

## Tenancy Application Form - VIC

### Completing an application form

when completing an application form, please ensure that the following requirements are met.

- You are required to fill in an application form prior to inspecting the property.
- If you are over the age of 18 years you must fill in an application form.
- Every applicant **must** provide us with 100 points of ID – along with proof of income e.g.2 most recent payslips, Centrelink statement or bank statement.
- Please attach any reference that you believe may add merit to your application.
- The privacy act statement must be signed to enable your application to be processed.
- You are required to provide full details of your employment, including the name of your manager and the telephone number of the business.
- If you are currently unemployed, or receiving any form of Centrelink Benefits, we require an Income Statement which you can obtain from Centrelink. If there is no proof of income, your application **will not** be processed.

### Processing Applications

Processing an application involves checking numerous references, when this process is completed the application is then presented to the landlord. The landlord may then take time to deliberate on the decision.

We *aim* to contact the successful applicant within 4 business days.

Please note that only successful applicants will be notified.

### If your application has been successful

when your application has been successful you will be notified via phone by the property manager.

It is our policy that within 24 hours of being accepted, you are required to sign the Tenancy Agreement and pay 4 weeks rent to secure the premises.

Upon collecting the keys for the property the security bond is required to be paid.

### Payment methods:

**Direct Debit** – We strongly recommend and encourage ALL tenants to be using our Direct Debit payment method, this ensures that your rent is paid automatically every week and reduces the chance of you falling behind. If a direct debit payment dishonours there may be a charge to the tenant by us.

**Bond** – Needs to be in the form of a bank cheque or money order. Made out to the RTBA  
PLEASE NOTE: CASH OR EFTPOS CANNOT BE ACCEPTED FOR PAYMENT OF THE BOND.

# **Residential Tenancy Application Form**

## **Property Details**

Proposed Property ..... Rent Per Week \$.....

Length of Tenancy: 6 months /12 months Tenancy Commencement Date .....

Bond or Ministry of Housing Bond (Please circle)

## **Applicant Details**

Surname ..... First Name.....

Date of Birth..... Marital Status ..... 18+ Card No .....

Drivers License No ..... Vehicle Registration No .....

State of Registration ..... Make & Model ..... Car / Motorbike (circle)

Current Address.....Postcode .....

Phone No - Home .....Work .....Mobile .....

Email Address.....

Do you have any children living with you? Yes / No If yes, their names & ages

Do you have pets? Yes / No Are they registered? Yes / No

Breed & ages .....

Do you have a lawnmower? Yes / No

## **If You Are Employed**

Employers Name .....

Employers Address.....

Phone ..... Length of Employment .....

Net Weekly Income (excluding overtime) ..... Occupation.....

If you have been in this employment for less than 6 months,

Previous Employers Name .....

Previous Employers Address.....

Phone.....Length of Employment .....

## If You Are Self-Employed or Own Your Own Business

Name of Business.....  
ABN.....Personal Nett Income per week \$ .....  
Type of Business .....  
Address .....  
Name of Accountant ..... Phone .....  
How Long In This Business .....

## If You Are A Student

Name of Institution... ..  
Faculty / Department ..... Student Union / ID Number .....  
Income Source.....Net Weekly Income \$ .....

## If You Receive A Centrelink Payment

Type of Payment.....  
Amount per Fortnight \$ .....Customer Reference Number .....

## Your Rental History

Current Landlord/ Agent Name.....Phone No .....  
Property Address .....  
Rent per Week \$.....Time at Property ..... Vacate Date .....  
Reason for Leaving.....

Previous Landlord/Agent Name..... Phone No.....  
Property Address.....  
Rent per Week \$..... Time at Property..... Vacate Date .....  
Was Your Full Bond Refunded? Yes / No If Not, why? .....

### Your References

please include TWO references including at least ONE personal/business references, and at least ONE close relative who do NOT live with you. All references must be permanent residents of Australia.

### Payment

Our preferred method of payment for rental payments is Direct Debit & we highly encourage ALL tenants to use this method. If a direct debit payment dishonours, there may be a charge to the tenant.

### **Referee Contacts:**

Name.....Address.....

Phone No: A/H.....B/H.....Mobile.....

Relationship.....Known for How Long.....

Name.....Address.....

Phone No: A/H.....B/H.....Mobile.....

Relationship.....Known for How Long.....

### **Emergency Contact Details**

Name.....Address.....

Phone No: A/H.....B/H.....Mobile.....

Relationship.....Known for How Long.....

### **NOTICE TO ALL TENANCY APPLICANTS - 100 POINTS IDENTIFICATION CHECK LIST**

Prior to any Tenancy Application being considered each applicant is required to produce sufficient identification which totals 100 points. Should you have difficulties in providing this identification please advise us.

#### **PRIMARY IDENTIFICATION DOCUMENTS**

Any one of the following must be included:

- |  |           |
|--|-----------|
| • Current Passport                               | 70 Points |
| • Birth Certificate/Extract of Birth Certificate | 70 Points |
| • Citizenship Certificate                        | 70 Points |

#### **SECONDARY IDENTIFICATION DOCUMENTS**

You may use any number of the following to complete the 100-point requirement:

Drivers license with photo ID	40 Points
Public Employee Photo ID Card	40 Points
University or TAFE Photo ID Card	40 Points
Pensioner Concession Card	40 Points
Group Certificate	35 Points
Tax Assessment Notice (if issued in last 12 months)	35 Points
Current Credit Card or ATM Debit Card\Council Rates Notice	25 Points
Council Rates Notice	25 Points
Medicare Card Points	25 Points
Utility Notice (water, power, gas, telephone – from last 3 months)	25 Points
Bank Statement stating name and address (from last 3 months)	25 Points
Rental agreement, letter from real estate agency	25 Points

**Please Note: Incomplete Applications may not be processed**

**IMPORTANT – PLEASE READ CAREFULLY**

We confirm and acknowledge that:

1. The information contained in this Application is true and correct.
2. I/We am over the age of 18 years of age
3. I/We are not bankrupt or an undischarged bankrupt
4. I/We will pay a Security Bond BY BANK CHEQUE OR MONEY ORDER plus 4 weeks rent by cash or by bank cheque or money order before taking possession of the property. **We are unable to accept personal cheques.**  
**THE BOND WILL NEED TO BE PAID TO THE AGENT UPON COLLECTION OF PROPERTY KEYS.**
5. I/We understand and accept that **immediately upon advise from the Agent** that the Landlord has offered to let the property to me/us (based on my/our statements in the application) and **I/We accept** that offer, a tenancy agreement with terms including the rent and other conditions in this Application comes into existence and is legally binding upon me/us in accordance with the rent amount, term and start date.
6. Only those persons on this application will reside permanently at the property.
7. I/We hereby authorize the Agent to make all necessary enquires to verify the information provided herein, including information relating to my/our employment, rental history, business and any other references. I/We further authorize the Agent to provide information relating to my/our tenancy of the Property to any Registered Agent who is authorized by me/us to inquire about that matter. Further, we give permission for the Agent to make necessary enquires on the TICA Tenancy Data Base Control Pty Ltd to verify this information given.
8. I/We have supplied required identification, signed the Privacy Act Acknowledgement.
9. **That this application creates no legal relations between me/us and the Agent and/or the Landlord**

Signed..... Dated.....

**PRIVACY ACT ACKNOWLEDGEMENT FORM FOR TENANT APPLICATIONS & OCCUPATIONS**

This form provides information about how SWEX property Limited T/As Elders Real Estate Mildura (ABN 57 127 880) ("we," "our" or "us") will collect and handle your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to certain third parties (which are set out below) in specified circumstances. If you do not consent to the disclosure of your personal information to those third parties we cannot process your application for a tenancy.

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We will collect and handle personal information about you in order to process your application for a tenancy.

**Primary Purpose:** Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property.

In order to assess your application we disclose your personal information to

- The Lessor/Owners for approval or rejection of your application
- TICA Default Tenancy Control Pty Ltd to assess to risk to our clients and verify the details provided in your tenancy application.
- Referees to validate information supplied in your application
- Other Real Estate Agents to assess the risk to our clients

**Secondary Purpose:** During and after the tenancy we may need to disclose your personal information to

- Tradespeople to contact you for repairs and maintenance of the property.
- Refer to Tribunals or Courts having jurisdiction seeking orders or remedies
- Refer to Debt Collection Agencies where Tribunal /Court orders have been awarded
- Refer to TICA Default Tenancy Control Pty Ltd to record details of your tenancy history
- Refer to the Lessors/Owners insurer in the event of an insurance claim.
- To provide future rental references to other asset managers/owners

If you fail to provide your personal information and do not consent to the uses set out above we cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently we cannot provide you with the property you requested to rent. The information we collect can be assessed by you (except where the law allows us to deny access to that information) by contacting our privacy officer as follows:

Telephone (03) 5018 6800  
Fax: (03) 5021 3921  
Post: PO Box 10197  
MILDURA VIC 3500

**Signed By The Applicant:**

Signature.....Print Name..... Dated.....