

Residential Application Form

For your application to be processed you must answer all questions
(Including the reverse side)

Please note: Mention of "RRPs" refers to "Residential Rental Provider"

A. AGENT DETAILS

House N Keys Real Estate

Mail: PO Box 346, Officer VIC 3809

Mob: 0450 727 906

Email: avigutta@housenkeys.com.au

Web: www.housenkeys.com.au

B. PROPERTY DETAILS

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

Postcode	

Property Rental

Bond amount

\$	/week	\$	/month	\$
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2. Lease commencement date?

	Day		Month		Year
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3. Lease term?

	Years		Months
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4. How many people will occupy the property?

	Adults		Children		Ages
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C. PERSONAL DETAILS

5. Please give us your details (note that each adult must complete an application and provide 100 points of ID)

Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Other ☐

Surname

Given Name/s

Date of Birth

Driver's licence number

Driver's licence expiry date

Driver's licence state

Passport no.

Passport country

Pension no. (if applicable)

Pension type (if applicable)

6. Please provide your contact details

Home phone no.

Mobile phone no.

Work phone no.

Fax no.

Email address

7. What is your current address?

Postcode

D. UTILITY CONNECTIONS

myconnect[®]
a really smart move

MyConnect will call you to arrange free connection of your required utilities



Please select the required utilities:

☒ Water (compulsory)	☐ Electricity	☐ Gas	☐ Telephone
☐ Internet	☐ Pay TV	☐ Interpreter required	

Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

☐ **Tick here to opt out**

☎ 1300 854 478 ✉ enquiry@myconnect.com.au 🌐 myconnect.com.au

E. DECLARATION

I hereby offer to rent the property from the Residential Rental Provider (RRPs) under a lease to be prepared by the Agent. Should this application be accepted by the RRPs I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the Residential Rental Provider. 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, the renter, accept the property in the condition it was in when inspected.

I authorise the Agent to obtain personal information about me from:

- (a) The RRPs or the Agent of my current or previous residences;
- (b) My personal referees and employer/s;
- (c) Any record listing or database of defaults by renters;
- Any record listing or database of defaults by renters such as TICA, NTD or TRA for the purpose of checking your renting history.

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

TICA 1902 220 346
NTD 1300 563 826
TRA (02) 9363 9244

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

- (a) communicate with the RRPs and select a renter
- (b) prepare lease/tenancy documents
- (c) allow trades-people 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 check with Tenancy Databases
- (h) transfer water account details into my name via MyConnect

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 am aware that I may access personal information on the contact details above.

Signature

X

Date

F. APPLICANT HISTORY**8. How long have you lived at your current address?** Years Months**9. Why are you leaving this address?****10. Residential Rental Provider/Agent details of this property**

Name of RRP's or Agent

RRP's/Agent Phone No.

Weekly Rent

\$ **11. What was your previous residential address?****12. How long did you live at this address?** Years Months**13. Residential Rental Provider/Agent details of this property**

Name of RRP's or Agent

RRP's/Agent Phone No.

Weekly Rent

\$ **G. EMPLOYMENT HISTORY****14. Are you self employed?**

☐

 No - skip to Q16

☐

 Yes - (you MUST complete Q15 & supply your most recent BAS Statement)**15. Self employment details**

Your ABN

Accountant Name

Accountant Phone no.

Accountant Email

16. Please provide your employment details

What is your occupation?

What is the nature of your employment?
(FULL TIME/PART TIME/CASUAL)

Employer's name (inc. institution if student)

Employer's address

Contact name

Phone no.

Length of employment

 Years Months

Net Income

\$ **17. Please provide your previous employment details**

Occupation?

Employer's name

Phone no.

Length of employment

 Years Months

Net Income

\$ **H. CONTACTS / REFERENCES****18. Please provide a contact in case of emergency**

Surname

Given name/s

Relationship to you

Phone no.

19. Please provide 2 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.

I. OTHER INFORMATION**20. Car Registration****21. Please provide details of any pets**

Breed/type

Council registration / number

1.

2.

PLEASE NOTE

Initial payments must be made by EFT, bank cheque, money order or another option provided by the agent within 24 hours after approval of application. No Personal Cheques accepted.

I acknowledge that my application is subject to the Residential Rental Provider's approval and the availability of the premises on the due date. No action will be taken against the RRP's or Agent if the applicant is unsuccessful or upon acceptance should the premises not be ready for occupation on this date, for whatever reason. I accept that rental amounts are subject to change by providing the required notice.

DISCLAIMER**Email communication consent:** (please tick)

☐

 I consent to receiving electronic communications via email**I confirm the following:** (please tick one of the following 2 options)

☐

 During my inspection of this property I found it to be in relatively clean condition.
OR

☐

 I believe the following items should be attended to prior to my tenancy commencing. I acknowledge that these items are subject to the RRP's approval.**HOW DID YOU FIND OUT ABOUT THIS PROPERTY?**

☐ Board

☐ The Internet

☐ Local Paper

☐ Counter List

☐ Other (specify)

PLEASE PROVIDE 100 POINTS OF IDENTIFICATION**You MUST include at least 1 form of Photo I.D AND Proof of Income**

Driver's Licence / Passport	50
Proof of Age Card / Student ID Card	50
2 Recent Pay slips / Recent BAS Statement	30
Current Bank Statement	20
Copy of Mobile Phone Account	20
Copy of Medicare Card	20
Concession / Pension Card	10
Copy of Gas / Water / Electricity account	30 each