

Tips for completing a rental application

1. Applications cannot be processed without all questions being answered and requested information attached
2. Please hand in your application no later than 24 hours after viewing the property
3. Each person over 18 who intends to live in the property is required to complete an application. Please also specify the ages of children under 18 years of age on your application
4. Please notify your references that we will be contacting them
5. Do not apply for the property unless you are ready to sign the lease if your application is approved
6. Call or email us immediately if you have been accepted for another property and wish to withdraw your application

Things to attach

- Cover letter telling the landlord about yourself and why you like the property
- Driver's license and/or passport
- Rental receipts
- Tenant ledger (this can be obtained from your current agent)
- Payslips, letter of employment or offer of employment
- Proof of ability to pay the rent
- Centrelink payment advice (if applicable)

Home owners: Please attach council/water rates notice

Self-employed: Please provide your accountants details in the employment section of the form. Attach your business registration papers and ABN number

Students: Please provide a letter of offer from your University/Tafe and proof of ability to pay the rent

Pet Owners: Some landlords do not allow pets. Please list type/breed, age and attach a photo and reference

PLEASE REMEMBER: We may be processing many applications at the same time. We will endeavour to contact you with an answer as soon as possible. You will be contacted whether you are successful or unsuccessful in securing the property. A landlord is not obligated to provide a reason for their decision and we cannot provide feedback on each application

IF YOU ARE SUCCESSFUL: We will request that you come into the office within 24 hours to sign the lease and pay the bond and first month's rent by way of cash (exact currency), money order or bank cheque in the name Professionals Wantirna. Your property manager will also confirm the commencement date of your lease. Rent must be paid monthly in full (no part payments) as a term of the lease agreement.

Connections: Whilst it remains the tenant's responsibility to ensure services are connected, we do offer a utility connection service. This is a free service provided through Connect Now. Simply tick the connections box on your application.



Applying for multiple Professionals Wantirna properties?

Simply list the Professionals Wantirna homes that you have inspected and wish to apply for below in order of preference:

1. _____
2. _____
3. _____
4. _____
5. _____

Note: This section only needs to be completed by applicants applying for more than one property

Additional information about you

Any special notes can be listed here. For example, applicants offering a pet bond, rent in advance or a varied rental amount:

Residential Tenancy Application Form

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



1. Agent Details

Professionals Wantirna Real Estate

Address: 207 Stud Rd, Wantirna, VIC 3152
Phone No: 03 9801 2222
Fax No: 03 9800 2994
Email: realestate@professionalswantirna.com.au
Web: www.professionalswantirna.com.au

PM ID: 17783

2. Property Details

Address _____

Suburb _____ Postcode _____

Lease Term _____ Years _____ Months _____

Date Property is to be occupied _____ / _____ / _____

Total number of other Applicants to Occupy the Property _____

Adults _____ Children _____ Ages of Children _____

Have you viewed the property? _____

How many properties have you applied for in the last 30 days? _____

3. Personal Details

Title _____ First Name _____ Initial _____

Last Name _____

Date of Birth _____ / _____ / _____ Age (Years / Months) _____

Drivers Licence Number _____ State of Issue _____

Alternate ID (eg passport) _____ No _____

Pension Type (if applicable) _____ No _____

Home Ph _____ Mobile Ph _____

Email _____

Occupation _____ Work No _____

Current Residential Address _____

Suburb _____ Postcode _____

4. Emergency Contact

Please provide an emergency contact not residing with you _____

First Name _____ Surname _____

Relationship _____ Phone No _____

Address _____

Suburb _____ Postcode _____

5. Payment Details

Property Rental \$ _____ Per Week or \$ _____ Per Month _____

First Payment of rent in advance _____ \$ _____

Rental Bond (Calendar Month) _____ \$ _____

Sub Total _____ \$ _____

6. Utility Connections

connectnow.

PH: 1300 554 323 | Fax: 1300 889 598

info@connectnow.com.au

connectnow.com.au

We get things sorted.

Moving home has never been easier

Connectnow is dedicated to helping you move home more easily. We can connect your utilities including electricity, gas, phone, internet and pay TV to a broad choice of leading providers. We can also organise your disconnections and offer a range of additional services, such as cleaning and food services, removalists and vehicle hire.

What's more, you pay no extra charges as a result of using the connectnow service. We will make all reasonable efforts to contact you within 1 working day of receiving this application to explain the details of the services offered. If we are unable to contact you within this period please call 1300 554 323 to ensure your services can be addressed by the required date.

DECLARATION AND EXECUTION/PRIVACY NOTICE: By signing this application and ticking the 'YES' box below, I consent to the collection of my personal information by Connectnow Pty Ltd (ABN 79 097 398 662) ("connectnow") for the purposes of contacting me to talk about arranging the connection and disconnection of moving and utility services and related services and to inform me about other products and services that may compliment my home/lifestyle needs; consent to the disclosure by connectnow of my personal information contained in this application to other parties, including the relevant third party service providers, connectnow's related companies and third parties who provide connectnow with services in connection with the ordinary operation and administration of connectnow's business or where otherwise required or authorised by law; understand that protecting my privacy is important to connectnow and that I can obtain further details about how connectnow manages my personal information, including how I may access and seek correction of my personal information, how I may complain about a breach of my privacy and how connectnow will deal with that complaint, by viewing connectnow's Privacy Policy at www.connectnow.com.au or contacting their Privacy Officer at info@connectnow.com.au; understand that whilst connectnow is unlikely to disclose my personal information to recipients located overseas, connectnow is not responsible for the privacy practices of any third party service providers, and accordingly, I accept that it is my responsibility to check the privacy policies of the relevant service providers if I wish to obtain further information about how they manage personal information (including whether or not they are likely to disclose such information to overseas recipients); understand that my consent to receive such marketing materials will continue until I opt-out by contacting info@connectnow.com.au; understand that the connection and disconnection of moving and utility services and related services (collectively referred to as "the nominated services") will only be initiated once a connectnow representative has discussed the details with me and obtained my consent to the terms and conditions of supply of the relevant service providers; acknowledge that, to the extent permitted by law, neither connectnow nor my real estate agent accepts liability for loss caused by delay in, or failure to, connect and disconnect or provide the nominated services; acknowledge that the nominated services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated service providers bind me and that after hours connections may incur additional service fees from utility providers; authorise the obtaining of a National Metering Identifier or a Metering Installation Registration Number for my residential address to obtain supply details; understand that 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 of the nominated utility services and that there is easy access to the meters; understand that connectnow may be paid a fee by the service provider and may pay a fee to a real estate agent in respect of the provision of the services provided to me by connectnow. By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements and other undertakings set out in this application form on behalf of all applicants listed on this application form. Where I have nominated an alternative contact person on this application, I authorise connectnow to speak to them about my move and connection and disconnection needs if connectnow is unable to contact me directly.

Yes, I consent to connectnow contacting me to organise my move home services and other products and services to suit my home or lifestyle needs.

Signed _____

Date _____

7. Declaration

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997.

I acknowledge that I will be required to pay rental in advance and a rental bond, and that this application is subject to approval from 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 credit worthiness from, the owner or Agent of my current or previous residence, my personal referees, any record, listing and National Tenancy Database (NTD) which lists 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 receiving such information including National Tenancy Database (NTD).

If a landlord or estate agent finds details of a prospective tenant on a database, they must advise the tenant in writing, within seven days, of:

- the name of the database and the person who listed the information
- the tenant's information held in the database
- how the tenant can check, change or remove the listing (ie, by contacting the person who listed them or the database operator).

Signed _____

Date _____

8. Applicant History

How long have you lived at your current address? Years Months

Name of Landlord/Agent (If applicable)

Phone No

Rent Paid \$

Reason for leaving

Was bond repaid in full? Yes No If No, please specify why:

What was your previous residential address?

Suburb Postcode

How long did you live at this address? Years Months

Name of Landlord/Agent (If applicable)

Phone No

Rent Paid \$

Reason for leaving \$

Was bond repaid in full? Yes No If No, please specify why:

Have you ever been evicted from a property?

Have you ever been refused a property?

9. Employment Details

Occupation

ABN (if self employed)

Employers Name

Employment Address

Suburb Postcode

Employer Phone No

Contact Name

Length at current employment Years Months

Net Income \$ Per Week \$ Per Month \$

Accountant Name:

Solicitor Name:

10. Previous Employment Details

Occupation

Employers Name

Employment Address

Suburb Postcode

Employer Phone No

Contact Name

Length at previous employment Years Months

Net Income \$ Per Week \$ Per Month \$

11. Centrelink Benefits

Type

\$ Per Week \$ Per Month

12. Other information

Car Registration

Do you have pets? Yes No If Yes, please specify:**14. Personal Referees**

1. Reference name

Occupation

Relationship Phone No

Notes

1. Reference name

Occupation

Relationship Phone No

Notes

15. Any requests

Do you requests any work to be done at the property before moving in?

15. ID Requirements

Before any application will be considered, each applicant must supply a minimum of 100 ID points and proof of ability to pay the rent

Drivers Licence	50 Points
Passport	50 points
Proof of Age Card	50 Points
Student ID Card	50 Points
Last 4 rent receipts/Rates Notice	50 Points
Copy of Gas/Water/Electricity Bill	30 points (each)
Pension/Centrelink Card	10 Points
Medicare Card	10 Points
Birth Certificate	10 Points

16. Please Note****17. Office Use Only**

Lease Start Date / /

Car Space/Garage

Landlord's Name

Lease to be signed on

Signed: Date / /

18. How did you find out about this property? (Please Tick)RENT LIST INTERNET OFFICE FOR LEASE BOARD OTHER _____

Privacy Notice and Consent

Consent

I,
(Full name)

of
(Residential Address)

have read and understood the attached information. I authorise employees of **Professionals Wantirna**, and independent contractors of **Professionals Wantirna** including their directors, officers and employees, to obtain relevant information from, and release relevant information to, the parties described on page 2 to assist with my involvement with **Professionals Wantirna**. I understand that I can revoke my authority at any time. I acknowledge that if I revoke my authority, or if I decline to provide information as requested by **Professionals Wantirna** may be unable to provide the products or services I have requested.

Signed:

Date: / / 20

Parent/Guardian Signature
(if under 18 years of age)

Privacy

SANTOSA REALTY COMPANY PTY LTD (ACN 097898363) trading as **Professionals Wantirna** is committed to protecting your privacy in compliance with the *Privacy Act 1988* (Cth) and the Australian Privacy Principles (APPs). This document sets out **Professionals Wantirna**'s condensed Privacy Notice. **Professionals Wantirna** also has a full Privacy Policy, which contains information about how you can complain about any breach by **Professionals Wantirna** of the APPs or an applicable APP Code. A full copy of our Privacy Policy can be accessed at www.professionalswantirna.com.au or in our office at 207 Stud Road, Wantirna 3152.

Information Collection, Use and Disclosure

During the course of your involvement with **Professionals Wantirna**, we may collect, use or disclose personal information about you for the following purposes:

- Assisting you to sell your property;
- Assisting you to purchase a property;
- Assisting you to lease a property (either as lessor or lessee);
- Assisting you to obtain a loan;
- Assisting you with payment or refund of a bond;
- Assisting you with tenancy disputes;
- Coordinating repairs or maintenance of a property owned or leased by you;
- Recording or accessing information at the Titles Registry Office or other government agency;
- Recording or accessing information at the Residential Tenancies Authority;
- Recording or accessing information on tenancy information services or databases;
- Client and business relationship management;
- Marketing of products and services to you;

The types of personal information we may collect, use or disclose about you includes but is not limited to:

- Your full name;
- Your date of birth;
- Your residential address;
- Your postal address;
- Your email address;
- Your home telephone number;
- Your work telephone number;

SANTOSA REALTY COMPANY

Privacy Notice and Consent

- Your mobile telephone number;
- Your occupation and business address;
- Financial information including details of your employer, income, name of bank or financial institution;
- Details of your spouse, de facto, dependent children, and roommates;
- Details of properties owned by you;

In order to provide products and services to you, we may disclose your personal information to the persons/organisations described below:

- In the event that you are a seller or a lessee, we may disclose your personal information to prospective buyers of the property owned or leased by you;
- In the event that you are a buyer or a lessee, we may disclose your personal information to the sellers of the property you are purchasing or leasing;
- Your legal advisor(s) and the legal advisor(s) representing the other party(s) involved in your transaction;
- Your financial institution and/or financial advisor;
- Insurance providers and brokers;
- Utility providers and utility connection service providers;
- Persons or organisations involved in providing, managing or administering your product or service including independent contractors engaged by us as real estate agents;
- Tradespeople engaged by us to repair or maintain a property owned or leased by you;
- Organisations involved in maintaining, reviewing and developing our business systems, procedures and infrastructure including maintaining or upgrading our computer systems;
- Persons or organisations involved in purchasing part or all of our business;
- Our related companies;
- Organisations involved in the payments systems including financial institutions, merchants and payment organisations;
- The Titles Registry Office or other government agencies;
- The Residential Tenancies Authority;
- Police;
- Tenancy information services or databases;
- Real estate websites;
- Real estate peak bodies;

Whenever it is reasonable or practicable to do so, we will collect your personal information directly from you. Sometimes it will be necessary for us to collect information from a third party or a publicly available source, such as a credit reporting agency, your legal adviser, your past or current employers, your previous lessors or property managers, and tenancy information services or databases.

In the course of providing services to you, it may be necessary for us to enter your personal information into forms generation software and real estate websites. Depending on the terms of use of such software and websites, a third party may acquire rights to use or disclose information entered into the relevant forms or websites.

We may disclose your personal information to recipients within Australia or to overseas recipients. Should information be required to be sent interstate or overseas, we will take steps to protect the privacy of your information.

We need your permission to collect, use and disclose your personal information, and we therefore ask that you sign the consent on the first page of this document to indicate your consent.

In the event that you do not consent to **Professionals Wantirna** collecting and releasing your personal information as described above, we may be unable to provide the services requested by you.

Access to, and correction of personal information

You have the right to request access to your information and to request that **Professionals Wantirna** update or correct your personal information. A charge may apply for providing access to your information.

Our Privacy Policy contains further information about how you may request access to, and correction of, your personal information.

Contacting Us

You may contact us by mail, email or telephone as follows:



207 Stud Road, Wantirna 3152



03 9801 2222



realestate@professionalswantirna.com.au