

Application Guide

To ensure a quick response to your application please make sure you have filled in and signed all areas of the application form.

An application must be completed by each adult wishing to occupy the premises.

The following items must be provided to support your application.

- **Photo Id - (eg: drivers license, passport, Medicare card)**
- **Rent Receipts**
- **Proof of Earnings – (eg: wage slips, centrelink income statement)**
- **Reference Letters - (eg: private landlords or previous agents)**

Please Note: Income details remain strictly confidential and are required only to assess your ability to commit to the financial terms of the lease.

Applications for tenancy via this office are processed through the National Tenancy Database.

Our office reserves the right to allow for any changes to the above. Should an applicant fail to provide the required details/information, the application may not be processed.

A. ROBINSONS REAL ESTATE

Address: 16 Bridge Street, Benalla, Vic, 3672
Phone no.: 03 5762 2266
Fax no.: 03 5762 4265
Email address: annette.thomson@robinsons.net.au

B. PROPERTY DETAILS

1. What are the addresses of the properties you would like to rent, in order of preference? MAXIMUM OF 2 PROPERTIES AT ONE TIME

1)

2)

PLEASE NOTE: Your application will be put to the owner of your FIRST preference once it has been processed. It will then be put to the owner of the SECOND property if your application was declined for the first. Your application will only be dealt with one property at a time.

2. Lease commencement date?

Day Month Year

3. What lease term will you commit to?

Years Months

4. Property rental?

\$ per week OR \$ per month

5. How many people will normally occupy the property?

Adults Children Ages of children

6. Please provide details of any pets:

Breed / type Council registration / number

1.
2.

C. PERSONAL DETAILS

7. Please give us your details

Mr Ms Miss Mrs Other

Surname Given name/s

Date of Birth Car Registration

Driver's license no. Driver's license state

Passport no. Passport country

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

8. Please provide your contact details

Home phone no. Mobile phone no.

Work phone no. Fax no.

Email address

9. What is your net weekly income (after tax)?

Include and describe income from any other sources.

D. APPLICANT HISTORY

10. What is your current address?

11. How long have you lived at your current address?

Years Months

12. Why are you leaving this address?

13. Is the property at this address:

Rented accommodation Go to question 14
A home you own Go to question 15
Other - please provide details

14. Please tell us about this rented property

Name of landlord or agent

Landlord/agent's phone no. Weekly rent paid
 \$

Was bond refunded in full? If not why not?

15. What was your previous residential address?

Postcode

16. How long did you live at this address?

Years Months

17. Why did you leave this address?

18. Was this property:

Rented accommodation Go to question 19
A home you owned Go to question 20

19. Please give us further information about this rented property

Name of landlord or agent

Landlord/agent's phone no. Weekly rent paid
 \$

Was bond refunded in full? If not why not?

E. EMPLOYMENT HISTORY

20. Please provide your employment details

What is your occupation?

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

Employer's address

 Postcode

Contact name Phone no.

Length of employment
 Years Month

21. Please provide your employment details, if working two jobs

What is your occupation?

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

Employer's address

Postcode

Contact name

Phone no.

Length of employment

Years

Month

22. Please provide your previous employment details

Occupation?

Employer's name:

Contact name

Phone no.

Length of employment

Years

Months

F. CONTACTS / REFERENCES

23. Please provide a contact in case of emergency

Surname

Given name/s

Relationship to you

Phone no.

24. Please provide two 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.

G. FEEDBACK

25. Please advise how you found this property available for rent?

___ Internet Website _____

___ Newspaper ___ Phone Inquiry ___ Office Listing

H. 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 Tenancies Agreement pursuant to the Residential Tenancies Act 1997.

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 details of my creditworthiness from:

- (a) the owner or the Agent of my current or previous residence;
- (b) my personal referees;
- (c) 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 in receiving such information.

I am also aware that you will collect my personal information to

- (a) prepare lease/tenancy documents
- (b) allow organizations/trades people to contact you
- (c) lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- (d) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (e) refer to collection agents/lawyers (where applicable)
- (f) complete a credit check with NTD (National Tenancies Database)

If your information is not provided to us and you do not consent to the uses to which we put your personal information, we cannot properly assess the risk to our client, or carry out our duties as professional property managers. Consequently, we then cannot provide you with the lease/tenancy of the premises.

Signature of the applicant:

Date:



Phone: 1300 554 323
Fax: 1300 889 598
Email: 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 insurance and more. 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. This is a value-added service independent of your tenancy application—you are not obligated to use connectnow.

A connectnow representative will make all reasonable efforts to contact you within **One** working day of receiving an application. If connectnow was unable to contact you within this period please contact connectnow on 1300 554 323 to ensure connection is completed. While the connectnow service is **FREE**, standard service provider connection fees and charges still apply. You pay **NO** extra charges as a result of using the connectnow service.

Declaration: Connection of your utilities will only be initiated once a representative has discussed your details with you and obtained your consent to the terms and conditions of supply of the relevant utility service provider(s). The privacy of our customers is of vital importance to connectnow.

I consent to the collection of my personal information by Connectnow Pty Ltd ACN 79 097 398 662 for the purposes of arranging for the connection and or disconnection of the nominated moving and connections services and related services, and to providing my personal information contained in this application to the relevant service providers, in accordance with Connectnow's Privacy Policy (which is available for my inspection at www.connectnow.com.au) Connectnow and those service providers may contact me from time to time (including by electronic means) to let me know about new or existing products or services. I understand that I can contact Connectnow at any time if I do not want to receive that information from Connectnow or if I want to update my personal information. 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, terms and conditions once agreeing to use the chosen service provider. I authorise the obtaining of a National Metering Identifier and or a Metering Installation Registration Number on my residential address to obtain supply details. It is the responsibility of the customer/homeowner to ensure that the electricity main switch is in the 'Off Position' for the required timeframe on the day of connection and that there is easy access to the meters. 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 may be paid a fee by the service provider and may pay a fee to the Agent in respect of the provision of the service provided to me by connectnow.

Call me to connect my utilities Yes

Signature _____ Date / /

APPLICATIONS FOR TENANCY

PRIVACY ACT 1988

COLLECTION NOTICE

The personal information the prospective tenant provides in this application or that which is collected from other sources is necessary for the Agent to verify the Applicant's identity and to process and evaluate the application. The personal information collected about the Applicant may be disclosed for the purpose for which it was collected, to other parties, including the landlord, referees, financial institutions, other agents, third party operators of tenancy reference databases may also be disclosed to the Agent and/ or landlord. The Agent may also disclose information to other parties on the internet.

The Agent will only disclose information in this way to other parties to achieve the purposes specified above or as otherwise allowed under the Privacy Act 1988.

If the Applicant would like to access his/ her personal information held by the Agent, they can do so by contacting the Agent at the address and contact numbers contained in this Application. The Applicant can also correct this information if it is inaccurate, incomplete or out of date.

If the information is not provided, the Agent may not be able to process the application.

Current Address:

Applicant's Name:

Applicant's Signature: Date: