



TENANCY APPLICATION FORM

Keith Williams Real Estate Pty Ltd ABN: 58 621 366 416
37-39 Franklin Street (PO Box 222), Traralgon 3844
T: 03 5174 7777 F: 03 5174 0330 E: rentals@keithwilliams.com.au

1. Personal Details

Title _____ Given Name/s _____

Surname _____

Current Address _____

Previous Address _____

Home Phone Number _____

Mobile Phone Number _____

Work Phone Number _____

Email _____

Date of Birth / / _____

Drivers Licence Number _____

State _____ Expiry Date / / _____

Note: copy of Drivers Licence must accompany this application

Alternate ID details (if no current Drivers Licence held) _____

Next of Kin (not living with you) _____

Address _____

Home Phone _____ Mobile _____

Work Phone _____ Relationship _____

2. Application Details

Number of persons to occupy property _____ Adults _____ Children _____

Please specify age/s of children _____

Please state full names of all adults to occupy property _____

3. Current Residential Details

Are you currently? Renting Living in your own home

Boarding Other (please specify) _____

Rent/Board/Mortgage payments \$ _____

Per week Fortnight Month

How long have you lived at your current address?

_____ Years _____ Months

Reason for leaving _____

Name of Agent/Landlord (if applicable) _____

Phone Number/s _____

4. Property to be Leased

1) _____

Rent payable for property \$ _____ per week

2) _____

Rent payable for property \$ _____ per week

3) _____

Rent payable for property \$ _____ per week

Preferred lease term 6 months 12 months other

Preferred lease start date _____

Is a Ministry of Housing letter required for the bond? Yes No

Note: If you have rented through Ministry of Housing, a print out of payments must be supplied. This is available from the Ministry of Housing upon request.

5. Pets

Do you have any pets? Yes No

Type of pet _____ Breed _____

Age _____ Pet is Indoor Outdoor

Type of pet _____ Breed _____

Age _____ Pet is Indoor Outdoor

Type of pet _____ Breed _____

Age _____ Pet is Indoor Outdoor

UTILITY CONNECTIONS **onthemove.com.au**

on the move Let **On The Move** reduce your stress and save you time by arranging your utility connections at the property ... at no extra cost! We will contact you within 2 hours to confirm.

ELECTRICITY, GAS, TELEPHONE, BROADBAND, FOXTEL
Ph: 1300 850 360 Fax: 1300 661 160

YES!! I would like On The Move to contact me to arrange my utility connections.

Water (Standard connection with all applications).

Terms & Conditions - By ticking the box above you are consenting to On The Move contacting you to arrange your services. On The Move may need to disclose personal information to utility companies to arrange your services. Please see On The Move's Privacy Policy at www.onthemove.com.au. On The Move and your agent may receive a benefit for arranging your services. On The Move and your Agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees and bonds may apply.

Signature: _____

Date: / /

6. Previous Residential History (past 7 years)

Address of property

Renting Owner Occupied

Agency/Landlord

Phone

Date period / / to / /

Rent/Board/Mortgage payments \$

Per week Fortnight Month

If rented was the bond repaid in full? Yes No

Address of property

Renting Owner Occupied

Agency/Landlord

Phone

Date period / / to / /

Rent/Board/Mortgage payments \$

Per week Fortnight Month

If rented was the bond repaid in full? Yes No

Address of property

Renting Owner Occupied

Agency/Landlord

Phone

Date period / / to / /

Rent/Board/Mortgage payments \$

Per week Fortnight Month

If rented was the bond repaid in full? Yes No

7. Professional References e.g. Property Managers, Employer/s,

Selling Agents, Accountants

Personal references such as friends & family will not be accepted.

Name of reference

Phone (BH)

Association/Company

Name of reference

Phone (BH)

Association/Company

Name of reference

Phone (BH)

Association/Company

8. Income Details

Employer's Name

Occupation

Full Time Part Time Casual Self-Employed

Employer's Address

Employer's Phone Number

Supervisor/Contact Name

Net Income \$ Per Week Fortnight Month

Note: copy of current payslip must be provided

Length at current employment Years Months

Employer's Name

Occupation

Full Time Part Time Casual Self-Employed

Employer's Address

Employer's Phone Number

Supervisor/Contact Name

Net Income \$ Per Week Fortnight Month

Note: copy of current payslip must be provided

Length at current employment Years Months

If less than 2 years - Previous Employer's Name

Contact person

Phone

Do you receive Centrelink payments? Yes No

Type of benefit/s received

Net Income \$ Per Week Fortnight Month

Note: a copy of your Income and Assets Statement (available by request from Centrelink) must be provided

Other source of income

9. Tenant Declaration

I acknowledge that this is an application to lease this property and that my application is subject to the owner/landlord'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. I declare that all information contained in this application (including all pages) 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 and previous residences, my personal referees, any record, listing or database of defaults of 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.

Signed: _____

Date: / /

Tenancy Privacy Statement

Your application for Tenancy cannot be accepted unless this has been completed in full and signed.

Due to changes in the Privacy laws, from 21st December 2001, all real estate agencies must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional property managers. Please take the time to read this Privacy Statement carefully.

As professional property managers, Keith Williams Real Estate Pty Ltd collects personal information about you. To ascertain what personal information we have about you, you can contact us via phone, facsimile, email or in person, please find contact details on the front cover of this application form.

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested, and if the risk is considered acceptable to provide you with the lease/tenancy of the premises.

To carry out this role, and during the term of your tenancy, we usually disclose your personal information to the following:

The landlord, the landlord's lawyers, the landlord's mortgagee – for mortgage purposes, referees you have nominated, organisations/tradespeople required to carry out maintenance to the premises, rental bond authorities, Residential Tenancies Tribunals/Courts, collection agencies, National Tenancies Database Pty Ltd, TICA Pty Ltd, other real estate agents and landlords, utilities companies such as gas, electricity, water connection, telephone connection, banks – for rental payment facilities and financial records, employers – for reference purposes.

Signed:

Print Name:

Date:

/ /

Witness:

Print Name:

Please note:

1. This application is subject to the owner's approval and may take several days to process.
2. All adults residing in the property over the age of 18 years old must complete & submit an application.
3. Bond payment must be paid in the form of a bank cheque or money order payable to the **Residential Tenancies Bond Authority** (personal cheques or cash will not be accepted).
4. Initial rental payment must be paid by bank cheque or money order payable to **Keith Williams Real Estate Pty Ltd**.
5. Accepted payment method for rental payments are rent card, bank cheque or money order. **Cash is not accepted at our office.** Personal cheques are acceptable with prior arrangement. Please discuss with your property manager whether Centrepay payments can be arranged on your chosen property.
6. The applicant hereby agrees to a credit check being carried out by the National Tenancy Database / TICA Pty Ltd.
7. The applicant acknowledges that the property is in a reasonable clean condition and in good repair as inspected.

Tenancy acceptance

We understand that finding and selecting a rental property is often difficult. We will process your application as quickly as possible, but please remember we may be processing many applications at the same time. To assist us please fill out ALL required details on the application and ensure your completed application is returned to our office as quickly as possible.

Unsuccessful applications

Should your application be unsuccessful you will be advised. However, should you wish to apply for another property we will hold over your application for you for 28 days after which time it will be destroyed.

Successful applications

Should your application be successful you will be notified by phone and requested to confirm your tenancy. We require two weeks rent & bond payable upon signing of the lease. The property manager will supply you with these amounts at the confirmation of your tenancy. Upon collection of keys (the day the lease commences), a further 2 weeks rent is payable. Please note; keys will only be handed out when all parties have signed the tenancy agreement, Bond Lodgement Form, all monies have been paid and the tenancy has commenced. No action will be taken against the landlord or agent should the premises be unavailable for occupation on the date for whatever reason.

*** OFFICE USE ONLY ***

TENANT NAMES:

TICA

REFERENCES

AGENCY: DATE: TIME: NAME:

AGENCY: DATE: TIME: NAME:

AGENCY: DATE: TIME: NAME:

PROPERTY: DATE: TIME:

LANDLORD: APPROVED BY:

NOTES/COMMENTS:

SIGN LEASES: AT AM / PM COLLECT KEYS: AT AM / PM

RENT: \$ W1 / M1 BOND: \$ PCM TERM: 6 / 12 / 18 / 24 MONTHS

LEASE COMMENCEMENT: LEASE EXPIRY:

PETS: OUTDOOR / INDOOR LAWNS & GARDENS: TT / LL DOH LETTER Y / N

WATER: TT / LL CONDITION REPORT BOOKED IN CALENDAR: YES

SPECIAL CONDITIONS:

TA FEE: \$ GST CHARGED: \$ TOTAL OF FEE: \$

*** RECEPTION ***

TT FOLDER / TT PACK

REST

VIC FORMS (LEASE)

ON THE MOVE [#]

COMPLETE BOND LODGMENT FORM

*** PM DEPARTMENT ***

LEASES SIGNED

REMOVE FROM ADVERTISING

TAX INVOICE

BOND LODGMENT