



# TENANCY APPLICATION FORM

[www.wyndhamre.com.au](http://www.wyndhamre.com.au)

IN PROCESSING YOUR TENANCY APPLICATION

We endeavour to process all tenancy applications as soon as possible. Please ensure that all questions are answered in detail and include all information requested for speedy process.

SUPPORTING DOCUMENTATION REQUIRED:

- Bank statements for the past 3 months (payslips will not be accepted)
- Tenant ledger from current/past Real Estate
- Centrelink statement (if applicable)
- If you are a home owner please supply a copy of a rates notice or sale contract



Please Note: We are unable to process your application without this information.

Please provide us with 100 POINTS of IDENTIFICATION & COPY OF SUPPORT DOCUMENTATION.

ITEM	POINTS	ITEM	POINTS
Current Driver's License	50	Copy of Mobile Phone Account	20
Passport	50	Copy of Medicare Card	20
Proof Of Age Card Student ID	50	Concession / Pension Card	10
Card	50	Copy of Electricity/Gas/Water Account	30 each

100 POINT IDENTIFICATION CHECK



The listed identification has been photocopied and is attached to this application.  
Please allow 2 business days to process your application.

RENT PAYMENTS

After this initial payment our preferred method of rent payment is iPay Rent. Please bring your banking details to your lease signing appointment, so if you choose iPay Rent as your preferred method for rent payment, we can set it up during this appointment. iPay Rent allows tenants to pay rent via direct debit, credit card, phone or internet banking as well as BPAY and payments at Australia Post. Your property manager will go into more detail about this payment method if you are approved for this property. Tenants are charged for the use of iPay Rent service by a third party payment processor (IP Payments). The fees for the use of the service are outlined below:

**Bank Account - \$1.65 inc GST    BPAY - \$3.00 inc GST    Credit Card - 2.2% inc GST    Australia Post - \$4.00 inc GST**

Due to banking processing times, iPay Rent funds do not clear into our bank account immediately; it takes 4 business days to clear. Please factor this into your Commencement Date for rent payments. Your other payment options are Bank cheque or money order or deduction from pay. We hope this information is of value to you. If there is anything we can do to make the 'moving in' process easier for you, please let us know.

HOW TO CALCULATE MONTHLY RENT PAYABLE

Weekly Rental ÷ 7 days of the week x 365 days of the year divide ÷ 12 months. All future rental payments are only accepted by direct debit through iPayrent from either a cheque or savings account.

INITIAL PAYMENT OF RENT AND BOND

Initial payments must be made by bank cheque or money order within 24hr of approval of application. No personal cheques will be accepted.

This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the landlord and the agent should any circumstances arise whereby the property is not available for occupation on the due date.

Free utility connection service

Please fill out the free utility connection service (MyConnect). If possible, request connection for one day prior to moving in. Connection can be any time on the requested day. The main electrical switch must be OFF. (Sometimes in units a second switchboard is installed - this must be off as well). Connections will not happen if power switch is left ON. Early connections are processed the next business day if lodged before 1pm the day prior. Your personal information that has been provided to us in the application or collected from other sources is necessary for us to verify your identity and to process/evaluate the application and to manage the tenancy.

Thank you  
Property Management Department

**Wyndham Real Estate**  
**TENANCY APPLICATION FORM**

Shop 20/ 455 Ballan Road  
Manor Lakes 3024  
Ph: 03 9974 2499  
F: 03 9974 2455  
rentals@wyndhamre.com.au

**WYNDHAM**  
— REAL ESTATE —

**PROPERTY DETAILS—Property you would like to rent if this application is accepted?**

Proposed Property: \_\_\_\_\_ Post Code: \_\_\_\_\_  
Rent Per Week: \$ \_\_\_\_\_ Bond Amount: \$ \_\_\_\_\_ Are you a smoker: YES / NO (circle)  
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: \_\_\_\_\_ Inside/outside (circle)  
Will you be applying for assistance from Ministry of Housing? YES / NO (circle) Inspected Property YES / NO (circle)

**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: \_\_\_\_\_  
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: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mob Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

**Current Rental History - Applicant 1**

Current Address: \_\_\_\_\_  
\_\_\_\_\_ Post Code: \_\_\_\_\_  
How long at Current Address?: \_\_\_\_\_ Years \_\_\_\_\_ Months  
Reason for Leaving: \_\_\_\_\_ Rent: \$ \_\_\_\_\_  
Landlord/Agent?: \_\_\_\_\_ Ph: \_\_\_\_\_  
Bond Refunded: \_\_\_\_ Y/N If not why? \_\_\_\_\_

**Current Rental History - Applicant 2**

Current Address: \_\_\_\_\_  
\_\_\_\_\_ Post Code: \_\_\_\_\_  
How long at Current Address?: \_\_\_\_\_ Years \_\_\_\_\_ Months  
Reason for Leaving: \_\_\_\_\_ Rent: \$ \_\_\_\_\_  
Landlord/Agent?: \_\_\_\_\_ Ph: \_\_\_\_\_  
Bond Refunded: \_\_\_\_ Y/N If not why? \_\_\_\_\_

**Previous Rental History - Applicant 1**

Previous Residential Address: \_\_\_\_\_  
\_\_\_\_\_ Post Code: \_\_\_\_\_  
Length at previous Address?: \_\_\_\_\_ Years \_\_\_\_\_ Months  
Reason for Leaving: \_\_\_\_\_ Rent: \$ \_\_\_\_\_  
Landlord/Agent: \_\_\_\_\_ Ph: \_\_\_\_\_  
Bond Refunded: \_\_\_\_\_ If not why? \_\_\_\_\_

**Previous Rental History - Applicant 2**

Previous Residential Address: \_\_\_\_\_  
\_\_\_\_\_ Post Code: \_\_\_\_\_  
Length at previous Address?: \_\_\_\_\_ Years \_\_\_\_\_ Months  
Reason for Leaving: \_\_\_\_\_ Rent: \$ \_\_\_\_\_  
Landlord/Agent: \_\_\_\_\_ Ph: \_\_\_\_\_  
Bond Refunded: \_\_\_\_\_ If not why? \_\_\_\_\_

**FREE UTILITY CONNECTIONS**

**myconnect**

Please tick utilities as required

☐ Electricity ☐ Gas ☐ Water ☐ Phone ☐ Internet ☐ Pay TV

**P: 1300 854 478**

**F: 1300 854 479**

**W: [www.myconnect.com.au](http://www.myconnect.com.au)**

**E: [enquiry@myconnect.com.au](mailto:enquiry@myconnect.com.au)**

**A FREE utility connection service**

**Once we have received this application we will call you to confirm your details**

By signing this application, I consent: to the disclosure of information on this form to myconnect ABN 34 121 892 331 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; acknowledge 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. Myconnect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this Application to confirm your details and explain the details of the services offered.

**Signature**

**Date**

**Employment History - Applicant 1**

Current Occupation: \_\_\_\_\_

Nature of your Employment: **FULL TIME / PART TIME/ CASUAL** (circle)

Current Employer's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Employment: \_\_\_\_ Yrs \_\_\_\_ Mths Income: \$ \_\_\_\_\_ Net weekly

**Employment History - Applicant 2**

Current Occupation: \_\_\_\_\_

Nature of your Employment: **FULL TIME / PART TIME/ CASUAL** (circle)

Current Employer's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Employment: \_\_\_\_ Yrs \_\_\_\_ Mths Income: \$ \_\_\_\_\_ Net weekly

**Previous Employment History - Applicant 1**

Previous Employer: \_\_\_\_\_

Occupation: \_\_\_\_\_

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

Previous Employer's Ph: \_\_\_\_\_ Time Employed: \_\_\_\_\_

**Previous Employment History - Applicant 2**

Previous Employer: \_\_\_\_\_

Occupation: \_\_\_\_\_

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

Previous Employer's Ph: \_\_\_\_\_ Time Employed: \_\_\_\_\_

**If you are a Student - Applicant 1**

Institution: \_\_\_\_\_ Dept: \_\_\_\_\_

Union No: \_\_\_\_\_ Student ID: \_\_\_\_\_

Income Source: \_\_\_\_\_ Income: \$ \_\_\_\_\_ Net PW

**If you are a Student - Applicant 2**

Institution: \_\_\_\_\_ Dept: \_\_\_\_\_

Union No: \_\_\_\_\_ Student ID: \_\_\_\_\_

Income Source: \_\_\_\_\_ Income: \$ \_\_\_\_\_ Net PW

**If You Receive a Centrelink Payment**

Type: \_\_\_\_\_ Cust No: \_\_\_\_\_

Amount \$: \_\_\_\_\_ Per Fortnight

**If You Receive a Centrelink Payment**

Type: \_\_\_\_\_ Cust No: \_\_\_\_\_

Amount \$: \_\_\_\_\_ Per Fortnight

**If Self Employed**

Accountant Name: \_\_\_\_\_ Ph: \_\_\_\_\_

Company Name: \_\_\_\_\_ ABN: \_\_\_\_\_

**If Self Employed**

Accountant Name: \_\_\_\_\_ Ph: \_\_\_\_\_

Company Name: \_\_\_\_\_ ABN: \_\_\_\_\_

**Emergency Contact- Applicant 1**

Name: \_\_\_\_\_

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

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

Relationship to you: \_\_\_\_\_

**Emergency Contact- Applicant 2**

Name: \_\_\_\_\_

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

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

Relationship to you: \_\_\_\_\_

**References - Applicant 1**

**1) Name:** \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

**2) Name:** \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

**References - Applicant 2**

**1) Name:** \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

**2) Name:** \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

**DECLARATION & AUTHORITY**

I hereby offer to rent the property from the owner under 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 Landlord/Owner. 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 and am not bankrupt.

I also authorize 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.
- (d) My Accountant or Payroll officer.

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 request with TICA [www.tica.com.au](http://www.tica.com.au). If you wish to view your records or the information on is not accurate, you can contact TICA on 190 222 0346 (Calls \$5.45 per minute, higher from mobile and pay phones) or P.O. Box 120 Concord NSW 2137 to amend or dispute the record.
- (h) Transfer water account details into my name.
- (i) Connect utilities through MyConnect.

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 agents/landlords 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 the I may access personal information on the contact details above.

Applicant Signature: \_\_\_\_\_ Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

Applicant/Partner: \_\_\_\_\_ Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_