

## Tenancy Application Form

We thank you for choosing Move Realty. Please complete this application duly, so we can process it as quickly as possible.

Rental Property: \_\_\_\_\_

Length of tenancy: \_\_\_\_\_ (months) Rent: \$ \_\_\_\_\_ per week Start date: \_\_\_\_\_

Number of tenants: \_\_\_\_\_ Number of children at the property: \_\_\_\_\_ Ages of children: \_\_\_\_\_

Applicant (1) Name: \_\_\_\_\_ Mobile No. \_\_\_\_\_

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

Email: \_\_\_\_\_ Work phone: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Drivers License No. \_\_\_\_\_ Driver's licence State of issue: \_\_\_\_\_

Passport No. \_\_\_\_\_ Country of Issue: \_\_\_\_\_ No. of vehicles: \_\_\_\_\_

No. of months at current address: \_\_\_\_ Owned / Rented / Family Current Rent: \_\_\_\_ per week Smoke: Yes / No Pets: Y/N

Landlord or Agent's Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

**Previous Address:** (If less than 2 years) \_\_\_\_\_

Period of time at previous address: \_\_\_\_\_ Owned / Rented / Family

Landlord or Agent's Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

### WORK DETAILS

**CURRENT EMPLOYER:** \_\_\_\_\_ No. of years / months: \_\_\_\_\_

Current Position: \_\_\_\_\_ Full time / Part time / Other: \_\_\_\_\_

Employer's Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax No: \_\_\_\_\_

Referee: \_\_\_\_\_ Position: \_\_\_\_\_ phone: \_\_\_\_\_

If less than 2 years:

**Previous Employer:** \_\_\_\_\_ No. of years / months: \_\_\_\_\_

Previous Position: \_\_\_\_\_ Full time / Part time / Other: \_\_\_\_\_

Employer's Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax No: \_\_\_\_\_

Referee: \_\_\_\_\_ Position: \_\_\_\_\_ phone: \_\_\_\_\_

**BENEFICIARY:** Benefit No: \_\_\_\_\_ Office: \_\_\_\_\_

### **Emergency contact details ( not residing at premises):**

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

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

This application form collects personal information about you. All unsuccessful application forms will be destroyed. Successful application forms will be retained by Move Realty and/or the Landlord. You have the right to see and, if necessary, correct information held. If you enter into a Tenancy Agreement and fail to comply with the terms of that Agreement information will be sent to a Credit Bureau or Tenant Default database.

I/We authorise Move Realty to make independent checks of the information provided in this application including checks with the people I have named as referees and any other Credit Bureau or Tenant Default databases. I/We appoint Move Realty as my/our agent and on signing of an Agreement to Rent the above property agree to pay the required monies.

Signed: \_\_\_\_\_ (Failure to supply full and current details may result in non- acceptance of an Application or termination of a tenancy.)

# Tenancy Application Form

Applicant (2) Name: \_\_\_\_\_ Mobile No. \_\_\_\_\_

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

Email: \_\_\_\_\_ Work phone: \_\_\_\_\_

Date of Birth: \_\_\_/\_\_\_/\_\_\_ Drivers License No. \_\_\_\_\_ Driver's licence State of issue: \_\_\_\_\_

Passport No. \_\_\_\_\_ Country of Issue: \_\_\_\_\_ No. of vehicles: \_\_\_\_\_

No. of months at current address: \_\_\_ Owned / Rented / Family Current Rent: \_\_\_ per week Smoke: Yes / No Pets: Y/N

Landlord or Agent's Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

**Previous Address:** (If less than 2 years) \_\_\_\_\_

Period of time at previous address: \_\_\_\_\_ Owned / Rented / Family

Landlord or Agent's Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**WORK DETAILS**

**CURRENT EMPLOYER:** \_\_\_\_\_ No. of years / months: \_\_\_\_\_

Current Position: \_\_\_\_\_ Full time / Part time / Other: \_\_\_\_\_

Employer's Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax No: \_\_\_\_\_

Referee: \_\_\_\_\_ Position: \_\_\_\_\_ phone: \_\_\_\_\_

If less than 2 years:

**Previous Employer:** \_\_\_\_\_ No. of years / months: \_\_\_\_\_

Previous Position: \_\_\_\_\_ Full time / Part time / Other: \_\_\_\_\_

Employer's Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax No: \_\_\_\_\_

Referee: \_\_\_\_\_ Position: \_\_\_\_\_ phone: \_\_\_\_\_

**BENEFICIARY:** Benefit No: \_\_\_\_\_ Office: \_\_\_\_\_

**Emergency contact details ( not residing at premises):**

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

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

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Signed: \_\_\_\_\_ (Failure to supply full and current details may result in non- acceptance of an Application or termination of a tenancy.)

## Tenancy Application Form



YES, please contact me

### A FREE utilities connection service

**Phone: 1300 854 478**

**Fax: 1300 854 479**

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

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

Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 34121 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, 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.

Tick here to opt out

Application:

I would like to submit my application to rent the premises referred to in this form. I acknowledge that my application will be referred to the Landlord of the property for their approval and if the application is approved, a Residential Tenancy Agreement for the premises will be prepared.

I/We hereby declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the premises and wish to apply for tenancy of the premises. I undertake to pay the monies as required by the agreement by a bank cheque payable to Move Realty Rental Trust upon signing this agreement.

Rental Bond : \$ \_\_\_\_\_

Rent in Advance (two week's rent) : \$ \_\_\_\_\_

Total : \$ \_\_\_\_\_

The following conditions will apply if a holding fee is being paid on the property:

1. A Holding Fee will only be accepted once an application has been approved by the land lord
2. The Holding Fee of \$ \_\_\_\_\_, is equivalent to one week's rent to reserve the premises in favour of you for the period of seven days.
3. That during this period, the premises will not be reserved for any other applicant, nor will a Holding Fee be received from any other applicant.
4. The Holding Fee will be paid towards the initial rent for the premises.
5. That should the applicant decide not to proceed, the landlord may retain the full amount of the holding deposit.
6. That the Holding Fee will be banked into a Trust Account and any refund given will be by way of EFT.

Move Realty Property Management, acting for the landlord of the premises, acknowledges receipt of the above application and the accompanying Holding Fee and agree:

- a. To reserve the premises for the period in accordance with the conditions stated above.
- b. To prepare a Residential Tenancy Agreement for the premises.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Tenancy Application Form

With your application you are required to provide photocopies:

1. **Photo Identification** – eg: driver's licence or passport
2. **Rental Ledger or rent receipts** – showing a history of your rental payments.
3. **Evidence of income** – pay slip or letter from employer. If self employed a letter from your accountant or your last tax return. If unemployed a letter from Dept. of Social Security confirming your payments.
4. **Photocopies of Medicare card or account / invoice with your current address** – eg: phone/mobile, electricity bill, credit card, bank account, rates notice.
5. **References** – a written rental reference and any other written references. If you have sold your home, please provide a copy of your rates notice or water bill and the selling agent's details.

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### \*\*\* IMPORTANT NOTICE TO ALL APPLICANTS \*\*\*

If you are in a shared arrangement and not all are to be listed on the lease, it is essential that each person who wishes to reside on the premises complete additional application forms in full.

Every person over the age of 18 must complete an application form and provide references.

We require all our tenants to pay rent by direct debit.

Application that are incomplete **will not be processed.** Should you have any questions whilst completing the form, please contact our office on **9631 1101**.

We do not accept transfer of bonds. You are responsible to arrange facilities such as electricity, gas and telephone.

The agent on behalf of the owner reserves the right to deny or accept this application. No further correspondence will be entered into.

The property will remain on the market until an application has been approved.

### PRIVACY POLICY

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the Applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including to the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to the Agent and/or Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and/or other agents.

If the Applicant would like to access the personal information the Agent hold, they can do so by contacting the Agent at the address and contact numbers contained in this application. 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.

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Applicant's Signature

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Date

### RENTAL PAYMENT

I/we acknowledge that rent must always be paid in advance.

I/we acknowledge that Move Realty, Wentworthville require rent to be paid by recurring direct debit system.

I/we acknowledge that Move Realty, Wentworthville do not accept cash, and should not have to chase us for rental payment.

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Applicant's Signature

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Date