



ABN: 43 610 781 210

Full Name:

Property:

.....

TENANCY APPLICATION FORM

***Acceptance of this tenancy application will not be acknowledged
until all pages are completed and signed.***

Address: 241 Springvale Rd, Springvale VIC 3171

Phone: 03 5446 8524 / 0447 092 808

Fax: 03 5446 3794

Email: rental@selectpropertygroup.com.au

Residential Tenancy Application Form

1. Rental Property Applying for:

Address: _____

Suburb: _____ Postcode: _____

Lease term: 6 months 12 months

Rent per week: _____

Rent prepared to pay per week: _____ \$

Date Property to be occupied: / /

Name(s) of other Applicants to Occupy Property: _____

2. Personal Details:

Full Name: _____

Current Address: _____

Suburb: _____ Postcode: _____

Home Phone Number: _____

Work Phone Number: _____

Mobile Phone Number: _____

Date of Birth: / /

Drivers License (please provide a copy):

Number: _____ State Issued: _____

Alternate ID (eg Passport): _____

Pension Type: _____ No: _____

Email: _____

Please note: A copy of pension card will be required as proof

3. Current Situation:

Are you a Owner Renter

Address: _____

Duration at your current address? _____ Dates: _____

Name of Landlord/Agent (if applicable): _____

Phone Number: _____ Rent paid: \$ _____

Reason for leaving: _____

Was bond repaid in full? Yes No

If No, please specify: _____

4. Previous History:

Were you a Owner Renter

Address: _____

Duration at address? _____ Dates: _____

Name of Landlord/Agent (if applicable): _____

Phone Number: _____

Rent paid: \$ _____ per week / fortnight / month

Reason for leaving: _____

Was bond repaid in full? Yes No

If No, please specify: _____

5. If Student, please complete the following:

Place of Study: _____

Course being Undertaken: _____

Course Length: _____

Enrolment Number: _____

Parents Name: _____

Contact Number: _____

Course Co-ordinator: _____

Contact Number: _____

Income: _____

6A Employment Details:

CURRENT

Occupation: _____

Full time Part time Casual

Current Employer: _____

Employment Address: _____

Suburb: _____ Postcode: _____

Employer Contact Name: _____

Contact Number: _____

Length of Employment: _____ Years _____ Months

Position Held: _____

Salary/Income Net \$ _____ per week/fortnight/month

Other Net Income per week \$ _____ eg Government

Please provide paperwork confirming government

6B. If Self Employed, please complete the following:

Company Name: _____

ABN: _____

Business Type: _____

Business Address: _____

Position Held: _____

Accountant Name: _____

Accountant Contact No: _____

Income: _____

7. If case of Emergency, please list two contacts:

1. Name: _____

Address: _____

Contact Number: _____

Relationship to you: _____

2. Name: _____

Address: _____

Contact Number: _____

Relationship to you: _____

10. Declaration:

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997. I acknowledge that I will be required to pay rental payments in advance and a rental bond, and that this application is subject to approval from the owner/landlord. I declare that all the 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.

8. Other Information:

No. of persons occupying property: Adults Children

If children, please specify ages: _____

Do you have pets No Yes

If Yes, please specify: _____

Are you a Smoker Non Smoker

Owners permission will need to be sought to have pets

9. References – where possible not family or friends

1. Name: _____

Relationship: _____

Occupation: _____

Contact Number: _____

2. Name: _____

Relationship: _____

Occupation: _____

Contact Number: _____

3. Name: _____

Relationship: _____

Occupation: _____

Contact Number: _____

I authorise the Agent to obtain details of my credit worthiness from, the owner or Agent of my current or previous residence, my personal references, any record, listing or database of defaults by tenants. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information.

Signed: _____

Signed: _____

Date: ____/____/____

This form is to be accompanied by an Application for Tenancy. Your application for Tenancy cannot be accepted unless this has been complete in full and signed. Due to recent changes in the Privacy laws, from 21st December 2001, all real estate agencies must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional property managers. Please take time to read this Privacy Statement carefully, and once completed return it to this office with your tenancy application. As professional property managers, we collect personal information about you. To ascertain what personal information we have about you, you can contact us by the following ways:

Address: 36 High Street, Eaglehawk Vic. 3556

Phone: 03 5446 8524

Fax : 03 5446 3794

Email: rental@selectpropertygroup.com.au

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises. To carry out this role, and during the term of your tenancy, we usually disclose your personal information to the following; The landlord, the landlord's lawyer, the landlord's mortgagee - for mortgage purposes, referees you have nominated, organisations/tradespeople required to carry out maintenance to the premises, rental bond authorities, Residential Tenancies, Tribunals/Courts, collection agencies, National Tenancies Database Pty Ltd, other real estate agents and landlords, utilities companies such as gas, electricity, water connection, telephone connections, banks - for rental reference purposes.

PLEASE NOTE:

1. This application is subject to the owner's approval and may take 2-3 days to process.
2. All applicants over 18 must complete an application form.
3. Initial bond payment must be paid in the form of bank cheque or money order made payable to the **Residential Tenancies Bond Authority**.
4. Initial rent payments must be paid in cash to Select Property Group.
5. The applicant hereby agrees to a credit check being carried out by the National Tenancies Database.
6. The applicant acknowledges that the property is in a reasonably clean condition and in good repair as inspected.

TENANCY PROCESS

We understand that finding and selecting a rental property is often difficult and we will endeavour to process your application as quickly as possible, however please remember we may be processing many applications at the same time. To assist us, please fill out ALL required details on the application and ensure your completed application is returned to our office as quickly as possible.

UNSUCCESSFUL APPLICATIONS

Should your application be unsuccessful you will be advised, however, should you wish to apply for another property we will hold over your application for you.

SUCCESSFUL APPLICATIONS

Should your application be successful you will be notified by phone and requested to confirm your tenancy. We require the leases to be signed and the bond to be paid in full to secure the tenancy. The Property Manager will supply you with these amounts at the confirmation of your tenancy. Keys will only be handed out when all parties have signed the Tenancy Agreement, Bond lodgement form, all monies have been paid and the tenancy has commenced. No action will be taken against the landlord or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason. Signing of the tenancy agreements and the payment of the bond can be undertaken at the Springvale office. It is a policy that all rental payments are made via cash, cheque and direct deposit as payment of rent.

Signed by the:

Applicant: _____

Print Name: _____

Date: ____/____/____

Witness: _____