

Date Received:

\_\_\_/\_\_\_/\_\_\_

# Harcourts

Property Applying for: \_\_\_\_\_

## TENANCY APPLICATION FORM

*Acceptance of this tenancy application form will not be acknowledged until all pages are completed & signed with all relevant information provided.*

*\*Please note 1 application per person over 18 years is required\**

### **Proof of identification – 100 points**

*Please attach photocopies of all documents as*

***we DO NOT provide a photo coping service***

<b>Applicant (please tick)</b>	<b>Identification required – Please provide one of each of the following documents Please provide your own photocopies!</b>	<b>Point Value</b>
	Two of the following: Current Drivers licence / Passport / Medicare Card	50 Points
	<i>One of the following:</i> Proof of income : 3 Current Payslips / Centrelink Payments / Tax Return (if self-employed)	25 Points
	<i>Two of the following:</i> Latest electricity / gas / telephone bill / Bank statement / Credit card or Eftpos card	25 Points

- Our Agency will contact you within 48 Hours. If you are successful you will be required to pay the bond and sign the Tenancy Agreement within 24 hours.
- The information provided will be submitted to the landlord for their acceptance or non-acceptance for tenancy. This is always a landlord decision.

### **HARCOURTS NARRE WARREN SOUTH**

**Address:** Shop 21 Casey Central, 400 Narre Warren  
Cranbourne Rd, Narre Warren South VIC 3805

**Phone no:** 03 9705 3000

**Fax no:** 03 9705 3099

**Email:** narrewarrensouth@harcourts.com.au

Licensed Estate Agents · Auctioneers · Property Managers

## Residential Tenancy Application Form

Please fully complete both sides of this form for your application to be processed.

### 1. Property Applying For

Address		
Suburb	Postcode	
Lease Term	Years	Months
Date Property to be occupied / /		
Property Rent		
Name(s) of other Applicants to Occupy Property		

**REA ID: 6481**

### 2. If self-employed, please complete the following

Company Name	
Company Address	
Suburb	Postcode
Business Type	
Position Held	
A.B.N.	
Accountant Name	
Accountant Phone	
Solicitor Name	
Solicitor Phone	

### 3. Personal Details

Title	First Name	Initial
Last Name		
Date of Birth	/ /	AGE:
Current Address		
Suburb	Postcode	
Drivers Licence Number	State of Issue	
Car Registration Number		
Alternate ID (eg passport)	No	
Pension Type	No	
Home Phone Number		
Mobile Phone Number		
Email		
Occupation		
Employers Name		
Employer Phone Number		
<b>Please provide a contact number you are available on all day</b>		
Contact number:		

### 4. Utility Connection Service

## Harcourts Connect

P: 1300 554 028 | F: 1300 889 598  
E: info@connectnow.com.au  
W: harcourtsconnect.com.au

### Moving home has never been easier

Harcourts Connect 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 Harcourts Connect 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 554 028** to ensure your services can be addressed by the required date.

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 554 028** 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](http://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 [privacy@connectnow.com.au](mailto:privacy@connectnow.com.au). To the extent permitted by law, connectnow is not responsible or liable for delayed or failed connections or the service providers' connection charges, which you must pay to them directly. Connectnow may be paid a fee by service providers and may pay a fee to real estate agents relating to services provided to you. 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 home services

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**5. Current Situation**

Are you the  Owner  Tenant  
Duration at your current address? \_\_\_\_\_ Years \_\_\_\_\_ Months  
Name of Landlord/Agent (If applicable) \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Rent Paid per month \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

If already vacated was bond repaid in full?  Yes  No, If No, please specify \_\_\_\_\_

**6. Previous Rental History**

Were you the  Owner  Tenant  
Previous Address \_\_\_\_\_  
Suburb \_\_\_\_\_ Postcode \_\_\_\_\_  
Duration at your previous address? \_\_\_\_\_ Years \_\_\_\_\_ Months  
Name of Landlord/Managing Agent/Selling Agent \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Rent Paid per month \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Was bond repaid in full?  Yes  No, If No, please specify \_\_\_\_\_

**7. Other Information**

Number of persons occupying property \_\_\_\_\_ Adults \_\_\_\_\_ Children \_\_\_\_\_  
Please specify the ages of any children. \_\_\_\_\_  
Do you have pets?  No  Yes, if yes, please specify \_\_\_\_\_  
Type of pet \_\_\_\_\_ Breed of pet \_\_\_\_\_

**8. Next of Kin**

Emergency Contact \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ Ph \_\_\_\_\_  
Mobile \_\_\_\_\_ Other \_\_\_\_\_

**13. How did you find out about this property? (Please Tick)**

RENT LIST  OFFICE  FOR LEASE BOARD  NEWS PAPER  INTERNET  OTHER: \_\_\_\_\_

**14. 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.

**9. Current Employment Details**

Employer \_\_\_\_\_  
Employment Address \_\_\_\_\_  
Contact Name & Number \_\_\_\_\_  
Length at current employment \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_  
Net Income \$ \_\_\_\_\_ Per Week \$ \_\_\_\_\_ Per Month \_\_\_\_\_

**10. Previous Employment Details**

Occupation \_\_\_\_\_  
Employers Name \_\_\_\_\_  
Employment Address \_\_\_\_\_  
Suburb \_\_\_\_\_ Postcode \_\_\_\_\_  
Employer Phone Number \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Length at previous employment \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_  
Net Income \$ \_\_\_\_\_ Per Week \$ \_\_\_\_\_ Per Month \_\_\_\_\_

**11. Personal Referees**

1. Reference name \_\_\_\_\_  
Occupation \_\_\_\_\_  
Relationship \_\_\_\_\_ Ph \_\_\_\_\_  
2. Reference name \_\_\_\_\_  
Occupation \_\_\_\_\_  
Relationship \_\_\_\_\_ Ph \_\_\_\_\_

**12. If Student, please complete the following**

Place of Study \_\_\_\_\_  
Course being undertaken \_\_\_\_\_  
Course Length \_\_\_\_\_  
Enrolment Number \_\_\_\_\_  
Parents Name \_\_\_\_\_ Ph \_\_\_\_\_  
Campus Contact \_\_\_\_\_ Ph \_\_\_\_\_  
Course Co-ordinator \_\_\_\_\_ Ph \_\_\_\_\_  
Income: \_\_\_\_\_  
Parents Address Overseas: \_\_\_\_\_

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 or database of 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.

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

## Tenancy Privacy Statement

Please fully complete both sides of this form for your application to be processed.

This form is to be accompanied by an Application for Tenancy. Your Application for Tenancy cannot be accepted unless this has been completed in full and signed.

Due to recent changes in the Privacy laws, from 21<sup>st</sup> 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, and once completed return it to this office with your tenancy application.

As professional property managers, Harcourts collects personal information about you. To ascertain what personal information we have about you, you can contact us by the following ways:

**Address:** Shop 21 Casey Central, Narre Warren  
Cranbourne Rd, Narre Warren South VIC 3805  
**Phone no:** 03 9705 3000  
**Fax no:** 03 9705 3099  
**Email:** narrewarrensouth@harcourts.com.au

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 a 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/trades people required to carry out maintenance to the premises, rental bond authorities, Residential Tenancies Tribunals/Courts, collection agencies, National Tenancies Database Pty Ltd, Remington White, 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.

### PLEASE NOTE:

1. This application is subject to the owner's approval and may take 2-3 days to process.
2. All applicants must complete an application form.
3. Initial bond payment must be paid in the form of a bank cheque or money order made payable to the **Residential Tenancies Bond Authority** (personal cheques or cash will not be accepted).
4. Initial rental payments must be paid by Bank Chq, DEFT, or money order to Harcourts.
5. The applicant hereby agrees to a credit check being carried out by the National Tenancy Database (NTD). The contact information for NTD is 1300 563 826.
6. The applicant acknowledges that the property is in a reasonably 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.

### SUCCESSFUL APPLICATIONS

Should your application be successful you will be notified by phone and requested to confirm your tenancy. We require the leases to be signed and the bond to be paid in full to secure the tenancy. The property manager will supply you with these amounts at the confirmation of your tenancy. 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 if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason.

Signing of tenancy agreements and the payment of the bond can be undertaken at the office indicated by your property manager. It is a policy of Harcourts that all rental payments are made via cash, cheque, direct debit or rent card as payment of monthly rent.

**Signed by the:**

**Applicant:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_