

RESIDENTIAL TENANCY APPLICATION



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A. PROPERTY DETAILS

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

Postcode _____

2. Rental amount \$ 3. Bond 4. Term: 6 mths / 12mths please circle 4a. Lease commencement date? _____

4b. No. of Adults Children 0-5 6-10 11-17

4c. We request the landlord's permission to keep a pet, as detailed below, on the premises.

Breed: _____ Size: Small/Medium/ Large (please circle) Weight: _____

Colour: _____ Puppy/ Teenager/ Adult/ Eldery (please circle)

B. PERSONAL DETAILS (APPLICANT 1)

5. Please give us your details

Title: _____ Surname: _____

Given Name/s _____

Driver's licence No. _____ State _____

Expiry date: _____ Date of Birth ____/____/____

Car Make & Model: _____

Passport no./Country _____

Pension type (if applicable) _____

6. Please provide your contact details

Home phone no. _____

Mobile phone no. _____

Work phone no. _____

Email address _____

7. What is your current address?

Postcode _____

C. EMPLOYMENT DETAILS (APPLICANT 1)

8. Please provide your employment details

What is your occupation? _____

What is the nature of your employment?
(Full time/ Part time/ Casual) _____

Length of Employment: _____

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

Employer's address(if student provide student No and course ID)

Postcode _____

Contact name _____ Phone no. _____

Weekly Income
\$ _____ If Student source of income _____
(Current Payslip or Centrelink/Income Bank Statement ESSENTIAL)

9. Please provide your previous employment details

Occupation: _____

Employer's name: _____

Length of employment: _____ Net Income: _____
_____ Years _____ Months _____

B. PERSONAL DETAILS (APPLICANT 2)

5. Please give us your details

Title: _____ Surname: _____

Given Name/s _____

Driver's licence No. _____ State _____

Expiry date: _____ Date of Birth ____/____/____

Car Make & Model: _____

Passport no./Country _____

Pension type (if applicable) _____

6. Please provide your contact details

Home phone no. _____

Mobile phone no. _____

Work phone no. _____

Email address _____

7. What is your current address?

Postcode _____

C. EMPLOYMENT DETAILS (APPLICANT 2)

8. Please provide your employment details

What is your occupation? _____

What is the nature of your employment?
(Full time/ Part time/ Casual) _____

Length of Employment: _____

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

Employer's address(if student provide student No and course ID)

Postcode _____

Contact name _____ Phone no. _____

Weekly Income
\$ _____ If Student source of income _____
(Current Payslip or Centrelink/Income Bank Statement ESSENTIAL)

9. Please provide your previous employment details

Occupation: _____

Employer's name: _____

Length of employment: _____ Net Income: _____
_____ Years _____ Months _____

D. IF YOU ARE SELF EMPLOYED (APPLICANT 1)

Name of business: _____
 ABN: _____
 Industry: _____
 Address: _____
 Personal Net Income/Week: _____
 Name of Accountant: _____
 Contact Number: _____
 Period in which business has been in operation: _____

E. IF YOU RECEIVE A CENTRELINK PAYMENT (APPLICANT 1)

Type of Payment: _____
 Customer Reference Number (CRN): _____
 Please provide a photocopy of your last 3 statements

F. RENTAL HISTORY (APPLICANT 1)**CURRENT LANDLORD/AGENT**

Name: _____
 Contact Number: _____
 Rent paid per week: _____ Period of time rented: _____
 Was your bond refunded in full? _____
 If Not, why? _____

PREVIOUS LANDLORD/AGENT

Name: _____
 Contact Number: _____
RENTAL PROPERTY: _____
 Rent paid per week: _____ Period of time rented: _____
 Was your bond refunded in full? _____
 If Not, why? _____

G. REFERENCES (Applicant 1)

- 1) One Business reference
- 2) One personal reference
- 3) One reference from a relative

1) Business Reference
 Name: _____
 Address: _____
 _____ Postcode _____
 Work Phone: _____ Mob: _____ Work _____
 Period of time known: _____

2) Personal Reference
 Name: _____
 Address: _____
 _____ Postcode _____
 Work Phone: _____ Mobile: _____
 Relationship _____
 Period of time known: _____

D. IF YOU ARE SELF EMPLOYED (APPLICANT 2)

Name of business: _____
 ABN: _____
 Industry: _____
 Address: _____
 Personal Net Income/Week: _____
 Name of Accountant: _____
 Contact Number: _____
 Period in which business has been in operation: _____

E. IF YOU RECEIVE A CENTRELINK PAYMENT (APPLICANT 2)

Type of Payment: _____
 Customer Reference Number (CRN): _____
 Please provide a photocopy of your last 3 statements

F. RENTAL HISTORY (APPLICANT 2)**CURRENT LANDLORD/AGENT**

Name: _____
 Contact Number: _____
 Rent paid per week: _____ Period of time rented: _____
 Was your bond refunded in full? _____
 If Not, why? _____

PREVIOUS LANDLORD/AGENT

Name: _____
 Contact Number: _____
RENTAL PROPERTY: _____
 Rent paid per week: _____ Period of time rented: _____
 Was your bond refunded in full? _____
 If Not, why? _____

G. REFERENCES (Applicant 2)

- 1) One Business reference
- 2) One personal reference
- 3) One reference from a relative

1) Business Reference
 Name: _____
 Address: _____
 _____ Postcode _____
 Work Phone: _____ Mob: _____ Work _____
 Period of time known: _____

2) Personal Reference
 Name: _____
 Address: _____
 _____ Postcode _____
 Work Phone: _____ Mobile: _____
 Relationship _____
 Period of time known: _____

H. NEXT OF KIN - NOT living with you (Applicant 1)

Name: _____

Address: _____

Work Phone: _____

Mobile Number: _____

Relationship: _____

Period of time known: _____

H. NEXT OF KIN - NOT living with you (Applicant 2)

Name: _____

Address: _____

Work Phone: _____

Mobile Number: _____

Relationship: _____

Period of time known: _____

I. IDENTIFICATION CHECKLIST**IMPORTANT** - To consider your application, we **REQUIRE** you to:

- COMPLETELY FILL IN AND SIGN THE APPLICATION FORM with all the relevant information and reference details, and all persons wishing to reside clearly indicated.
- Read and sign the **Privacy Act** acknowledgement form.
- Provide proof of income
- Provide 100 points of identification (from each category from the list below)

WE CAN NOT PROCESS THIS FORM UNTIL ALL PARTS HAVE BEEN FULLY COMPLETED

<u>Category</u>	<u>Identification Required per Applicant</u>	<u>Point Value</u>
1 <input type="checkbox"/>	Current Agent Rent History Ledger/Record	50 Points
1 <input type="checkbox"/>	Current Driver's Licence - with photo	40 Points
1 <input type="checkbox"/>	Proof of Age - with photo	40 Points
1 <input type="checkbox"/>	Passport (only if non-Australian Resident)	40 Points
1 <input type="checkbox"/>	Latest Electricity or Gas Account (with address)	40 Points
1 <input type="checkbox"/>	Latest Telephone Account (land line only)	40 Points
2 <input type="checkbox"/>	Tertiary Education ID Card - with photo	30 Points
2 <input type="checkbox"/>	Current Vehicle Registration Notice	30 Points
2 <input type="checkbox"/>	Passport (Australian Resident)	20 Points
3 <input type="checkbox"/>	Medicare Card	10 Points
3 <input type="checkbox"/>	Citizenship Certificate	10 Points
3 <input type="checkbox"/>	Birth Certificate	10 Points
3 <input type="checkbox"/>	Debit/Credit Card	10 Points

J. UTILITY CONNECTIONS**Direct Connect can help arrange for the connection or provision of the following utilities and other services:**

- Electricity Gas Water Phone Internet
 Insurance Removalist Truck or van hire Cleaners Pay TV

MAKES MOVING EASY

 I would like Direct Connect to contact me in relation to any of the above utilities and other services.***This is a FREE service that connects all your utilities and other services.***

We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

1. Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
2. Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
3. Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
4. Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
5. Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
6. Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature

Date

K. DECLARATION

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 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 your tenancy history;

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

- NTD: 1300 563 826
- TICA: 1902 220 346
- 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 lease/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 agents/lawyers (where applicable)
- (g) complete a credit check with NTD (National Tenancies Database)
- (h) transfer water account details into my name

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 have read, understood and agree to the Tenant Privacy Statement set out in sections L. & M.

Signature (Applicant 1)

Date

Signature (Applicant 2)

Date

L. NATIONAL TENANCY DATABASE

Please note, this document is available (in part) on the NTD website and should be included in the application form if applicable –NTD may update the Disclosure Statement from time to time and this should be monitored

You can contact National Tenancy Database and ask for access to any of your personal information stored on the database by writing to us at:

Postal Address: GPO Box 13294, George Street, Brisbane QLD 4003
 Email: info@ntd.net.au
 Fax: (07) 3009 0619
 Telephone: 1300 563 826

For further information about NTD and NTD's Privacy Policy, visit the website: www.ntd.net.au

Please note, when requesting a copy of the personal information the NTD hold about you, proof of identity will be required e.g. Australian drivers licence, passport etc.

NTD collects the following information in accordance with the APPS for the purpose of operating a tenancy database for risk management and risk assessment purposes and for identity verification.

Generally, this information is collected from our members.

- Full name, date of birth, gender, driver's licence number and occupation;
- Current and previous residential addresses;
- Contact details (phone, fax and email);
- Details of rental history.

Generally, personal information is used and disclosed for the purposes for which it was collected. The purposes for which NTD collects your personal information are:

- Provision of a database for the use of property managers and real estate agents for risk assessment and risk management purposes;
- Provision of information to third parties with regard to your tenancy including but not limited to your landlord, your landlord's mortgagee or insurer, residential tenancy tribunals and courts, rent bond boards, mercantile agents, related corporate entities, Government agencies and departments and, in the case of commercial leases, to credit bureaus.

In addition, there may be circumstances where NTD is required or authorised by law to disclose your personal information e.g. to an Ombudsman, tribunal, court, law enforcement agency or government department.

If your personal information is not provided to NTD, the real estate agent/property manager will not be able to carry out their professional responsibilities and may not be able to provide you with a lease/tenancy of the premises.

Signature (Applicant 1)

Date

Signature (Applicant 2)

Date

M. OFFICE USE ONLY

Property: _____ Bond: \$ _____ Rent: \$ _____ PW/PCM

Possession: _____ Landlord: _____

Rent due date: _____ Term of lease: _____

Inspection and rent review date: _____

Special Clauses: _____

NTD and public record check: Y / N

Enter into Rest: Y / N

UPDATE TENANT DETAILS / ENTER SMOKE ALARM SERVICE ONLINE: Y / N

Costs to Owner:
