

# Tenancy Application Form

For your application to be processed you must answer all questions  
(including the reverse side)

## A. AGENT DETAILS



**Mt Eliza**

**Address:** 78 Mt Eliza Way, Mt Eliza VIC 3930

**Phone no:** 03 9787 1888

**Fax no:** 03 9787 7333

**Email:** [mtelizarentals@point2realestate.com.au](mailto:mtelizarentals@point2realestate.com.au)

**ID: 9668 (Rentals)**

## B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

	Postcode

2. Have you inspected the inside of the property?

Yes     No

3. Lease commencement date?

Day     Month     Year

4. Lease term?

Years     Months

5. How many tenants will occupy the property?

Adults     Children

## C. PERSONAL DETAILS

(Photo ID is required for photocopying)

6. Please give us your details

Mr  Ms  Miss  Mrs.  Other

Surname     Given name/s

Date of Birth     Driver's licence Number

Driver's licence expiry date     Driver's licence state

Passport no     Passport country

Pension no. (If applicable)     Pension type (if applicable)

7. Please provide your contact details

Home phone no.     Mobile phone no.

Work phone no.     Fax no.

Email address

8. What is your current address?

	Postcode

## D. PLEASE ATTACH 100 POINTS OF ID

Drivers Licence	50
Passport	50
Proof of Age Card	50
Student ID Card	50
Copy of Mobile Phone Account	20
Proof of Income	20
Copy of Medicare Card	20
Concession / Pension Card	10
Copy of Gas/Water/Electricity Account	10

## E. PLEASE NOTE

Initial payments must be made by cash, bank cheque or money order within 24 hours after approval of application. No personal Cheques accepted.

Keys will not be handed over until the lease agreement has been signed by all applicants

This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the landlord and the agent should any circumstances arise whereby the property is not available for occupation on the due date

## F. HOW DID YOU FIND OUT ABOUT THIS PROPERTY

- THE AGE     THE INTERNET     LOCAL PAPER  
 BOARD     COUNTER LIST     RELOCATION COMPANY  
 REFERRAL     OTHER (Please Specify)

## G. DECLARATION / PRIVACY STATEMENT

I hereby offer to rent the 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 reverse 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 about me from:

- (a) The owner or the Agent of my current or previous residences;  
 (b) My personal referees for this application  
 (c) My current and past employers;  
 (d) Any person who maintains any record, listing or database of defaults by tenants;

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 within this application in order to:

- (a) communicate with referees, employees, landlords, third party operators of tenancy reference databases, other agents and select a tenant  
 (b) communicate with the owner and select a tenant  
 (c) prepare lease/tenancy documents  
 (d) allow tradespeople or equivalent organisations to contact me  
 (e) lodge/claim/transfer to/from a Bond Authority  
 (f) refer to Tribunals/Courts & Statutory Authorities (where applicable)  
 (g) refer to collection agents/lawyers (where applicable)  
 (h) complete a credit check with a tenancy default database

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. I am aware that I may access personal information on the contact details above

Signature of the Applicant

Date

**N.B BOTH SIDES OF THIS APPLICATION MUST BE COMPLETED**

**H. APPLICANT HISTORY (ATTACH COPY OF RENTAL RECEIPTS)****9. How long have you lived at your current address?**

<input type="text"/>   <input type="text"/>	Years	<input type="text"/>   <input type="text"/>	Months	<input type="checkbox"/>	<input type="checkbox"/>
				Tenant	Owner

**10. Why are you leaving this address?**

**11. Agent/Landlord details of this property (if applicable)**

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

 \$
**12. What was your previous residential address?**
  
 Postcode
**13. How long did you live at this address?**

<input type="text"/>   <input type="text"/>	Years	<input type="text"/>   <input type="text"/>	Months	<input type="checkbox"/>	<input type="checkbox"/>
				Tenant	Owner

**14. Agent/Landlord details of this property (if applicable)**

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

 \$

Was bond refunded in full?

If not why not?


**I. EMPLOYMENT HISTORY (ATTACH COPY OF PROOF OF INCOME)****15. Please provide your employment details**

What is your occupation?

What is the nature of your employment?  
(FULLTIME/PART TIME/CASUAL)

Employer's name (inc. accountant if self employed or institution if a student)

Employer's address

  
 Postcode

Contact name

Phone no.



Length of employment

Net income?

 | 

Years

 | 

Months

 \$
**16. Please provide your previous employment details**

Occupation?

Employer's name:

Length of employment

Net income?

 | 

Years

 | 

Months

 \$
**J. CONTACTS / REFERENCES**

Attach copies of any written references

**17. Please provide a contact in case of Emergency**

Surname

Given Name/s



Relationship to you

Phone no.


**18. Please provide 2 personal references (not related to you)**

1. Surname

Given name/s



Relationship to you

Phone no.



2. Surname

Given name/s



Relationship to you

Phone no.


**K. OTHER INFORMATION****19. Please provide details of any pets**

Breed / type

Council registration / number


**20. Smokers? (Please circle)****YES****NO****L. UTILITY CONNECTIONS****connectnow.**

Phone: 1300 554 323

Fax: 1300 889 598

Email: [info@connectnow.com.au](mailto: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.

A Connectnow representative will make all reasonable efforts to contact you within one working day of receiving an application. If we are unable to contact you please phone 1300 554 323 to ensure connection can be completed by your requested date.

**Please call me  YES**

Please note that the following terms will apply if you ask us to contact you. Firstly you will be consenting to ConnectNow Pty.Ltd. A.C.N. 79 097 398 662 arranging for the connection and disconnection of the nominated home services and to providing information contained in this application to the service providers for this purpose. I agree that neither ConnectNow nor the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames and terms and conditions once the client has agreed to use the chosen service provider. I authorise the obtaining of a National Metering Identifier (N.M.I.) on my residential address to obtain supply details. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that ConnectNow Pty Ltd will be paid a fee by the service provider and will be paying a fee to the Agent in respect of the provision of the service being provided to me by ConnectNow Pty Ltd.

**PRIVACY POLICY:**

The privacy of ConnectNow customers is of vital importance to ConnectNow. You have the right to access ConnectNow records of your information under the Privacy Act. ConnectNow will not release your personal information to any third party other than for the purposes of connecting the nominated utility service, unless required to do so under law or government order.

**Signed:****Date / /**