



TENANCY APPLICATION FORM

*Acceptance of this tenancy application will not be acknowledged
until all pages are completed and signed.*

Real Estate Gallery

ABN: 23 484 770 052

Address: GALLERY HOUSE 48 Clara Street, South Yarra, VIC 3141

Phone: 03 9827 0058 **Fax:** 03 9826 0707

Email: rentals@realestategallery.com.au

Website: www.realestategallery.com.au

Licensed Estate Agents · Auctioneers · Property Managers



Agent Name: Real Estate Gallery
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Residential Tenancy Application Form

Please fully complete both sides of this form for your application to be processed.

1. Property Applying For

Address _____

Suburb _____ Postcode _____

Lease Term _____ Years _____ Months _____

Date Property to be occupied _____ / _____ / _____

Rent Payable for Property _____

Name(s) of other Applicants to Occupy Property _____

COMPANY REA ID # 2142

2. If self-employed, please complete the following

Company Name _____

Company Address _____

Suburb _____ Postcode _____

Business Type _____

Position Held _____

A.B.N. _____

Accountant Name _____

Accountant Phone _____

Solicitor Name _____

Solicitor Phone _____

1. Personal Details

Title _____ First Name _____ Initial _____

Last Name _____

Date of Birth _____ / _____ / _____

Current Address _____

Suburb _____ Postcode _____

Drivers Licence Number _____ State of Issue _____

Car Registration Number _____

Alternate ID (eg passport) _____ No

Pension Type _____ No

Home Phone Number _____

Mobile Phone Number _____

Email _____

Occupation _____

Employers Name _____

Employer Phone Number _____

Please provide a contact number you are available on all day

Contact number: _____

**** Photo copies of Drivers Licence and a copy of your last Gas or Electricity Bill or Passport (displaying stamped entry visa) must accompany this application**

4. Utility Connection Service

connectnow Phone: 1300 554 323
 Fax: 1300 889 598
 Email: info@connectnow.com.au
 Internet: www.connectnow.com.au

Connecting Your Utilities Has Never Been Easier

ConnectNow is a simple and convenient time saving service assisting with your Telephone, Electricity & Gas and water connections. ConnectNow also provide a range of additional services to compliment your household utilities, such as Internet & Pay TV.

This is a value-added service independent of your tenancy application - you are not obligated to use ConnectNow

If you would like ConnectNow to contact you to discuss any of the above services please tick the box and a Connect Now representative will make all reasonable efforts to contact you within one working day of receiving an application. If we are unable to contact you within this period please contact ConnectNow on 1300 554 323 to ensure connection can be completed by your requested date.

It is the responsibility of the Tenant to ensure that the Main Electricity Switch is in the "Off Position" between 7am & 7pm on the day connection is required and that there is easy access to the property.

While the ConnectNow service is **FREE**, standard service provider connection fees and charges still apply. You pay NO extra charges as a result of using the ConnectNow service.

Please note that the following terms will apply if you ask us to contact you. Firstly you will be consenting to ConnectNow Pty.Ltd. A.B.N. 79 097 398 662 arranging for the connection and disconnection of the nominated home services and to providing information contained in this application to the service providers for this purpose. I agree that neither ConnectNow nor the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames and terms and conditions once the client has agreed to use the chosen service provider. I authorise the obtaining of a National Metering Identifier (N.M.I.) on my residential address to obtain supply details. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that ConnectNow Pty Ltd will be paid a fee by the service provider and will be paying a fee to the Agent in respect of the provision of the service being provided to me by ConnectNow Pty Ltd.

Note: Connection of your utilities will only be initiated once a representative has discussed your connection with you and obtained your consent to the terms and conditions of supply of the relevant utility service provider(s).

PRIVACY POLICY: The privacy of our customers is of vital importance to ConnectNow. You have the right to access our records of your information under the Privacy Act. We will not release your personal information to any third party other than for the purposes of connecting the nominated utility service, unless required to do so under law or government order.

Call me to connect **Yes**

Signed: _____ Date _____ / _____ / _____

5. Current Situation

Are you the Owner Renter

How long have you lived at your current address? Years Months

Name of Landlord/Agent (If applicable)

Phone Number

Rent Paid per month

Reason for leaving

Was bond repaid in full? Yes No, If No, please specify

6. Previous Rental History

Were you the Owner Renter

Previous Address

Suburb Postcode

How long have you lived at your previous address? Years
Months

Name of Landlord/Managing Agent/Selling Agent

Phone Number

Rent Paid per month

Reason for leaving

Was bond repaid in full? Yes No, If No, please specify

7. Other Information

Number of persons occupying property Adults Children

Please specify the ages of any children.

Do you have pets? No Yes, if Yes, please specify

Type of pet Breed of pet

8. Next of Kin

Emergency Contact Relationship

Address Ph:

Mobile Other

13. How did you find out about this property? (Please Tick)

RENT LIST OFFICE FOR LEASE BOARD NEWS PAPER INTERNET OTHER: _____

14. Declaration

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997.

I acknowledge that I will be required to pay rental in advance and a rental bond, and that this application is subject to approval from 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.

9. Current Employment Details

Employment Address

Suburb Postcode

Contact Name

Length at current employment Years Months

Net Income \$ Per Week \$ Per Month

10. Previous Employment Details

Occupation

Employers Name

Employment Address

Suburb Postcode

Employer Phone Number

Contact Name

Length at previous employment Years Months

Net Income \$ Per Week \$ Per Month

11. Personal Referees

1. Reference name

Occupation

Relationship Phone

2. Reference name

Occupation

Relationship Phone

12. If Student, please complete the following

Place of Study

Course being undertaken

Course Length

Enrolment Number

Parents Name Ph:

Campus Contact Ph:

Course Co-ordinator Ph:

Income:

Parents Address Overseas:

I authorise the Agent to obtain details of my credit worthiness from the owner or Agent of my current or previous residence, my personal referees, any record, listing or database of defaults by tenants. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information.

Signed: _____ Date / /

Please turnover & complete all pages

Tenancy Privacy Statement

Please fully complete both sides of this form for your application to be processed.

This form is to be accompanied by an Application for Tenancy. Your Application for Tenancy cannot be accepted unless this has been completed in full and signed.

Due to recent changes in the Privacy laws, from 21st December 2001, all real estate agencies 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 it to this office with your tenancy application.

As professional property managers, Real Estate Gallery collects personal information about you. To ascertain what personal information we have about you, you can contact us by the following ways:

Telephone: 03 9827 0058 Facsimile: 03 9826 0707
 Email: rentals@realestategallery.com.au
 In Person: GALLERY HOUSE 48 Clara Street, South Yarra, VIC 3141

As professional property managers, we collect your 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 provide you with a lease/tenancy of the premises.

To carry out this role, and during the term of your tenancy, we usually disclose your personal information to the following:

The landlord, the landlord's lawyers, the landlord's mortgagee – for mortgage purposes, referees you have nominated, organisations/tradespeople required to carry out maintenance to the premises, rental bond authorities, Residential Tenancies Tribunals/Courts, collection agencies, National Tenancies Database Pty Ltd, Remington White, other real estate agents and landlords, utilities companies such as gas, electricity, water connection, telephone connection, banks – for rental payment facilities and financial records, employers – for reference purposes.

PLEASE NOTE:

- As managing agents for the property you are about to rent, please understand that the owner has charged us with the responsibility of ensuring a suitable tenant is selected. We must do all in our power to make sure the correct decision is made on the owner's behalf. This is our job. The amount of detail given in your application will have a direct and major bearing on your chances of selection. These guidelines have become necessary over time because prospective tenants have provided us with too little information, resulting in time wasting by the tenant and ourselves. We feel the information contained in this form will greatly assist you with completing your application for tenancy and also pave the way for a clearer level of communication between us.
- ALL APPLICANTS** must complete an application form.
- PROCESSING TIME.** Please allow at least two business days (excluding Saturday mornings) for us to process your application. Processing does not always take this long, however the property owner must be consulted prior to a decision being made and they are not always immediately accessible.
- APPROVAL OF APPLICATION.** This property is offered subject to the owner's approval and no action should be taken against the Landlord and agent should any circumstances arise whereby the property is not available for occupation on the due date. *IF* we declare that the information declared is true and correct and agree that the agent is permitted to make independent enquiries to provide information to the Landlord for the purpose of assessing my/our eligibility to rent the property.
- SIGNING A LEASE AND MAKING YOU'RE FIRST PAYMENTS.** Once your application is approved you will be asked to sign a formal and legally binding "Residential Tenancy Agreement". You must also supply two (2) Bank Cheques. *One cheque for the total amount will not be accepted.*
 (1) INITIAL **BOND** PAYMENT must be paid in the form of a bank cheque or money order made payable to the Residential Tenancies Bond Authority (personal cheques or cash will not be accepted).
 (2) INITIAL **RENTAL** PAYMENTS must be paid by bank cheque or direct deposit into NAB Real Estate Gallery Trust Accounts.
- THE APPLICANT HEREBY AGREES** to a credit check being carried out by the National Tenancy Database.
- THE APPLICANT ACKNOWLEDGES** that the property is in a reasonably clean condition and in good repair as inspected.
- MOST IMPORTANT INFORMATION TO SUPPLY.** When processing your application we are looking for evidence of your prior tenancy record. Of significant importance is a reference from your current or previous managing

agent or owner, if an agent is not involved (name and phone number only). If you have not rented before, please supply details of an established repayment history for goods and services, i.e. Mortgage, Car, radio rentals, Finance Company etc. (use additional paper if you need to).

- COMPLETE ALL DETAILS.** Please include all contact numbers and details requested in the space provided. In normal circumstances one application form is required for each prospective tenant. Failure to complete the application in full will prevent processing.
- IS THIS THE ONLY APPLICATION YOU ARE MAKING?** Don't complete this application if you plan to apply for other properties at the same time. We do not wish to waste your time and ours.
- AUSTRALIAN CITIZENSHIP?** If you are not an Australian citizen please supply proof of legal residency status by including copies of a student visa or permanent residency stamp together with the photo page of your passport. We reserve the right to ask for proof in regard to this matter if it is not supplied with your application.
- CONFIDENTIALITY.** Please be assured that all information provided in your application will remain confidential and not be discussed with any other party with exception of the owner and as required for the purpose of processing your application.
- BREAKING THE LEASE.** Once a lease is signed you are liable for the full term of the lease. A lease break can be made at any time, however, when this occurs the tenant is responsible for a letting fee (one weeks rental), costs of advertising required (with their authority) and the rent on the property until it is re-let or the lease expires (whichever is the earlier). This matter would be more specifically addressed should the need arise.
- ASK FOR HELP IF YOU ARE NOT SURE.** Rental Property management is an important part of our business. We are conscious of developing a good professional relationship with all of our tenants. We are here to help you. If you are unsure or concerned about any aspect of this form or the application itself, you call is welcome.

TENANCY ACCEPTANCE. We understand that finding and selecting a rental property is often difficult. We will process your application as quickly as possible, but please remember we may be processing many applications at the same time. To assist us please fill out ALL required details on the application and ensure your completed application is returned to our office as quickly as possible.

UNSUCCESSFUL APPLICATIONS. Should your application be unsuccessful you will be advised. However, should you wish to apply for another property we will hold over your application for you.

SUCCESSFUL APPLICATIONS. Should your application be successful you will be notified by phone and requested to confirm your tenancy. We require the leases to be signed and the bond to be paid in full to secure the tenancy. The property manager will supply you with these amounts at the confirmation of your tenancy. Keys will only be handed out when all parties have signed the tenancy agreement, Bond Lodgement Form, all monies have been paid and the tenancy has commenced. No action will be taken against the landlord or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason.

Signing of tenancy agreements and the payment of the bond can be undertaken at the office indicated by your property manager. It is a policy of Real Estate Gallery that all rental payments are made by direct deposit, or deposit into NAB Real Estate Gallery Trust Accounts.

Signed by the:

Applicant _____

Print Name _____

Date _____

Witness _____