

RENTAL APPLICATION FORM

18 Dunstan Street, Clayton VIC 3168

T 03 9975 7888

clayton@fncjxre.com.au



**first
national**
REAL ESTATE

Clayton



Thank you for choosing to apply for a property through First National Clayton.

Please note that the following requirements will need to be met in order for us to process your application:

1. You have **inspected** the property prior to applying
2. You have completed **all sections in the application form** (where applicable) and attached **three (3) main supporting documents**:

Photo Identification	e.g. drivers licence, passport, proof of age card (keypass)
Proof of Income	e.g. 2 to 3 recent payslips, letter of employment, student ID, scholarship document, Centrelink statement, self-employed documents
Bank Statement	Latest statement issued by the bank (3 month transaction)

3. **Each** applicant (aged 18 years or older) residing at the property must complete a separate application form.

IMPORTANT

YOUR APPLICATION CAN ONLY BE PROCESSED ONCE WE HAVE RECEIVED THE COMPLETED APPLICATION FORM AND ALL THE REQUIRED SUPPORTING DOCUMENTS FROM ALL APPLICANTS. ALL PROPERTIES ARE TO BE LEASED AS INSPECTED UNLESS SPECIFIED IN WRITING.

A lease is not considered to be secured until rent and bond payments have been received and all tenants have signed and understood all terms as outlined in the lease agreement. We confirm that the owner reserves the right to withdraw this offer within 48 hours should you be unable to present payments and sign documentation in the requested timeframe.

We highly recommend you return your completed application to us (in hard copy or via email) as soon as possible to eliminate any disappointment of the property being leased prior. Alternatively, you can also apply online through 1Form.

First National Clayton will endeavour to process your application and have a response to you from the landlord between 3 to 5 business days.

First National Clayton business hours:

Monday to Friday 9:00am to 5:30pm & Saturday 9:00am to 4:00pm

OFFICE USE ONLY

Date & time application received:

Copy given to applicant: Yes / No

☐ Handed in at Reception ☐ Left in over night box
☐ Emailed ☐ Faxed

Initialled:

Residential Tenancy Application

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

A. AGENT DETAILS

First National Clayton

18 Dunstan Street, Clayton VIC 3168
Phone: 03 9975 7888
Email: clayton@fncjxre.com.au

Property Manager

B. PROPERTY DETAILS

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

	Postcode

2. Lease commencement date?

3. Lease term?

	Years	Months
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4. Property Rental?

\$	per week	\$	per calendar month
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5. Date you inspected this property?

6. How many people will normally occupy this property?

	Adults		Children
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Ages:

7. Please provide details of any pets.

Breed/Type

Council registration number

C. PERSONAL DETAILS

8. Please give us your details.

Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Other ☐

Given name/s

Surname

Date of Birth

Driver's licence number

Driver's licence expiry

Driver's licence state

Passport number

Passport country

9. Please provide your contact details.

Daytime phone number

Mobile phone number

Email Address

10. Name of other applicants:



firstnational

REAL ESTATE

CLAYTON

D. UTILITY CONNECTIONS

connectnow.

We get things sorted.

Moving made easier

P: 1300 554 323 | F: 1300 889 598

E: info@connectnow.com.au

W: connectnow.com.au

Connectnow makes moving easier for you by sorting your essential home moving needs quickly and easily in one simple phone call. Our services include electricity, gas, internet, pay TV, home phone connections and much more. Plus, our home moving service is free – it's our way of ensuring your move is as seamless as possible.

We'll attempt to contact you within 1 working day of receiving this application to provide you with our connection service. If you don't hear from us, please call 1300 554 323 to ensure your services are connected.

PRIVACY CONSENT AND TERMS. By signing this form you consent and agree to the following:

Connect Now Pty Ltd (ABN 79 097 398 662) ("connectnow") will collect, use and disclose your personal information to contact you (including electronically) about providing moving, connection and disconnection services and to inform you about products and services offered by its related companies and third-party suppliers. These other companies may also use your details to contact you directly about their products and services. See connectnow's [Privacy Policy](#) for further details, including your rights to access and correct the information held about you at connectnow.com.au. Third-party service providers (who may transfer your data overseas) may have their own Privacy Policy, which you can request from them. You consent to connectnow continuing to market to you unless you opt out, including by emailing info@connectnow.com.au. To the extent permitted by law and except where expressly guaranteed, connectnow are not responsible or liable for delayed or failed connections or the service providers' connection charges, which you must pay to them directly. Connectnow may receive commissions or fees from your selected retailer(s), and your real estate agent may also receive commissions or fees from connectnow, in each case for arranging provision of the requested services. The value of commissions or fees may vary from time to time and may differ depending on which retailer is selected. If you nominate an alternative contact person on this application, you authorise them to act on your behalf to arrange moving, connection and disconnection services, including accepting third-party terms. You warrant that you are authorised to make this application on behalf of all applicants and alternative contact persons listed and that each person has consented and agreed to the handling of their personal information on the same terms as you have.

☐ Yes, I accept the Terms. Please call me to connect my new services.

Signed:

Date:

E. DECLARATION OF APPLICANT

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancies Agreement pursuant to the Residential Tenancies Act 1997.

I acknowledge that this application is subject to the approval of 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 personal information from:

- (a) the owner or the Agent of my current or previous residence;
- (b) my personal referees and employer/s;
- (c) any record, listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history;

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

- NTS: 1300 563 826
- TICA: 1902 220 346
- TRA: (02) 9363 9244

If I default under a rental agreement, the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future. I am aware that the Agent will use and disclose my personal information in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow organisations/tradespeople to contact me
- (d) lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with NTD (National Tenancies Database)
Phone 1300 563 826 – Email info@ntd.net.au
- (h) transfer water account details into my name

The initial payment of a calendar month's rent and bond is to be paid by MONEY ORDER OR BANK CHEQUE ONLY. If your application is successful, you will make rental and other payments to the agency by either the Agent's preferred payment method Payment Gateway or by the alternative method offered by the agency as detailed below. I acknowledge the Agent's preferred payment method is Payment Gateway (IP Payments Pty Ltd) and accept that the following fees apply for rent payments made using this method:

- Bank Account: \$1.65 inc GST
- Credit Card: 2.2% inc GST

We hope this information is of value to you. If there is anything we can do to make the 'moving in' process easier for you, please let us know. It is our aim to provide you with every assistance possible to ensure that your association with this office is an enjoyable one.

I authorise the disclosure of information in my application to connectnow for the purpose of contacting the relevant water service provider to transfer the property's water account to my name if my application is successful.

Signature

Date

F. OFFICE USE

Application submitted to connectnow (if required) ☐

G. APPLICANT RENTAL HISTORY - CURRENT ADDRESS

11. What is your current address?

Postcode

12. How long have you lived at your current address?

Years

Months

13. Why are you leaving this address?

14. Is the property at this address:

☐ Rented

☐ Owned

☐ Other

15. Please tell us about this property.

Name of Rental Provider

Rental Provider's email address

Rental Provider's phone number

Weekly rent paid

\$

Has your bond been refunded?

☐ YES

☐ NO

If NO, why?

H. APPLICANT RENTAL HISTORY - PREVIOUS ADDRESS

16. What was your previous residential address?

17. How long did you live at this address?

Years

Months

18. Why did you leave this address?

19. Was this property:

☐ Rented

☐ Owned

☐ Other

20. Please give us further information about this rented property.

Name of Rental Provider

Rental Provider's email address

Rental Providers's phone number

Weekly rent paid

\$

Was bond refunded in full?

☐ YES

☐ NO

If NO, why?

I. CURRENT EMPLOYMENT DETAILS

21. Please provide your employment details.

What is your occupation?

What is the nature of your employment?

☐ Full Time

☐ Part Time

☐ Casual

☐ Self-employed

*Complete section L

Employer's name (inc. accountant if self employed or institution if a student)

Employer's address

Postcode

Contact name

Phone number

Length of employment

Employer's email address

Weekly income

Other income

\$

\$

J. PREVIOUS EMPLOYMENT DETAILS

22. Please provide your previous employment details.

Occupation

Employer's name

Length of employment

Employer's email address

Contact name

Phone number

K. STUDENT DETAILS (IF APPLICABLE)

23. University Details

University

Course name

Income source

Income received

\$

per week

L. SELF EMPLOYMENT DETAILS (IF APPLICABLE)

24. Self-employment details

Business name

ABN/CAN

Accountant/Solicitor

Phone

Notes

M. CENTRELINK (IF APPLICABLE)

25. Type

CRN

Amount received

\$

per fortnight

N. EMERGENCY CONTACTS & REFERENCES

26. Please provide a contact in case of emergency.

Given name/s

Surname

Relationship to you

Phone number

27. Please provide two personal references (not related to you).

1. Given name/s

Surname

Relationship to you

Phone number

2. Given name/s

Surname

Relationship to you

Phone number

O. ADDITIONAL NOTES