

## RESIDENTIAL TENANCY APPLICATION

**Applicant Name:** \_\_\_\_\_

Names of other applicants: \_\_\_\_\_

**NB – YOUR APPLICATION WILL ONLY BE RETAINED FOR 7 DAYS.**

Only complete applications will be processed and all applicants must have an application form attached.

If unsuccessful you will receive notification by SMS or phone

*NOTE: I/We agree and understand that in the event of this application being rejected, there is no requirement at law for the agent to disclose to me/us any reason for such rejection. I/We also agree that I/we will not raise any objection for not being provided a reason for any rejection of this application.*

**Preference 1:** \_\_\_\_\_ \$ \_\_\_\_\_ p.w

**Preference 2:** \_\_\_\_\_ \$ \_\_\_\_\_ p.w

**Preference 3:** \_\_\_\_\_ \$ \_\_\_\_\_ p.w

**With this application I will provide:**

- Rental receipts/Rental ledger
- Evidence of home ownership
- Evidence of income:
  - Current centrelink statements,
  - payslips, etc.
- Photo copied photo ID:
  - Current drivers licence, passport,
  - etc.

- If accepted for the aforementioned property I agree that all payments must be made **fortnightly in full, in advance.**
- I have been informed, understand and agree that the bond for the property will be:
  - Equivalent to one months rent for Victorian properties
  - Equivalent to four weeks for NSW properties
 I further agree and undertake to pay the said bond on or before the commencement of the residential tenancy agreement in the form of a money order or bank cheque made payable to:
  - the **R.T.B.A** (Residential Tenancies Bond Authority) for Victorian properties
  - the **RENTAL BOND BOARD** for New South Wales properties
- Should the landlord of the property accept this application, I agree to pay one weeks rent to the letting agent within 24 hours of being accepted and to sign a Residential Tenancy Agreement. This payment will hold the property for me until the commencement of the Lease and cease any advertising or further applications on the property.
- Each adult to occupy the premises are to complete an application form for the property. Only those people listed on the lease are to occupy the premises (except children)
- Should tenants wish to change leasee's all changes must be approved by the agent after completing an application form.
- I, as the applicant, do solemnly and sincerely declare that I am not a bankrupt or an undischarged bankrupt and affirm that the enclosed information is true and correct. I have inspected within the named premises and wish to take a tenancy for such premises. I acknowledge Wodonga Real Estate may conduct independent reference and credit checks to this application.
- This property is offered subject to the owner's approval and every effort will be made for occupation to be available at the suggested commencement date. I declare that the information supplied is true and correct and agree that the agent is permitted to make independent enquiries to provide information to the landlord for the purpose of assessing my eligibility to rent the property.
- The availability and adequacy of TV Connections; telephone lines; and Internet Services are the sole responsibility of the tenant (s) and tenants should make their own enquires as to the availability and adequacy of such services before accepting the tenancy of the property.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Commencement Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Bond: OWN / GOVERNMENT

Preferred Lease Term: 6 Months / 12 Months

Number of Adults: \_\_\_\_\_ Number of Children: \_\_\_\_\_ Ages of Children: \_\_\_\_\_

Pets: YES / NO Breed: \_\_\_\_\_ Age of Pet: \_\_\_\_\_

**PERSONAL DETAILS:**

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Full name: \_\_\_\_\_ Maiden Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Work: \_\_\_\_\_

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

Drivers Licence Number: \_\_\_\_\_ State: \_\_\_\_\_ Expiry: \_\_\_\_\_

Car Make / Model: \_\_\_\_\_ Rego: \_\_\_\_\_ No. of vehicles to be at premises: \_\_\_\_\_

Passport Number: \_\_\_\_\_ 18+ card number: \_\_\_\_\_

**CURRENT HOUSING:**

Address: \_\_\_\_\_ Renting / Boarding / Owned

Current Landlord / Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Rental Amount: \$ \_\_\_\_\_ p.w Period of occupancy: From: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

**PREVIOUS RENTAL / HOUSING HISTORY:**

**Address 1:** \_\_\_\_\_ Town: \_\_\_\_\_ P/code: \_\_\_\_\_

Landlord / Agent / Owned: \_\_\_\_\_ Phone: \_\_\_\_\_

Rental Amount: \$ \_\_\_\_\_ p.w Period of occupancy: From: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

Was Bond refunded in full? YES / NO If not, why? \_\_\_\_\_

**Address 2:** \_\_\_\_\_ Town: \_\_\_\_\_ P/code: \_\_\_\_\_

Landlord / Agent / Owned: \_\_\_\_\_ Phone: \_\_\_\_\_

Rental Amount: \$ \_\_\_\_\_ p.w Period of occupancy: From: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

Was Bond refunded in full? YES / NO If not, why? \_\_\_\_\_

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**STUDENT: (if applicable)**

Name of College, TAFE / University: \_\_\_\_\_

Course: \_\_\_\_\_ Contact: \_\_\_\_\_ Ph: \_\_\_\_\_

Student Union Number: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Student From: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Income: \$ \_\_\_\_\_ pw.

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**EMPLOYMENT:**

Current Employment: \_\_\_\_\_ From: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Your Position Held: \_\_\_\_\_ Full Time / Part Time / Casual

Contact Person: \_\_\_\_\_ Ph: \_\_\_\_\_ Mobile: \_\_\_\_\_

Current Income: \$ \_\_\_\_\_ net per week / month

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Previous Employment: \_\_\_\_\_ From: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Your Position Held: \_\_\_\_\_ Full Time / Part Time / Casual

Contact Person: \_\_\_\_\_ Ph: \_\_\_\_\_ Mobile: \_\_\_\_\_

Previous Income: \$ \_\_\_\_\_ net per week / month

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**If Self Employed:-** Business Name: \_\_\_\_\_

Industry: \_\_\_\_\_ How Long: \_\_\_\_\_

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

Income: \$ \_\_\_\_\_ net per week / month

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**If you receive Centrelink Payments:-**

Type of Payment: \_\_\_\_\_

Amount received: \$ \_\_\_\_\_ per week / fortnight / month

Customer reference number: \_\_\_\_\_

Pension Number: \_\_\_\_\_

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**If you receive income from an Investment Property:-**

Property Address: \_\_\_\_\_ Town: \_\_\_\_\_ P/code: \_\_\_\_\_

Amount received: \$ \_\_\_\_\_ per week / fortnight / month

**References : (Family Not Permitted)**

1. Name : \_\_\_\_\_ Relationship / Known for: \_\_\_\_\_

Phone : \_\_\_\_\_ Mobile : \_\_\_\_\_ Work : \_\_\_\_\_

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2. Name : \_\_\_\_\_ Relationship / Known for: \_\_\_\_\_

Phone : \_\_\_\_\_ Mobile : \_\_\_\_\_ Work : \_\_\_\_\_

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3. Name : \_\_\_\_\_ Relationship / Known for: \_\_\_\_\_

Phone : \_\_\_\_\_ Mobile : \_\_\_\_\_ Work : \_\_\_\_\_

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**Emergency Contact : (Not living with you)**

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

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

Phone : \_\_\_\_\_ Mobile : \_\_\_\_\_ Work : \_\_\_\_\_

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**TENANCY APPLICANTS PLEASE NOTE :**

**Rental Policy**

Wodonga Real Estate Best Agents is committed to providing you with the fairest and most professional rental service possible. That is why we follow this policy and the law at all times. We will also do our best to keep you fully informed of your rights and responsibilities.

**We will refuse an application to lease a property if :**

- We have received sufficient applications.
- The premises will not accommodate as many persons as you would like.
- The premises cannot be altered to suit your needs or cannot be returned to it's original condition when you leave.
- Your references do not provide enough information to allow us to determine your ability to pay the rent or look after the property.
- Your references are not as good as those of the successful applicant.

(Written in accordance with the Equal Opportunity Commission Victoria)

**APPLICATIONS WILL ONLY BE PROCESSED ON A FULLY COMPLETED AND SIGNED TENANCY APPLICATION FORM.**

We will contact you as soon as we have processed your application, whether you are successful or not successful – Your patience is much appreciated !

**PRIVACY ACT ACKNOWLEDGEMENT FOR TENANTS**

In accordance with Privacy Principle 1.3 of the Privacy Act we require you to read and sign this acknowledgment. In order to process a tenancy application a tenancy applicant is required under the Australian Privacy Principle of Privacy Act to be made aware that an organisation may access a database. In addition a tenancy applicant is entitled to know what will happen to their information when it is passed onto an agent.

In accordance with the Australian Privacy Principles the database member discloses that in addition to information being supplied to Database Company other organizations may receive information from time to time. Other organizations may include, but not limited to debt collection agencies, insurance companies, government departments and other landlords or agents.

I/we the said applicant/s declare that I/we give my/our permission to the agent to collect my/our information and pass such information onto TICA Default Tenancy Control Pty Ltd. I/We further give my/our permission for my/our information to be provided to any other tenancy database for the assessment of my/our tenancy application. I/we further give consent to the member of the Database Company to contact any of my/our referees provided by me/us in my/our tenancy application.

I/we agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with tenancy database my/our information may be recorded as making an inquiry.

I/we agree that in the event of a default occurring under a tenancy agreement I/we give my/our permission to the member of a tenancy database to register any of my details of such breach with a tenancy database. I/we further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company.

I/we understand that TICA Default Tenancy Control Pty Ltd is a database company that allows its member's access to information accumulated from members about other tenants who have breached their tenancy agreements.

I/we acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 190 222 0346. I/we agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

Applicant Names: \_\_\_\_\_

Applicant Signatures: \_\_\_\_\_ Date: \_\_\_\_\_



Phone: 1300 554 323  
Fax: 1300 889 598  
Email: info@connectnow.com.au

**A free service – Connecting Your Utilities Has Never Been Easier**

connectnow is a simple and convenient time saving service assisting you to connect your Electricity, Gas, Phone, Internet and Pay-TV to a choice of Australia's leading providers. connectnow can also assist with discounted quotes for removalists, van/truck hire, cleaning services and security monitoring. No longer do you need to call each service provider individually, wait on hold and repeatedly give your personal details. We take care of it all for you – with the one phone call. This is a value-added service independent of your tenancy application—you are not obligated to use connectnow.

A connectnow representative will make all reasonable efforts to contact you within **One** working day of receiving an application. If connectnow was unable to contact you within this period please contact connectnow on 1300 554 323 to ensure connection is completed. While the connectnow service is **FREE**, standard service provider connection fees and charges still apply. You pay **NO** extra charges as a result of using the connectnow service.

**PRIVACY CONSENT AND TERMS: By signing this form you consent and agree to the following:** Connect Now Pty Ltd (ABN 79 097 398 662) ("connectnow") will collect, use and disclose your personal information to contact you (including electronically) about providing moving, connection and disconnection services and to inform you about products and services offered by its related companies and third party suppliers. These other companies may also use your details to contact you directly about their products and services. See connectnow's Privacy Policy for further details, including your rights to access and correct the information held about you at [connectnow.com.au](http://connectnow.com.au). Third party service providers (who may transfer your data overseas) may have their own Privacy Policy, which you can request from them. You consent to connectnow continuing to market to you unless you opt out, including by emailing [privacy@connectnow.com.au](mailto:privacy@connectnow.com.au). To the extent permitted by law, connectnow is not responsible or liable for delayed or failed connections or the service providers' connection charges, which you must pay to them directly. Connectnow may be paid a fee by service providers and may pay a fee to real estate agents relating to services provided to you. If you nominate an alternative contact person on this application, you authorise them to act on your behalf to arrange moving, connection and disconnection services, including accepting third party terms. You warrant that you are authorised to make this application on behalf of all applicants and alternative contact persons listed and that each person has consented and agreed to the handling of their personal information on the same terms as you have.

**YES I accept the Terms. Please call me to connect my new home services**

Tenant Signature: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**ID: 5820**

## TICA Statement for tenants

The Privacy Act requires that any organisation that collects information on individuals must take reasonable steps to make those individuals aware of what will happen with that information and how to contact that organisation. This statement has been prepared for the benefit of the following groups –

Members of TICA Default Tenancy Control Pty. Ltd.

Individuals who make a tenancy application

Individuals who engage the services of a property manager.

**Under National Privacy Principle 1.3 (a) an individual must be made aware of an organisation and how to contact it. TICA Default Tenancy Control Pty. Ltd. (herein refers to as TICA) is incorporated in the state of New South Wales. TICA is a service provider to the rental accommodation industry throughout Australia, New Zealand and the United Kingdom that collects information about tenancy applicants and tenants who breach their tenancy agreements. Under National Privacy Principle 1.3 (c) we advise that the information in processing a tenancy application. TICA can be contacted on 190 222 0346 call charge \$5.45 p.m. including GST.**

Under National Privacy Principle 1.3 (b) an individual is able to contact TICA and know what information if any that is held on an individual on the TICA database.

Under National Privacy Principle 1.3 (d) an individual is entitled to know what organisations have access to their information collected and disclosed. Members of TICA only collect information that is required of them in order to gain a useful and better understanding of the tenancy applicant. The information collected by TICA is only used by members of TICA for the purpose of assessing a tenancy application other than those government departments and or agencies allowed by the Privacy Act to obtain information from TICA.

Under National Privacy Principle 1.3 (f) you are entitled to know what consequences if any exist if all or part of the information is not provided by an individual. In the event that an individual fails or refuses to provide the information required by a property manager then the property manager may elect not to process the tenancy application until the information is provided. An individual should also be aware that whilst the information remains outstanding the property being applied for may be passed into another tenancy applicant for consideration

**TICA Default Tenancy Control Pty. Ltd.**