



# ADVANTAGE

PROPERTY CONSULTING

## RESIDENTIAL TENANCY APPLICATION FORM

BUYER'S & VENDOR'S ADVOCATES, PROPERTY MANAGEMENT, OWNER'S CORPORATION

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## 1. Property Details

Application Address \_\_\_\_\_

Suburb \_\_\_\_\_ Post Code \_\_\_\_\_

Weekly Rent \_\_\_\_\_ Monthly Rent \_\_\_\_\_ Bond \_\_\_\_\_

Commencement Date \_\_\_\_\_ Preferred Lease Term \_\_\_\_\_

No of Adults: \_\_\_\_\_ Children: \_\_\_\_\_ Vehicles \_\_\_\_\_ Pets\* \_\_\_\_\_

Are you applying for any other properties:  Yes  No

Is this property your first preference:-  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>

Was the property in a reasonably clean and fair condition?  Yes  No

## 2. Personal Details

Title \_\_\_\_\_ First Name \_\_\_\_\_

Last Name \_\_\_\_\_ D.O.B: / /

Sex: \_\_\_\_\_ Smoker: \_\_\_\_\_

Drivers Lic. No. \_\_\_\_\_ Expiry: \_\_\_\_\_ State of Issue \_\_\_\_\_

Passport Number \_\_\_\_\_ Expiry \_\_\_\_\_ Place of Issue \_\_\_\_\_

Visa Type (if applicable) \_\_\_\_\_ Expiry \_\_\_\_\_

Email \_\_\_\_\_ Phone/Mobile: \_\_\_\_\_

## 3. Current Address

Owner (Proof of ownership provided)  Renter: (Length of time)

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Post Code \_\_\_\_\_

Name of Landlord/Agent \_\_\_\_\_

Office Ph. No \_\_\_\_\_ Mobile \_\_\_\_\_

Email address of Agent \_\_\_\_\_

Reason for leaving \_\_\_\_\_ Notice provided:  Yes  No

## 4. Previous Address

Owner (Proof of ownership provided)  Renter: (Length of time)

Length of time at previous address: \_\_\_\_\_

Previous Address \_\_\_\_\_

Suburb \_\_\_\_\_ Post Code \_\_\_\_\_

Name of Landlord/Agent \_\_\_\_\_

Office Ph. No \_\_\_\_\_ Notice Given:  Yes  No

Email address of Agent \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

## 5. Utility Connections

This is a free service that connects all your utilities

**Direct Connect**

Once we have received this 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 to confirm the information on this Application and explain the details of the services offered. Direct Connect is a utility one stop connection service.

Please tick utilities as required

Electricity  Gas  Water  Phone  Internet

Insurance  Pay TV

**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/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/have disconnected 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 \_\_\_\_\_

\_\_\_\_\_

PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F: 1300 664 185. www.directconnect.com.au

Please note that in signing this declaration you accept that Advantage Property Consulting take NO responsibility for the connection of utilities.

## 6. Other Occupants

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

On lease  Yes  No

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

On lease  Yes  No

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

On lease  Yes  No

## 7. Pets

Type: \_\_\_\_\_ Breed: \_\_\_\_\_ Age \_\_\_\_\_

Note: If you have completed a Pet profile, please provide a pet reference from your current agent. If there is an intention of obtaining a pet during the course of tenancy, requests must be made and approval given in writing only. No verbal consent will be deemed binding. Consideration for approval will be based on overall application and is at the discretion of the landlord.

## 8. Student Details

Institution: \_\_\_\_\_ Course: \_\_\_\_\_

Length of Course: \_\_\_\_\_ Completion Date \_\_\_\_\_

## 9. Pension Details\*

Pension Type \_\_\_\_\_ No. \_\_\_\_\_

\*Current statement to be included in supporting financial documents

## 10. Current Employment Details

Occupation \_\_\_\_\_

Employers Name \_\_\_\_\_

Employment Address \_\_\_\_\_

Suburb \_\_\_\_\_ Post Code \_\_\_\_\_

Manager's Name \_\_\_\_\_ Position: \_\_\_\_\_

Landline \_\_\_\_\_ Mobile No. \_\_\_\_\_

Length of Current employment \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_

Net Income? \_\_\_\_\_ Weekly \_\_\_\_\_ Monthly \_\_\_\_\_ Yearly \_\_\_\_\_

## 11. Previous Employment Details

Occupation \_\_\_\_\_

Employers Name \_\_\_\_\_

Employment Address \_\_\_\_\_

Suburb \_\_\_\_\_ Post Code \_\_\_\_\_

Employer Phone number \_\_\_\_\_

Contact Name \_\_\_\_\_

## 12. If self-employed, please complete the following

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Suburb \_\_\_\_\_ Post Code \_\_\_\_\_

Business Type \_\_\_\_\_

Position Held \_\_\_\_\_

A.B.N. \_\_\_\_\_ A.C.N \_\_\_\_\_

Accountant Name \_\_\_\_\_ Phone \_\_\_\_\_

Solicitor Name \_\_\_\_\_ Phone \_\_\_\_\_

## 13. Personal / Business Referee

1. Reference name \_\_\_\_\_

Occupation \_\_\_\_\_

Relationship \_\_\_\_\_ Bus Phone \_\_\_\_\_

2. Reference name \_\_\_\_\_

Occupation \_\_\_\_\_

Relationship \_\_\_\_\_ Bus Phone \_\_\_\_\_

3. Reference name \_\_\_\_\_

Occupation \_\_\_\_\_

Relationship \_\_\_\_\_ Bus Phone \_\_\_\_\_

## 14. Next of Kin

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

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

Relationship: \_\_\_\_\_ Bus Phone: \_\_\_\_\_

## 15. 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. 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. I hereby offer to rent the property from the owner under the terms and conditions outlined in a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997.

I declare that all information contained in this application is true and correct and given of my own free will and that full disclosure has been made in relation to all intended occupants, including pets.

*I declare that I am not bankrupt.* I authorise the Agent to obtain personal information about me from:

- The owner or the Agent of my current or previous residences;
- My personal referees for this application
- My current and past employers;
- Any person who maintains any record, listing or database of defaults by tenants; and I authorise and consent to each of those persons providing requested personal information about me to the Agent.

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.

I acknowledge that the application will not be processed until requested Identification has been received by the property manager. – such documents being

- passport & visa (if applic),
- drivers licence, or
- other Photo ID showing current address,
- supporting financial documents, ie 2 payslips, bank statement, Centrelink statement

I acknowledge that if successful I will be required to formalise my agreement by signing the leases within 24 hours of approval and paying first month's rent, transferred via DEFT. A bank cheque made payable to 'The Residential Tenancies Bond Board Authority' (RTBA) is to be presented at commencement. I acknowledge that it is my responsibility to advise the Agency, should my personal details change.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## 16. Specific requests or pending conditions

Are there any specific requests or pending conditions to be attended to prior to your acceptance of an offer of tenancy? Note: Requests and approvals will be provided only in writing. No verbal consent is deemed binding.

\_\_\_\_\_

\_\_\_\_\_

**17. Tenant Checklist**

- A: One application per person.
- B: Please ensure that all information is accurate and completed on the tenancy application form. Applications omitting details will not be processed.
- C: If you have never leased a property before, please indicate this by inserting the amount of board paid and whether you are staying with relatives or friends in the space provided for "Agent/Landlord". If you are currently residing in your own home please indicate this also and provide proof of ownership. Should you have recently sold your own home, please provide the name of the selling Agent and their contact telephone.
- D: If you are unemployed or a student please indicate this. If you are on Social Security Benefits please provide a statement of income from Social Security or applicable authority. If you are a student, please provide a copy of your most recent bank statement, a letter from your parents or guardian confirming income and a copy of your course confirmation from relevant College/Institute.

I / we acknowledge that I / we have personally inspected the property which is the subject of this application on.....day of .....201.....and agree to accept it in the condition as inspected and that all information provided in support of this application are true and correct

**18. Electronic Communications**

- (a) The applicant(s) acknowledges that in accordance with the Electronic Transactions (Victoria) Act 2000, the Agent may send some Notices via electronic means; and agrees that this is a valid form of notice in writing in accordance with the Act.
- (b) By completing this application, the applicant(s) agrees to and consents to the use of electronic communications in accordance with the Electronic Transactions (Victoria) Act 2000.
- (c) The applicant(s) acknowledges that the contact details provided in this application will be used by the Agent/Landlord for the purposes outlined above and that it is their responsibility to notify the Agent/ Landlord, in writing; of any changes in their contact details and that any failure to do so shall not render notice invalid.

**I acknowledge that I have read and understood this and agree to receive communications electronically:**

Signed: \_\_\_\_\_  
 Print name: \_\_\_\_\_  
 Date: \_\_\_\_\_

**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 way we must use your private information to carry out our role 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, Advantage Property Consulting Pty. Ltd. collects personal information about you. To ascertain what personal information we have about you, you may contact us.

**Primary Purpose**

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 providing you with the lease/tenancy of the premises.

To carry out this role and during the term of my tenancy, I am aware the Agent will use & disclose my personal information within this application in order to:

- communicate with the owner and select a tenant
- communicate with the Landlord's lawyer or mortgagee
- communicate with referees, employees, landlords, third party operators of tenancy reference databases, other agents and select a tenant
- check the National Tenancy Database Pty. Ltd. (ABN 65 079 105 025) ("NTD").
- Communicate with other Real Estate Agents and Landlords.

**Secondary Purpose**

We also collect your personal information to:

- Enable us, or the Landlord's lawyers, to prepare the lease / tenancy documents on the premises.
- Allow organizations / trades people to contact you in relation to maintenance matters relating to the premises.
- Pay / release rental bonds to / from Rental Bond Authorities (where applicable).
- Refer to Tribunals, Courts, and Statutory Authorities (where necessary).
- Refer to Collection Agents / Lawyers (where default / enforcement action is required).
- Provide confirmation details for organizations contacting us on your behalf i.e. Banks, Utilities (Gas, Electricity, Water, Phone), Employers etc.

**If your personal information is not provided to us and NTD, and you do not consent to the uses to which we put your personal information, we cannot properly assess the risk to our client, or carry out our duties as professional property managers. Consequently, we may not provide you with the lease/tenancy of the premises.**

**I acknowledge I have read and understood this privacy statement.**

Signed: \_\_\_\_\_  
 Print name: \_\_\_\_\_  
 Date: \_\_\_\_\_