



# Rental Tenancy Application Form

## HOW TO APPLY FOR A RENTAL PROPERTY

### Step 1: Submit an Application

A complete application form should be submitted with all supporting documentation. Each adult will need to:

**Satisfy:** a Proof of identity 100 Point Check. Please refer to ID break down.

**Complete:** all relevant fields including property address, lease start date, length of term and pets.

**Sign:** their portion of the application in order for us to qualify their details.

**Notify:** their referees to expect our call (i.e. employers, real estate agents and personal references).

### Step 2: Approval

Your application will be submitted to the landlord for their consideration. This is always the landlord's decision. Landlords are entitled to reject an application without providing a reason. We aim to advise you of your application outcome within two business days of complete lodgement, however, this is dependent upon the availability of referees and the landlord. If you are unsuccessful, you will be notified and we will destroy the application to protect your privacy.

### Step 3: Lease and Rent

If you are the successful applicant, you will be contacted and arrangements will be made for you to visit our office and execute your new lease agreement within 24 to 48 hours of acceptance. This is important to secure the property as it will continue to be available to other applicants until this is done. You will be required to pay the first month's rent and full bond prior to the lease commencement date.

### Step 4: Move In

Our Property Management Staff will be able to advise you of the process regarding collection of your keys, induction pack and payment of your first month's rent. Keys will not be handed over until all applicants have signed the agreement and all monies are received.

## PLEASE NOTE:

**BOND IS PAYABLE WITHIN 24 HOURS OF YOUR APPLICATION BEING APPROVED.**

Bank Cheque or Money Order made payable to R.T.B.A.

**FIRST MONTHS RENT IS PAYABLE PRIOR TO TENANCY COMMENCEMENT.**

Bank Cheque or Money Order. Your Property Manager will confirm the amount and who to make it payable to.

**We require 100 points of identification to be provided with applications.**

### MANDATORY IDENTIFICATION:

Application will not be accepted if not provided:

• Drivers License	= 50 points
• Current Pay Slips (minimum 3)	= 10 points
• Most recent Bank Statement	= 10 points
• Tenant Ledger (if applicable)	= 10 points
• Centrelink Statement (if applicable)	= 10 points

### SECONDARY IDENTIFICATION:

• Passport	= 50 points
• Photo ID	= 50 points
• Rates Statement (if own home)	= 30 points
• Current Utility Bill	= 30 points
• Last 4 Rent Receipts	= 20 points
• Copy of Birth Certificate	= 20 points
• Current Car Registration Papers	= 20 points

**No application will be processed until all documents have been provided. Unsuccessful applications will be shredded.**

**Good Luck with your Application - we wish you well with your search for a new home.**

## Free utility connection service

**On The Move are specialists in connecting and disconnecting electricity, gas, water, telephone and more!**

As part of your Gary Peer Real Estate experience, On The Move will arrange your services and take the stress out of moving... What's even better is we do it for free.

We will call you within 2 hours of receiving your application to discuss the services you want connected.

**phone**  
1300 850 360

**fax**  
1300 661 160

**email**  
sales@onthemove.com.au

**web**  
www.onthemove.com.au

**on the  
move**



**Moving? Relax.**



**Gary Peer & Associates**☐ **Property Management Division** – 55 Inkerman St, St Kilda VIC 3182

Phone: 03 9526 1988 Fax: 03 9527 2861

Email: rentalreception@garypeer.com.au

Office Hours: 9am to 6pm Monday - Friday, 9am to 1pm Saturday

☐ **Carnegie** – 42 Koornang Rd, Carnegie VIC 3163

Phone: 03 9563 1666 Fax: 03 9563 1369

Email: carnegie@garypeer.com.au

Office Hours: 9am to 5.30pm Monday - Friday, 9am to 1pm Saturday

# Rental Tenancy Application

**GaryPeer.com.au****PROPERTY DETAILS - Property you would like to rent if this application is accepted?**

Proposed Property: \_\_\_\_\_ Post Code: \_\_\_\_\_

Rent Per Week: \$ \_\_\_\_\_ Bond Amount: \$ \_\_\_\_\_

Has the property been presented in a reasonably clean condition? Yes / No Please detail below the items which require attention: \_\_\_\_\_

Length of Tenancy: \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Tenancy to Commence: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

How many tenants will occupy the property? Adults: \_\_\_\_\_ Children: \_\_\_\_\_ Ages: \_\_\_\_\_

Pets: Yes / No (circle) Types: \_\_\_\_\_ Reg? Y / N Breed/s : \_\_\_\_\_ Ages : \_\_\_\_\_

Have you applied for other properties? Yes / No Do you smoke? Yes / No

**FIRST APPLICANT**

Salutation (Mr, Mrs, Ms) First Name: \_\_\_\_\_

Family/Last Name : \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Drivers Lic#: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ License State: \_\_\_\_\_

Vehicle Registration: \_\_\_\_\_ State: \_\_\_\_\_

Passport No: \_\_\_\_\_ Passport Country: \_\_\_\_\_

Pension No: (if applicable) \_\_\_\_\_ Type: \_\_\_\_\_

Current Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Mob Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**SECOND APPLICANT AND/OR PARTNER**

Salutation (Mr, Mrs, Ms) First Name: \_\_\_\_\_

Family/Last Name : \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Drivers Lic#: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ License State: \_\_\_\_\_

Vehicle Registration: \_\_\_\_\_ State: \_\_\_\_\_

Passport No: \_\_\_\_\_ Passport Country: \_\_\_\_\_

Pension No: (if applicable) \_\_\_\_\_ Type: \_\_\_\_\_

Current Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Mob Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Current Rental History - Applicant 1**

Length of Current Tenancy? \_\_\_\_\_ Years: \_\_\_\_\_ Months: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Rent: \$ \_\_\_\_\_

Landlord/Agent: \_\_\_\_\_

Property Manager: \_\_\_\_\_ Ph: \_\_\_\_\_

**Current Rental History - Applicant 2**

Length of Current Tenancy? \_\_\_\_\_ Years: \_\_\_\_\_ Months: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Rent: \$ \_\_\_\_\_

Landlord/Agent: \_\_\_\_\_

Property Manager: \_\_\_\_\_ Ph: \_\_\_\_\_

**Previous Rental History - Applicant 1**

Previous Residential Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Length of Previous Tenancy?: Years: \_\_\_\_\_ Months: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Rent: \$ \_\_\_\_\_

Landlord/Agent: \_\_\_\_\_

Property Manager: \_\_\_\_\_ Ph: \_\_\_\_\_

Bond Refunded: Y / N: \_\_\_\_\_ If not why? \_\_\_\_\_

**Previous Rental History - Applicant 2**

Previous Residential Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Length of Previous Tenancy?: Years: \_\_\_\_\_ Months: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Rent: \$ \_\_\_\_\_

Landlord/Agent: \_\_\_\_\_

Property Manager: \_\_\_\_\_ Ph: \_\_\_\_\_

Bond Refunded: Y / N: \_\_\_\_\_ If not why? \_\_\_\_\_

**UTILITY CONNECTION SERVICE**

Let On The Move reduce your stress and save you time by arranging your utility connections at the property... at no extra cost! We will contact you within 2 hours to confirm.

☐ **YES!!** I would like On The Move to contact me.☒ **Water** (Standard connection for all applications).**ELECTRICITY, GAS, TELEPHONE, INTERNET, FOXTEL Ph: 1300 850 360 Fax: 1300 661 160**Terms & Conditions - By ticking the box above you are consenting to On The Move contacting you to arrange your services. On The Move may need to disclose personal information to utility companies to arrange your services. Please see On The Move's Privacy Policy at [www.onthemove.com.au](http://www.onthemove.com.au). On The Move and your agent may receive a benefit for arranging your services. On The Move and your Agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees and bonds may apply.

<b>Employment History - Applicant 1</b>		
Current Occupation:		
Nature of your Employment: FULL TIME / PART TIME / CASUAL (circle)		
Current Employer's Name:		
Employer's Address:		
Contact Name:	Phone:	
Employment:	Yrs	Mnths
Income: \$	Net weekly	

<b>Previous Employment History - Applicant 1</b>	
Previous Employer:	
Occupation:	
Address:	
Previous Employer's Ph:	Time Employed:

<b>If you are a Student - Applicant 1</b>		
Institution:	Dept:	
Union No:	Student ID:	
Income Source:	Income: \$	Net PW

<b>If you Receive a Centrelink Payment</b>	
Type:	Cust No:
Amount: \$	Per Fortnight

<b>If Self Employed</b>	
Accountant Name:	Ph:
Company Name:	ABN:

<b>Emergency Contact - Applicant 1</b>	
Name:	
Address:	
Home Phone:	Mob Phone:
Relationship to you :	

<b>References - Applicant 1</b>	
1) Name:	
Relationship to applicant:	
Home Phone:	Mobile Phone:
2) Name:	
Relationship to applicant:	
Home Phone:	Mobile Phone:

<b>Employment History - Applicant 2</b>		
Current Occupation:		
Nature of your Employment: FULL TIME / PART TIME / CASUAL (circle)		
Current Employer's Name:		
Employer's Address:		
Contact Name:	Phone:	
Employment:	Yrs	Mnths
Income: \$	Net weekly	

<b>Previous Employment History - Applicant 2</b>	
Previous Employer:	
Occupation:	
Address:	
Previous Employer's Ph:	Time Employed:

<b>If you are a Student - Applicant 2</b>		
Institution:	Dept:	
Union No:	Student ID:	
Income Source:	Income: \$	Net PW

<b>If you Receive a Centrelink Payment</b>	
Type:	Cust No:
Amount: \$	Per Fortnight

<b>If Self Employed</b>	
Accountant Name:	Ph:
Company Name:	ABN:

<b>Emergency Contact - Applicant 2</b>	
Name:	
Address:	
Home Phone:	Mob Phone:
Relationship to you :	

<b>References - Applicant 2</b>	
1) Name:	
Relationship to applicant:	
Home Phone:	Mobile Phone:
2) Name:	
Relationship to applicant:	
Home Phone:	Mobile Phone:

**DECLARATION & AUTHORITY (All applicants must acknowledge and sign)**

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 front page) is true and correct and given of my own free will. I declare that I have inspected the premises.

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;
- (d) My Accountant or Payroll Officer;

1. The Applicant's Warranty: All details contained here are True & Correct and that the applicants are not bankrupt or insolvent

2. The applicant agrees that;

- a. They have inspected the property applied for in person and accept the property in its current condition
- b. The applicant will sign the tenancy agreement as a priority upon being notified of the acceptance of the application by the Agent

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to the tenancy default database, and to the agents/landlord of properties I may apply for in the future. I am aware that if the 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. I am aware that I may access personal information on the contact details above.

- c. This application in no way forms an agreement or warrants legal obligation between parties
  - d. The applicant understands that there is no obligation to supply a reason should the application be unsuccessful
  - e. The applicant has made their own enquiries in relation to the provision of the availability of phone, internet and television connections. The Agent makes no warranty in relation to the adequacy of current services or fittings in the premises.
- 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 the Residential Tenancies 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). If you wish to view your records or the information is not accurate, you can contact NTD on 1300 563 826 or [www.ntd.net.au](http://www.ntd.net.au) to amend or dispute the record.
  - (h) Transfer water account details into my name.