

Proposed Property

Property Address: _____

Rent: _____ Date: ____ / ____ / ____ Length of Lease Requested: _____ (eg. 6 months, 12 months) Commence Date ____ / ____ / ____

To enable processing of this application, each applicant must provide **all** of the following:

- Photo Identification eg. Driver's License, Passport**
- Other Identification eg. Medicare Card, Bank Card, Pensioner Card**
- Proof of current address eg. Telstra or Electricity Account, rates notice**
- Proof of income eg. Wage slips, bank statements, accountants letter, Centrelink letter**

Applicant 1 Details

Name: _____

D.O.B. _____

D/L Number _____ State: _____ Exp: ____ / ____ / ____

Car Registration: _____ Make: _____ Model: _____

P: (HM) _____ P: (WK) _____

M: _____

E: _____

Are you a smoker? No Yes If yes Smoke Indoors Outdoors

Do you have Pets? No Yes If yes Indoors Outdoors

How Many?: _____

Type: _____ Breed: _____

Applicant 2 Details

Name: _____

D.O.B. _____

D/L Number _____ State: _____ Exp: ____ / ____ / ____

Car Registration: _____ Make: _____ Model: _____

P: (HM) _____ P: (WK) _____

M: _____

E: _____

Are you a smoker? No Yes If yes Smoke Indoors Outdoors

Do you have Pets? No Yes If yes Indoors Outdoors

How Many?: _____

Type: _____ Breed: _____

Current Home Details (Applicant 1)

Address: _____

Suburb: _____ State: _____

Renting: Own: Current Rent: \$ _____

Name of R/E Agent/Landlord: _____

Phone No of agent/landlord: _____

Period of Occupancy: _____

Reason for leaving: _____

Do you expect the bond to be refunded in full? Yes No

Current Home Details (Applicant 2)

Address: _____

Suburb: _____ State: _____

Renting: Own: Current Rent: \$ _____

Name of R/E Agent/Landlord: _____

Phone No of agent/landlord: _____

Period of Occupancy: _____

Reason for leaving: _____

Do you expect the bond to be refunded in full? Yes No

UTILITY CONNECTIONS - This is a free service that connects all your utilities



- Electricity
- Gas
- Water
- Telephone
- Pay TV
- Internet
- Car Insurance
- Home & Contents
- Health Insurance
- Life Insurance
- Home Loans

YourPorter is a FREE service connecting utilities and other services.

If the Agent approves this application, YourPorter will connect your water for the purpose of usage charges at your new property on behalf of the Real Estate Agent. YourPorter will be contacting you by phone, SMS, or email for the purposes of assisting you to connect your utilities within 24 hours of receiving this application for next business day connection.

Telephone: 1300 400 600
 Fax: 1300 326 468
 www.yourporter.com.au

DECLARATION AND ACCEPTANCE: I/We consent to the disclosure of this application form (including any personal information contained in this form) to YourPorter Pty Ltd (ABN 36 252 576 050) for the purpose of allowing YourPorter and its service provider iSelect Ltd to contact me for the connection of services as offered by YourPorter.

I/We acknowledge that if I/We do not provide my/our personal information, YourPorter and iSelect will not be able to provide these services to me/us. YourPorter and iSelect will ensure that my/our personal information is collected, used, held and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

I/We acknowledge that iSelect, the Agent, its employees and YourPorter may receive a benefit in relation to the connection of any of the services listed above. I/We consent to YourPorter and iSelect contacting me by phone or SMS in relation to the connection of the services listed above. I/We acknowledge that this consent permits YourPorter and iSelect to contact me even if the numbers listed on this application are listed on the Do Not Call Register. YourPorter and iSelect will otherwise collect, hold, use and disclose personal information in accordance with their respective privacy policies, which are available at www.yourporter.com.au/general/privacy-policy/ and <http://www.iselect.com.au/privacy-policy/>. YourPorter is a free service, but I/We acknowledge that standard connection fees may apply for services connected (in addition to the ongoing service fees).

I/We acknowledge that neither YourPorter nor the Agent nor iSelect accept any responsibility for any delay in or failure to arrange or provide for any connection of a service or for any loss, damage, cost or expense in connection with such delay or failure. By signing this application I/We understand YourPorter is a value add product and that I/We are under no obligation to use YourPorter.

Signature: _____ Date: ____ / ____ / ____

Previous Home Details (Applicant 1)

Address: _____

Suburb: _____ State: _____

 Renting: Own: Current Rent: \$ _____

Name of R/E Agent/Landlord: _____

Phone No of agent/landlord: _____

Period of Occupancy: _____

Reason for leaving: _____

Do you expect the bond to be refunded in full? Yes No**Income Details (Applicant 1)***All income is take home "per week"*

Occupation: _____

 Full Time Part Time Casual: (_____ Hours per week)

Period of Employment: _____ Weekly Wage: \$ _____

Employer: _____

Employers contact details: _____

If current employment is less than 6 months:

Previous Employer: _____

Contact Number: _____

If not employed: Student Pensioner Unemployed Other Income

Details: _____

Allowance/wage: \$ _____

Self Employed

Business Name: _____

Phone No: _____

Business ABN: _____ ACN: _____

Accountants Name: _____

Phone No: _____

Other information to support your application

Next of Kin: _____ Relationship: _____

Contact Number (HM): _____ (WK): _____

Address: _____

Suburb: _____ Post Code: _____

Next of Kin: _____ Relationship: _____

Contact Number (HM): _____ (WK): _____

Address: _____

Suburb: _____ Post Code: _____

No. of persons to reside in the property: _____ No. of Children: _____ Children's Ages: _____

Full name of all persons other than applicant/s wishing to occupy the premises: _____

Have you ever been evicted or are you in debt to another landlord or agent? Yes No

If yes, give details: _____

Do you accept the property in its present condition: Yes No

If no, give details: _____

Do you accept the terms and conditions of our agency and this application? Yes No

If no, give details: _____

Do you accept to the electronic service of notices? Yes No

I/We the applicant/s do solemnly and sincerely declare that the information provided is true and correct. I/We have inspected the premises and wish to take a tenancy of such premises for a period of _____ months at a rental of \$ _____ per week / month to be paid by direct deposit and a bond of \$ _____, commencing on _____.

I/We acknowledge and accept that if this application is not successful, the agent is not obliged to give reasons.

Applicant 1 - Full name _____ Signature: _____ Date: _____

Applicant 2 - Full name _____ Signature: _____ Date: _____

Previous Home Details (Applicant 2)

Address: _____

Suburb: _____ State: _____

 Renting: Own: Current Rent: \$ _____

Name of R/E Agent/Landlord: _____

Phone No of agent/landlord: _____

Period of Occupancy: _____

Reason for leaving: _____

Do you expect the bond to be refunded in full? Yes No**Income Details (Applicant 2)***All income is take home "per week"*

Occupation: _____

 Full Time Part Time Casual: (_____ Hours per week)

Period of Employment: _____ Weekly Wage: \$ _____

Employer: _____

Employers contact details: _____

If current employment is less than 6 months:

Previous Employer: _____

Contact Number: _____

If not employed: Student Pensioner Unemployed Other Income

Details: _____

Allowance/wage: \$ _____

Self Employed

Business Name: _____

Phone No: _____

Business ABN: _____ ACN: _____

Accountants Name: _____

Phone No: _____

Other information to support your application

Next of Kin: _____ Relationship: _____

Contact Number (HM): _____ (WK): _____

Address: _____

Suburb: _____ Post Code: _____

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Do you accept the terms and conditions of our agency and this application? Yes No

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I/We acknowledge and accept that if this application is not successful, the agent is not obliged to give reasons.

Applicant 1 - Full name _____ Signature: _____ Date: _____

Applicant 2 - Full name _____ Signature: _____ Date: _____

Processing Tenancy Applications

We endeavour to process all tenancy applications within 48 hours. This time may be extended due to difficulties contacting referees, confirming previous rental / home details, or contacting the property owner. Please ensure that all questions are answered in detail and include all information requested in order for speedy process. Pets also include birds, fish, reptiles etc.

We are unable to process applications that have not been completed in full and signed by all applicants.

We will contact you and inform you whether your application was successful or not. Please be aware that some properties attract more than one applicant, and that if you are unsuccessful it does not necessarily mean that you are unsuitable - so please apply for other properties.

Once Accepted

If your application is successful, to secure the property we will require you to sign leases and pay the first weeks rent within 48 hours of being accepted. Please note that this must be paid in cleared funds i.e. cash or bank cheque. Only if you secure the property will we remove the property from our rental list and cease taking further applications.

Initial Payment of Rent and Bond

Prior to taking possession of the property we require 4 weeks rent (less the week paid when signing) and a bond equal to a calendar months rent. If your weekly rent is more than \$350 per week the bond requirement may vary.

All monies must be paid in cash or bank cheque prior to collecting the keys.

Rent Payments

Our rental office is open Monday to Friday, 9:00am - 5:00pm and on Saturday from 9:00am - 12:00pm.

The personal information the prospective lessee / tenant provides in the application or collected from other sources is necessary for the Agent to verify the applicant's identity, to process and evaluate the application and to manage the tenancy.

I / We the applicant/s declare that I / We have read the above information and by signing below agree to all the terms, conditions and information.

APPLICANT 1 - FULL

SIGNATURE: _____ DATE: _____

APPLICANT 2 - FULL

SIGNATURE: _____ DATE: _____

In accordance with Privacy Principle 1.3 of the Privacy Act we require you to read and sign this acknowledgement in order to process a tenancy application. The applicant is required under the National Privacy Principles of Privacy Act to be made aware that an organisation may access a database. In addition a tenancy applicant is entitled to know what will happen to their information when it is passed onto an agent. We will only use and disclose personal information provided by the applicant as part of the tenancy application process (whether verbal or written) to verify the Applicant's identity, and to process and evaluate the application.

If the application is successful, personal information collected about the Applicant in the tenancy application in the tenancy agreement, and during the course of the tenancy, may be used by the Agent, and disclosed to third parties, (including to the landlord, other agents, potential buyers of the tenanted property, and tradespeople maintaining or repairing the tenanted property) as necessary to manage the tenancy relationship and tenanted property.

If the applicant/s enters into a tenancy agreement, but fail to comply with its obligations under the agreement, that fact and other relevant personal information collected about the applicant/s may be disclosed to the landlord, third party operators of tenancy reference databases such as NTD, TICA or TRA for the purpose of checking your tenancy history; and/or other agents. I am aware that I may access my personal information by contacting - NTD: 1300 563 826; TICA: 1902 220 346 or TRA: (02) 9363 9244.

As part of the verification process and to carry out our duties as real estate agents, without limitations, we may disclose and receive information to and from the following:

- * Disclose to, and obtain from those people named in the application, information about the applicant in order to check the accuracy of the information provided in the tenancy application and in order to determine whether the applicant is an appropriate tenant for the property.
- * Disclose to, and obtain from, third party operators of tenancy reference databases, information about the applicant for the purpose of searching those databases for details about the applicant.
- * Disclose to, and obtain from the landlord, landlord's lawyers, landlord's mortgagee, organisations/trades people required to carry out maintenance, rental bond authorities, residential tenancy tribunal/courts, collection

I agree that in the event of a default occurring under a tenancy agreement I give permission to the member of a tenancy database to register any of my details of such breach with a tenancy database. I further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company.

If the applicant would like access to personal information the agents hold, they can do so by contacting Arbee Real Estate at 140 Main Street, Bacchus Marsh. The applicant can also correct this information if it is inaccurate, incomplete or out-of-date.

If the above information is not provided, the agent may not be able to process the application and manage the tenancy.

I / We hereby authorise Arbee Real Estate to use and disclose my / our personal information in accordance with the above Collection Notice.

APPLICANT 1 - FULL _____

SIGNATURE: _____ DATE: _____

APPLICANT 2 - FULL _____

SIGNATURE: _____ DATE: _____

