



**first
national**
REAL ESTATE

Sunbury Property Management

PROPERTY ADDRESS:

NAME OF APPLICANT/S:

RENTAL APPLICATION FORM

www.spm.com.au

03 9740 3777



PROCESSING YOUR TENANCY APPLICATION

We endeavour to process all tenancy applications as soon as possible. Please ensure that all questions are answered in detail and include all information requested for a speedy process. All applicants will receive a phone call regarding outcome.

Documentation Required:

- Bank Statements for the past 3 months (payslips not accepted)
- Tenant ledger from current/past Real Estate
- Centrelink Statement (if applicable)
- If you are a home owner please supply a copy of a rates notice or sales contract

Please provide us with 100 points of identification & copy of all supporting documentation.

ITEM	POINTS	ITEM	POINTS
Birth Certificate	70	Medicare Card	25
Passport	70	Bank Card	25
Current Driver's License	40	Utility Bill	25
Proof of Age Card	25	Concession/Pension Card	10

100 POINT IDENTIFICATION CHECK

The listed identification has been photocopied and is attached to this application

BOND & FIRST MONTHS RENT

Once an application has been approved you will be required to pay the bond via bank cheque or money order made out to the RTBA equivalent to one month's rent. This payment cannot be accepted by cash, personal cheque or bank transfer. Prior to taking possession of the property we require the first month's rent. This can be paid on the day you collect the keys. Personal cheques will not be accepted. Your property manager will advise how this first payment can be made.

UTILITY CONNECTIONS

If you fill out the free utility connection service (connectnow), we would strongly recommend you request connection for one day prior to moving in to ensure everything runs smoothly. The main electrical switch must be OFF to enable utility connections and this is YOUR responsibility. Access to the property can be arranged with your property manager to do this.



first national
REAL ESTATE

Sunbury Property Management

PROPERTY ADDRESS YOU ARE APPLYING FOR: _____

Rent Per Week: \$ _____ Bond Amount: \$ _____ Are you a smoker: YES / NO (circle)

Length of Tenancy: _____ Years _____ Months Tenancy to Commence: / _____ / _____

How many tenants will occupy the property?; Adults _____ Children _____ Ages _____

Pets: Yes/No (circle) Types: _____ Reg? Y/N Breed/s: _____ Ages: _____ Inside/outside (circle)

Will you be applying for assistance from Ministry of Housing? YES/NO (circle) Inspected Property YES/NO (circle)

FIRST APPLICANT

Salutation _____ (Mr, Mrs, Ms) First Name: _____
 Family/Last Name: _____
 Date of Birth: / / Drivers Lic #: _____
 Expiry Date: / / License State: _____
 Vehicle Registration: _____ State: _____
 Passport No: _____ Passport Country: _____
 Pension No: _____ Type: _____
 Phone: _____ Mob Ph: _____
 E-Mail: _____

Current Address – Applicant 1

Current Address: _____
 _____ Post Code: _____
 How Long at Current Address?: _____ Years _____ Months
 Reason for Leaving: _____ Rent: \$ _____
 Landlord/Agent?: _____ Ph: _____
 Bond Refunded: _____ Y/N If Not, Why? _____

Previous Address – Applicant 1

Previous Residential Address: _____
 _____ Post Code: _____
 Length At Previous Address?: _____ Years _____ Months
 Reason for Leaving: _____ Rent: \$ _____
 Landlord/Agent?: _____ Ph: _____
 Bond Refunded: _____ Y/N If Not, Why? _____

SECOND APPLICANT

Salutation _____ (Mr, Mrs, Ms) First Name: _____
 Family/Last Name: _____
 Date of Birth: / / Drivers Lic #: _____
 Expiry Date: / / License State: _____
 Vehicle Registration: _____ State: _____
 Passport No: _____ Passport Country: _____
 Pension No: _____ Type: _____
 Phone: _____ Mob Ph: _____
 E-Mail: _____

Current Address – Applicant 2

Current Address: _____
 _____ Post Code: _____
 How Long at Current Address?: _____ Years _____ Months
 Reason for Leaving: _____ Rent: \$ _____
 Landlord/Agent?: _____ Ph: _____
 Bond Refunded: _____ Y/N If Not, Why? _____

Previous Address – Applicant 2

Previous Residential Address: _____
 _____ Post Code: _____
 Length At Previous Address?: _____ Years _____ Months
 Reason for Leaving: _____ Rent: \$ _____
 Landlord/Agent?: _____ Ph: _____
 Bond Refunded: _____ Y/N If Not, Why? _____

DECLARATION & AUTHORITY

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

I also authorize the Agent to gain personal information from:

The owner or the Agent of my current or previous residence, my personal referees and employer/s, any record listing or database of defaults by tenants, My Accountant or Payroll officer.

I am aware that the Agent will use and disclose my personal information in order to:

Communicate with the owner and select a tenant., Prepare lease/Tenancy documents, Allow tradespeople or equivalent organisations to contact me, Lodge/claim/transfer to/from a Bond Authority, Refer to Tribunals/Courts & Statutory Authorities where applicable, Refer to collection agents/lawyers where applicable, Complete a credit check with NTD (National Tenancy Database). If you wish to view your records or the information is not accurate, you can contact NTD on 1300 563 826 or www.ntd.net.au to amend or dispute the record, Transfer water account details into my name, Connect utilities through Connect Now

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to the tenancy default database, and to agents/landlords of properties I may apply for in the future. I am aware that if the 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 they can access personal information on the contact details above.

Applicant No1 Signature:
Dated:

Applicant No 2 Signature:
Dated:



Employment History – Applicant 1

Current Occupation:
Nature of Your Employment: FULL TIME / PART TIME/ CASUAL
Current Employer’s Name:
Employer’s Address:
Contact Name: Ph:
Employment: Years Mths Income \$ net PW

Previous Employment History – Applicant 1

Previous Employer:
Occupation:
Address:
Previous Employer’s Ph: Time Employed:

If you are a Student – Applicant 1

Institution: Dept:
Union No: Student ID:
Income Source: Income: \$ Net PW

If you receive a Centrelink Payment

Type: Cust No:
Amount \$ per fortnight

If Self Employed

Accountant Name: Ph:
Company Name: ABN:

Emergency Contact – Applicant 1

Name:
Address:
Home Phone: Mob Ph:
Relationship to You:

Referees– Applicant 1

1) Name:
Address:
Home Phone: Mob Ph:
2) Name:
Address:

Employment History – Applicant 2

Current Occupation:
Nature of Your Employment: FULL TIME / PART TIME/ CASUAL
Current Employer’s Name:
Employer’s Address:
Contact Name: Ph:
Employment: Years Mths Income \$ net PW

Previous Employment History – Applicant 2

Previous Employer:
Occupation:
Address:
Previous Employer’s Ph: Time Employed:

If you are a Student – Applicant 2

Institution: Dept:
Union No: Student ID:
Income Source: Income: \$ Net PW

If you receive a Centrelink Payment

Type: Cust No:
Amount \$ per fortnight

If Self Employed

Accountant Name: Ph:
Company Name: ABN:

Emergency Contact – Applicant 2

Name:
Address:
Home Phone: Mob Ph:
Relationship to You:

Referees– Applicant 1

1) Name:
Address:
Home Phone: Mob Ph:
2) Name:
Address:

UTILITY CONNECTIONS



We get things sorted.

Moving home has never been easier

PH: 1300 554 323 | Fax: 1300 889 598
info@connectnow.com.au | connectnow.com.au

Connectnow is dedicated to helping you move home more easily. We can connect your utilities including electricity, gas, phone, internet and pay TV to a broad choice of leading providers. We can also organise your disconnections and offer a range of additional services, such as cleaning and food services, removalists and vehicle hire.

What’s more, you pay no extra charges as a result of using the connectnow service. We will make all reasonable efforts to contact you within 1 working day of receiving this application to explain the details of the services offered. If we are unable to contact you within this period please call 1300 554 323 to ensure your services can be addressed by the required date.

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. 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. 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

Signed:

Date / / ID: