

# Victorian Tenancy Application Form

## IDENTIFICATION CHECK

To assess your application, we require copies of your identification and supporting documentation.

**100 Points of Identification is required** – (you **must** include one form of primary, secondary & employment/income identification)

**50 points: Primary/Photo ID** eg: Drivers License, Passport, Proof of Age

**30 points: Secondary ID:** eg; Birth Certificate, Student Card, Medicare Card, Health Care Card, Vehicle Registration, Rent Receipts/Ledger, Signed Lease, Utility Bill, Bank Statement, Rent Reference.

**20 points: Employment/Proof of Income:** eg: Payslips, Letter of Employment, Employment Reference, Centrelink Statement.

This office is a member of the Tenant Information Centre of Australia (TICA)

The personal information the prospective tenant provides in this application or that the agent collects 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. Personal information collected about the Applicant in this application and during the course of the tenancy, if the application was successful, may be disclosed for the purpose for which it was collected to other parties including to the landlord, referees, other agents, financial institutions, tradespeople and third party operators of tenancy reference databases and other third parties as required by law. Information already held on 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. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and/or other agents. 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 the personal information the Agent holds, they can do so by contacting Stean Nicholls Pty Ltd at 621b Dean Street, ALBURY 2640 Telephone: (02) 6021 5233 Facsimile: (02)6041 1779 Email: [realestate@steannicholls.com.au](mailto:realestate@steannicholls.com.au)

In accordance with the National Privacy Principles the database member discloses that in addition to information being supplied to a database company other organisations may receive information from time to time. Other organizations may include debt collection agencies, insurance companies, government departments and other landlords or agents.

The said applicant/s declares that they give their permission to the agent to collect their information and pass such information onto TICA Default Tenancy Control Pty Ltd or NTD Australia. They further give their permission for their information to be provided to any other tenancy database for the assessment of their tenancy application. They further give consent to the member of the Database Company to contact any of the referees provided by them in the tenancy application.

They agree and understand that once a tenancy application has been lodged with a member of tenancy database and an inquiry made with a tenancy database the information may be recorded as making an inquiry.

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

I/We understand that TICA Default Tenancy Control Pty Ltd is a database company that allows its member's access to information accumulated from members about tenants who have breached their tenancy agreements.

I/We agree and understand that should I fail to provide the database member with the information and acknowledgements required the database member may elect not to proceed with my/our tenancy application. I/We agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my/our ability to obtain future rental accommodation.

I/We acknowledge and understand that I/we can contact TICA Default Tenancy Control Pty Ltd on 190 222 0346. I/We agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

Your application is regarded as a confidential document. If this application is declined it will be shredded by this office within 48 hours, except in the instance where it is to be transferred to become an application for another property. **If this application is declined, you may be advised by SMS. The Owner is not obliged to provide a reason when declining an application.**

Applicants Name/s .....

Dated .....

.....  
Signed by applicant

.....  
Signed by member

# TENANCY APPLICATION

<b>Address of Rental Property</b>			
<i>How did you find out about this property?</i>	<input type="checkbox"/> The Border Mail <input type="checkbox"/> Local Agent	<input type="checkbox"/> Internet <input type="checkbox"/> 'For Lease' Board	<input type="checkbox"/> Referral <input type="checkbox"/> Other _____
<i>Applicant's Full Name &amp; Address</i>	Full Name Address		
<i>Applicant's Contact Details</i> <small>(Please tick best contact)</small>	<input type="checkbox"/> Phone (H) <input type="checkbox"/> Phone (M)	<input type="checkbox"/> Phone (W) <input type="checkbox"/> E-Mail	
<i>Personal Details</i>	Date of Birth / /	Drivers Licence Number Passport No	Expiry Date Expiry Date
<i>Current Rental Details</i>	Agent/Landlord		Phone (B)
	Current Rent \$	per week	How long have you lived there?
	Why are you leaving?		
<i>Previous Address or Rental Details</i>	Address		
	Agent/Landlord		Phone (B)
	Rent \$	per week	How long did you live there?
<i>Employment Details</i>	Current Employer		
	Contact name		Phone (B)
	Your Position		Length of Employment
	Part-time / Full-time / Casual (Please circle)		Your weekly Net income
<i>Past Employment Details (if less than 5 years with current employer)</i>	Past Employer		
	Contact name		Phone (B)
	Your Position		Length of Employment
<i>Tenancy Requirements</i>	Commencement Date:	Length of Tenancy:	Weekly Rent: \$
<i>Occupancy Details</i>	Total Number of Occupants who will live in the property: Number of Children (if any): Ages of Children:		Pets? Yes / No Type Breed
<i>Emergency Contact</i>	Name		
	Address		
	Relationship		Phone (B)
<i>Personal/Business References (not relatives)</i>	Name	Occupation	Phone (daytime)
<i>Centrelink Payments</i>	Centrelink No:	Type:	Centrelink Payment: \$

**I confirm the following:**

1. I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval.
2. I consent to the information provided in this application being verified and a reference check on the National Tenancy Database (NTD) and Tenant Information Centre of Australia (TICA) being undertaken.

**Application**

I, the Applicant apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the Landlord of the property for his/her/their acceptance and if the application is approved to prepare a Residential Tenancy Agreement for the premises.

I, the Applicant, declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the above premises and wish to apply for tenancy of the premises for a period of \_\_\_\_\_ months, at a rental of \$\_\_\_\_\_ per week.

I undertake to pay a rental bond (equivalent to 4 weeks rent) by a bank cheque (made payable to the Rental Bond Board) or by direct deposit into Stean Nicholls Trust Account. I also undertake to pay the first two weeks/four weeks rent by direct deposit into Stean Nicholls Trust Account prior to signing the Residential Tenancy Agreement.

**Methods of Payment:**

**Statement of Costs:**

Should your application be accepted by the landlord, please indicate which method of payment would be used to pay your rent.

- Bank Deposit/Deposit Book       Automatic transfer from bank/wage

This payment will be made each:

- Week       Fortnight       Calendar Month

Rental Bond (4 weeks rent)	\$
Rent in advance (2 weeks)	\$
Total	\$
	_____
	_____

**PLEASE NOTE: ALL PAYMENTS MUST BE MADE BY BANK CHEQUE OR DEPOSITED DIRECTLY INTO STEAN NICHOLLS TRUST ACCOUNT**

You are required to answer the following questions to the best of your ability. Any false information provided may result in your application being rejected. The completion of this questionnaire does not constitute an offer or acceptance.

1. Have you viewed the property?  Yes       No  
*If yes, Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ and Time \_\_\_\_\_.*

*If no, please be advised your application cannot be processed until you have viewed the property.*

2. Have you ever been evicted by any landlord or agent?  Yes       No  
*If yes, give details \_\_\_\_\_*

3. Have you been refused another property by any landlord or agent?  Yes       No  
*If yes, give details \_\_\_\_\_*

4. Are you in debt to another landlord or agent?  Yes       No  
*If yes, give details \_\_\_\_\_*

7. Are you a smoker?  Yes       No

5. The tenant hereby agrees to accept the property as presented?  Yes       No  
*If no, give details \_\_\_\_\_*

6. The tenant acknowledges that the Landlord will attend to any repairs under OH & S and any non-essential requests for repairs may not be attended to by the Landlord?  Yes       No  
*If no, give details \_\_\_\_\_*

Applicants Signature ..... Date:    /    / 201

Agents Signature ..... Date:    /    / 201

Remember, it is your responsibility to have all services such as telephone, gas and electricity connected in your name to coincide with your date of occupation.



## A Free Service – Connecting Your Home Services 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 security monitoring.

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.

Simply fill in your details below and a **connectnow** representative will make all reasonable efforts to contact you within one working day of receiving an application. If we are unable to contact you please phone 1300 554 323 to ensure connection can be completed by your requested date.

Dr  Mr  Mrs  Miss  Ms

Surname \_\_\_\_\_ Given Name/s \_\_\_\_\_

Property Address \_\_\_\_\_ Suburb \_\_\_\_\_ Post Code \_\_\_\_\_

Pension No \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ Drivers Lic. \_\_\_\_\_ State \_\_\_\_\_

Home Ph \_\_\_\_\_ Work Ph \_\_\_\_\_ Mobile Ph \_\_\_\_\_

Email \_\_\_\_\_ Date of Connections \_\_\_\_/\_\_\_\_/\_\_\_\_

### 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](http://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**.

Please Call Me  Yes

Signed: \_\_\_\_\_ Date / /

ID: 16667

