discounted plan that suits you best.

E: support@movemein.com.au P: 1300 911 947 www.movemein.com.au

K. Declaration

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord 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 such as NTD, TICA or TRA for the purpose of checking your tenancy history; I am aware that I may access my personal information by contacting –

• NTD: 1300 563 826

• TICA: 1902 220 346

• TRA: (02) 9363 9244

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 tradespeople 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 is put, the Agent cannot provide me with the lease/tenancy of the premises.

Signature _____ Date _____ / _____ / _____

L. Applications for Tenancy and Management of Property Privacy Act (Commonwealth) 1988 Collection Notice

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 Applicants 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 in this application may be disclosed, by use of the internet or otherwise, to other parties, including the landlord, trades people, 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 may also be disclosed to the Agent and/or landlord. Unless you advise the Agent to the contrary, the Agent may also disclose such information to the Real Estate Institute of Victoria (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 at www.reiv.com.au. The agent will only disclose information in this way to other parties to achieve the purposes specified above or as allowed under the Privacy Act. If the Applicant would like to access this information they can do so by contacting the Agent at the address and contact numbers provided. 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.

Signature _____ Date _____ / _____ / _____

M. Please Provide Us With 100 Points Of Identification

| | |
|---|----|
| <input type="checkbox"/> Latest Bank Statement (with full name and account details) | 40 |
| <input type="checkbox"/> Driver's Licence / Proof of Age Card | 30 |
| <input type="checkbox"/> Passport | 30 |
| <input type="checkbox"/> Visa grant letter if not Australian citizen | 30 |
| <input type="checkbox"/> Student ID card | 15 |
| <input type="checkbox"/> Copy of Mobile/ Phone /Gas/Water/Electricity account | 20 |
| <input type="checkbox"/> Copy of Medicare Card | 20 |
| <input type="checkbox"/> Concession / Pension Card | 15 |
| <input type="checkbox"/> Others, please specify: _____ | |

*****Must attach a copy of "bank statement with 3 months record" that shows your income and savings *****

OFFICE USE ONLY

Property Rental \$ _____ per weeks \$ _____ per month

Name of Property Manager _____

Please email this form with supporting documents to rental@apgproperty.com.au when completed