



REAL ESTATE

YARRA VALLEY

Right time, Right place

Property Management

RENTAL APPLICATION FORM

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PROPERTY: _____

Thank you for choosing Real Estate Yarra Valley Property Management, please take time to ensure you have the following items attached to your application upon submitting:

- Copy of Photo ID (Drivers Licence and / or passport, etc).
- Proof of Income (Payslips, Centrelink Statements, etc).
- Proof of residence (copy of a bill, rates notice, car registration papers, etc).

Please be aware that if the above items are not attached, your application **WILL NOT** be processed until they are all received, which may result in the property being leased to another successful applicant.

A PHOTOCOPYING SERVICE IS AVAILABLE AT OUR OFFICE FOR 0.20 CENTS PER COPY

We strive to have all applicants processed as soon as possible, we do advise that this can take up to 2 – 5 working days.

To make processing easier please ensure that you have provided the best contact numbers for all references.

It is a condition of Real Estate Yarra Valley Property Management that all tenants pay monthly rent via Direct Credit into our nominated Rental Trust Account once a month, either in person at any Bendigo Bank or by internet bank transfer, as we have a strict NO CASH on premises policy. If you cannot agree and adhere to this, please do not apply.

- | | |
|-----------------------|---|
| Bond | The bond must be paid in full by bank transfer, prior to moving into the property. |
| Rent | A calendar month's rent is payable prior to moving in and picking up keys. NB: A calendar month's rent worked out by: weekly rent / 7 x 365 / 12 months. |
| Keys | Keys to any property will not be given out until all monies are paid in full and all funds are cleared. |
| Signing Leases | Please note you will be required to arrange an appointment time during working hours with the Property Manager to finalise all documents prior to moving in. Please allow at least 30 minutes for this appointment. |
| Insurance | A reminder that insurance of your personal belongings (contents) is your responsibility. Your contents are NOT covered under any of the landlord's insurance should any claimable event occur. |

APPLICANT/S SIGNATURE/S: _____

PRINT NAME/S: _____

DATE: _____

A. Rental Property Details

1. Address of Property: _____
2. Lease Commencement Date: _____
3. Lease Term: Years _____/Months _____
4. Rental Amount Per Week\$ _____
5. Do you accept the property in its current condition? Yes / No

B. Applicant Details

Note: Every adult applying for this property must individually complete a separate application

6. Your Details

First Name: _____ Surname: _____

Full Address: _____

Home Phone: _____ Mobile: _____

Work: _____

Email Address: _____

I have the right to live in Australia Yes / No

Drivers Licence No: _____ Licence Expiry: _____ State: _____

Vehicle / Motor Bike / Trailer Registration Numbers: _____

Passport No: _____ Passport Country: _____ Expiry: _____

Pension Number: _____ Pension Type: _____

7. Other Applicant Names (full name of all adults to reside at the property must be listed here, separated by commas)

8. Number of people to occupy the property Adults: _____ Children: _____ Ages: _____

9. Pets Yes / No Number of pets: _____

Type / Breeds: _____ Council Registration Numbers: _____

Type / Breeds: _____ Council Registration Numbers: _____

Do the pets reside indoors Yes / No

Residential Tenancy Application

C. Current Rental Details

If you have not been a tenant in Australia please provide written details of where you have been and references (attached separately) to confirm your prior living arrangements.

10. What is your current residential address:

11. How long have you lived at this address: _____ Years _____ Months

12. Why are you leaving this address:

13. Landlord or agent contact details:

Agency:_____ Phone No:_____ Weekly Rent Paid: \$_____

Have you attached a rental ledger? _____

D: Rental History

14. What was your previous residential address:

15. Why did you leave this address:

16. How long did you live at this address? _____ Years _____ Months

17. Landlord or agent contact details:

Agency:_____ Phone No:_____ Weekly Rent Paid: \$_____

Can you attach a rental ledger or written reference? _____

E: Employment History

If self employed go to Section F .or if you are a student, go to Section G.

18. Please provide your current employment details Please tick; Full Time / Part Time / Casual

Occupation:_____ Contact Name:_____

Employer: _____ Office Phone landline:_____

Employer Address:_____ Net Weekly Income: \$_____

Length of Employment: _____ Years _____ Months

19. If you have been employed for less than 12 months with your current employer, please complete previous Employer details.

Occupation:_____ Contact Name:_____

Employer: _____ Office Phone landline:_____

Employer Address:_____ Net Weekly Income: \$_____

Length of Employment: _____ Years _____ Months

20. Please provide details of any additional income / Centrelink payments

Amount: \$_____ Source of additional income: _____

Please supply proof of income

F. Self Employed—Complete Section Below

Business Name: _____

Business Address: _____

ABN: _____ Business Phone: _____

Business Email: _____ Average Income per week \$ _____

Accountant: _____ Accountant Phone: _____

Solicitor: _____ Solicitor Phone: _____

G. Student—Complete Section Below

Institution Name: _____

Institution Address: _____

Course Name: _____ Campus Contact Number: _____

Course Length: _____ Course Year: _____ Student ID Number: _____

Source of Income: Parents Sponsorship Other: _____ Income per week: \$ _____

Please supply proof of income

H. Contacts / References

Please provide a professional character reference

Full Name: _____

Relationship to you: _____ Contact Number: _____

Address: _____

Next of Kin / Emergency Contact:

Full Name: _____

Relationship to you: _____ Contact Number: _____

Additional Notes:

UTILITY CONNECTIONS

**FOXYE**
.com.au

ELECTRICITY



GAS



BROADBAND



PAYTV



WATER

P 1800 275 369

Foxye is a FREE service and in one brief phone call, your connections are organised on the offers that are right for you. No obligation, no more running around, no more phone calls.

Foxye will contact you to arrange your utilities connections. You will be advised of any associated terms and conditions, including any standard connection fees that may apply. Once you have chosen your utility provider, Foxye may then need to disclose your personal information to the selected utility company. Foxye and your Agent may receive a benefit for arranging your services.

Foxye and your Agent are unable to accept responsibility for any delay or failure to connect your utility services.

Foxye is committed to protecting the confidentiality of your personal information and will at all times handle your personal details in accordance with Foxye's privacy policy available on the Foxye website. Contact Foxye at www.foxye.com.au or call 1800 275 369.

By signing this application, I consent to my Agent referring my information to Foxye.

Execution, Declaration and Database Notification

Please note: Your application will not be processed unless you have inspected the property, completed this application form in full, provided copies of your proof of identity and confirmed that you have read and accepted the terms and conditions by signing this document in the space provided below,

I hereby offer to rent this property from the owner under a 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 owner / landlord. I declare that all information contained in this application (including the riverside side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information from;

- (a) The owner or the Agent of my current or previous residence;
- (b) My personal referees and employers;
- (c) Any record listing or databases of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting;

- NTD: 1300 563 826
- TICA: 1902 220 9244
- TRA: (02) 9363 9244

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 leases / 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 agent / lawyers (where applicable)
- (g) Complete a credit check with NTD (National Tenancy Database)
- (h) Transfer water account details into my name or other utility providers

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.

Signature:_____

Date:_____