

Tenancy Application Form

Thank you for choosing a Regent Estate Agents. Please complete this application thoroughly so we can process it as quickly as possible. Please note the following important points:

1. We require all our tenants to pay rent by direct debit from a nominated bank account.
2. This application must be accompanied by a copy of your driver's license or passport for identification purposes.
3. If there is more than one applicant, a separate application form is required for each applicant.
4. If the application is approved, you will be required to provide either a bank cheque or electronically transfer the rental bond, and first month's rent.

Rental property:

| |
|------------------|
| property address |
| property address |
| property address |
| property address |

Tenancy requirements:

| | | |
|-------------------------------|---------------------|-------------------|
| length of tenancy (months) | rent \$ per week | commencement date |
|-------------------------------|---------------------|-------------------|

Occupancy details:

| | | |
|---|----------------------------------|----------------------|
| no. of occupants who will live in this property | no. and age of children (if any) | no. and type of pets |
|---|----------------------------------|----------------------|

Applicant's details:

| | | |
|------------|------------|--------------|
| name | email | |
| address | | |
| home phone | work phone | mobile phone |

Personal details:

| | | |
|-----------------------------|--|--------------------|
| current rent \$ per week | how long have you lived there? months | reason for leaving |
| agent/landlord | phone | |

Previous rental details: (if applicable)

| | | |
|-----------------------------|--|--------------------|
| previous property address | | |
| current rent \$ per week | how long have you lived there? months | reason for leaving |
| agent/landlord | phone | |

REGENT ESTATE AGENTS

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Current employment:

| | | |
|---|------------------------------|-------------------------|
| current employer (company) | | |
| contact name (manager) | contact's work phone | your position |
| length of employment <small>if less than 6 mths complete Previous Employment Details</small> | net income \$ _____ per week | full time or part time? |

Previous employment:

| | | |
|-----------------------------|------------------------------|-------------------------|
| previous employer (company) | | |
| contact name (manager) | contact's work phone | your position |
| length of employment | net income \$ _____ per week | full time or part time? |

Emergency contact details:

| | | |
|---------|--------------|---------------|
| name | relationship | contact phone |
| address | | |
| name | relationship | contact phone |
| address | | |

Personal/business references: (not relatives)

| | | |
|---------|------------|------------|
| name | occupation | work phone |
| address | | |
| name | occupation | work phone |
| address | | |

Occupant Information:

| | | |
|------|-----|---------|
| name | age | address |
| name | age | address |
| name | age | address |
| name | age | address |

How did you find out about this property?

Internet (Please specify) regentea.com.au domain.com.au realestate.com.au

For lease board Other: _____

Confirmation

I confirm the following:

1. During my inspection of this property I found it to be in a reasonably clean condition. yes / no
2. If "No," I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these terms are subject to the landlord's approval.

3. I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval.
4. I consent to the information provided in this application being verified and a reference check on EQUIFAX being undertaken.

Application:

I apply for approval 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 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 for a period of _____ months, at a rental of \$ _____ per week.

I undertake to pay the monies detailed below by a bank cheque or money order made payable to Regent Estate Agents Property Management upon signing the Residential Tenancy Agreement.

Statement of costs:

| | |
|------------------------------------|-------------------------|
| Rental bond | \$ <input type="text"/> |
| Rent in advance (One Month's rent) | \$ <input type="text"/> |
| TOTAL: | \$ <input type="text"/> |

If a holding fee is being paid on the property, the following conditions will apply:

1. A Holding Fee will only be accepted once an application has been approved by the landlord.
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. Regent Estate Agents Property Management, acting for the landlord of the premises, acknowledges receipt of the above application and the accompanying Holding Fee and agree:
 1. To reserve the premises for the period in accordance with the conditions above stated.
 2. To prepare a Residential Tenancy Agreement for the premises.

applicants signature

date

applicants signature

date

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Terms for National Tenancy Database (NTD)

I 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 such as NTD, TICA or TRA for the purpose of checking my tenancy history;

I am aware that I may access my personal information by contacting –
• NTD: 1300 563 826 • TRA: (02) 9363 9244 • TICA: 1902 220 346

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

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 organizations 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) conduct an ID/background check with NTD for residential tenancies and/or a credit check for commercial tenancies with the National Tenancy Database (NTD)

I am aware that if 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.

| | | |
|------|-----------|------|
| name | signature | date |
|------|-----------|------|

Terms for On The Move

Let On The Move reduce your stress and save you time by arranging your utility connections at the property at no extra cost. We will contact you within 2 hours to confirm.



- Water Electricity Gas Telephone Broadband Foxtel

Terms & Conditions - By not ticking the box below, you are consenting to On The Move contacting you to arrange your services. On The Move may need to disclose personal information to utility companies to arrange your services. Please see On The Move's Privacy Policy at www.onthemove.com.au. On The Move and your agent may receive a benefit for arranging your services. On The Move and your agent do not accept responsibility for any delay or failure to connect your services. Standard connection fee & bonds may apply.

No, I will connect the required utilities of my own accord.

Ph: 1300 850 360 Fax: 1300 661 160 W: onthemove.com.au

| | | |
|------|-----------|------|
| name | signature | date |
|------|-----------|------|

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The following information and documentation is required by each applicant:

Identification (at least 100 points must be provided)

- Current drivers licence (40 points)
- Birth certificate (30 points)
- Proof of age card (30 points)
- Passport (40 points)
- Medicare card (20 points)
- Credit card (20 points)
- Motor vehicle registration certificate (10 points)
- Bank statement (10 points)
- Telephone account statement (10 points)
- Gas account statement (10 points)
- Electricity account statement (10 points)

Please also attach the following documents:

Proof of income

- 3 previous pay slips or
- Bank statement or
- If self-employed - tax returns and business registration

Proof of current address

- Utility statements (no greater than six months old) or
- Council rates notice

References

- Minimum 2 written references from previous agent or landlord; and/or
- Written reference from employer or friend

Should you not be able to meet the 100 check points, please phone your property management team.

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