



Tenancy Application Form

535 Flinders Lane
Melbourne, Victoria, 3000
Telephone: 03 9629 8885
Direct Line: 03 8676 8005
Facsimile: 03 9629 4477

rebecca@propertyx.com.au

Please ensure all fields are completed so we can process your application promptly

Rental Property Details:

| | |
|---|----------------|
| Address: | |
| Postcode: | |
| Rental Amount \$ | Weekly Monthly |
| Bond Amount \$ | |
| Commencement Date: / / | Term: yrs/mths |
| Occupants who will reside at the property | |
| Name: | Age |
| Pets - if yes, how many? | Type/breed |

Applicant Details

| | |
|---------------------------------|--------------------|
| Title: | Family or Surname: |
| Given name/s: | |
| Date of birth: / / | Home Ph: |
| Work Ph: | Mobile Ph: |
| Email address: | |
| Australian Driver's Licence No: | |
| State: | Expiry date: |
| Passport No (if applicable): | |
| Country: | Expiry date: |
| Own Motor Vehicle: Yes/ No | |
| Car Make/ Model: | Car Rego: |
| Current address: | |
| Postcode: | |
| Do you: Rent/ Own | |
| Length at this address: | years months |
| If rented - rent paid \$ | per week |
| Name of Landlord/ Agent: | |
| Phone no. of Landlord/ Agent: | |
| Reason for leaving: | |
| Bond received in full: Yes / No | |
| Previous address: | |
| Postcode: | |
| Do you: Rent/ Own | |

| | | |
|---------------------------------|----------|--------|
| Length at this address: | years | months |
| If rented - rent paid \$ | per week | |
| Name of Landlord/ Agent: | | |
| Phone no. of Landlord/ Agent: | | |
| Reason for leaving: | | |
| Bond received in full: Yes / No | | |

Students

| | |
|-----------------------------|-----------------------------------|
| Name of Institution: | |
| Campus: | |
| Course: | |
| Years of Study: | Copy of Student card Att: Yes/ No |
| Parents Name: | Parents Ph: |
| Parents Address: | |
| Financial Support: Yes / No | |

Employment Details

| | |
|------------------------------|-----|
| Current Employment Details: | |
| Position Held: | |
| Term of Employment: | |
| Income per Annum: | |
| Business Name & Address: | |
| Contact: | Ph: |
| Self Employed: Yes / No ABN: | |
| Business Type: | |
| Accountant Name: | Ph: |
| Solicitor Name: | Ph: |
| Previous Employment Details: | |
| Position held: | |
| Term of employment: | |
| Income per Annum: | |
| Business Name & Address: | |
| Contact: | Ph: |

References

Personal Referees:

1. Name: _____ Ph: _____

Relation: _____

Occupation: _____

2. Name: _____ Ph: _____

Relation: _____

Occupation: _____

Emergency Contact

Emergency Contact / Next of Kin:

Name: _____

Relation to the applicant: _____

Home Ph: _____ Mobile Ph: _____

Address: _____

Please Provide The Following With Your Application

Copy of Drivers License / Photo ID / Passport

Last 3 Wage Slips

Current & Previous 2 Months Bank Statements

Previous Rental Tenancy Reference

2 Previous Rental Receipts

Telephone / Electricity Accounts

How did you find out about this property?

City Weekly Office Window Display www.realestateview.com.au

The Age www.propertyx.com.au www.realestate.com.au

Office Rental www.domain.com.au Other Internet

List

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 and the availability of the premises on the due date. No action will be taken against the Landlord or Agent if the application is unsuccessful or upon acceptance should the premises not be ready for occupation on this date, for whatever reason. I accept that rental amounts are subject to change by providing the require notice.

I agree, unless otherwise noted upon commencement the property will be in the same condition as upon my inspection. Century 21 Melbourne makes 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 on or prior to the signing of the Lease Agreement within 24-48 hours of approval. The commencement date of this lease agreement will indicate my rental pay date and after this first initial payment, I am obliged to pay each monthly rental payment in advanced to that specified and agreed rental payment date. I am also required to pay the equivalent of one (1) months 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 agree, unless otherwise noted, upon commencement this property will be in the condition as upon my inspection. I, the above-mentioned applicant solemnly declare that the information contained in the 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 the information immediately.

I understand my responsibilities to arrange for the connection and payments of gas, electricity, telephone and water consumption. I hereby acknowledge and authorize Century 21Melbourne Pty. Ltd. To conduct independent reference checks and to provide my information to the landlord for the purpose of assessing my eligibility to rent the property.

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.

Signature: _____ Date: ____/____/____

Print Name: _____

FREE Utility Connection Service

Once we have received your application we will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application.

Please tick utilities as required: Water

Electricity Gas Phone Internet



DECLARATION AND EXECUTION: By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue [for a period of 1 year from the date of our/my execution of this application/until [28] days after we/I disconnect the last of the services in respect of which this application is made]; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect 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 the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services.

By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.

Signature: _____ Date: ____/____/____



Tenancy Privacy Statement

Due to recent 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 roles 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. As professional property managers, we collect personal information about you. To ascertain what personal information we have about you, you can contact the office.

NTD Disclosure Statement

You can contact National tenancy Database Pty Ltd (ABN 65 079 105 025) ("ntd") by:
Telephone: (03) 610 4996 Fax: (03) 9620 7339 Email: kim@ntd.net.au Address: 7/477 Collins St, Melbourne, 3000 Web: www.ntd.net.au
Proof of Identity will be required, ie. Photo License, Passport etc. Primary Purpose
NTD collects your personal information to provide its members and others listed below, 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 tenancy history.
NTD usually discloses your information to: Licensed Real Estate Agent members
NTD's parent company, Collection House Limited ABN 74 010 230 716 and its subsidiaries and related entities Credit Bureaus
If your personal information is not provided to NTD, the real estate agent/property manager will not be able to carry out their professional responsibilities and will NOT be able to provide you with a lease/tenancy of the premises.

Signature: _____

Print Name: _____

Date: _____

Witness: _____

Parental Guarantee

To: Property X
535 Flinders Lane
Melbourne VIC 3000

Phone: 61 3 9629 8885
Fax: 61 3 9629 4477
Email: info@propertyx.com.au
Web: www.propertyx.com.au

I _____

(Parents Name)

the parent of _____ do hereby consent to

(Student Name)

his/her rental of the property at _____

(Address)

I agree that I will be financially supporting my child as they study in Melbourne.

I support this lease application and I hereby agree to indemnify Property X and the owner of the property for any rental and or damage that my son/daughter causes during the duration of the tenancy and at the vacating of the tenancy.

Signed: _____ Date: / /

Name: _____

Address: _____

Phone: _____

Please attach a copy of passport with this guarantee.