

# Harcourts

## **NOTICE TO APPLICANTS**

Prior to submitting your rental application, we ask that you have already photocopied your identification as per the 100 check points below.

### **Our office does not provide photocopying services**

Proof of income	Compulsory
Bank Statement	40 Points
Photo ID/Drivers License	40 Points
Birth Certificate	20 Points
Passport	40 Points
Current Car Registration Papers	10 Points
Copy of Phone, Gas, Electricity Accounts	10 Points
References from previous Agent	20 Points

**Please ensure application forms are filled out correctly and all contact numbers are provided and that a separate application is completed for each person over the age of 18 years who will be living at the premises.**

**Please note:** Applications will not be processed without the 100 points of ID

# Tenancy Application Form

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

**A. AGENT DETAILS**

**Harcourts Boronia**

**Address:** 90 Boronia Road, Boronia, VIC 3155  
**Phone no:** 03 9762 5222  
**Fax no:** 03 9762 5111  
**Email:** rentals.boronia@harcourts.com.au

PM ID: 9851

**B. PROPERTY DETAILS**

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

Postcode

2. Have you inspected the inside of the property?

Yes  No

3. Lease commencement date?

Day  Month  Year

4. Lease term?

Years  Months

5. How many tenants will occupy the property?

Adults  Children

**C. PERSONAL DETAILS**

(Photo ID is required for photocopying)

6. Please give us your details

Mr  Ms  Miss  Mrs.  Other

Surname  Given name/s

Date of Birth  Driver's licence Number

Driver's licence expiry date  Driver's licence state

Passport no  Passport country

Pension no. (if applicable)  Pension type (if applicable)

7. Please provide your contact details

Home phone no.  Mobile phone no.

Work phone no.  Fax no.

Email address

8. What is your current address?

Postcode

Property Manager Name

Application faxed to Harcourts Connect   
(If required)

**D. PROPERTY DETAILS**

**Harcourts Connect** PH: 1300 554 028 | Fax: 1300 889 598  
info@connectnow.com.au  
harcourtsconnect.com.au

Electricity  Gas  Water  Phone  Internet  Pay TV  Insurance

**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**

**Compulsory Signature Required for Water Connection:**

Signature  Date

**E. DECLARATION / PRIVACY STATEMENT**

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 Tenancy Agreement.

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 about me from:

(a) The owner or the Agent of my current or previous residences;  
(b) My personal referees for this application  
(c) My current and past employers;  
(d) Any person who maintains any record, listing or database of defaults by tenants; if I default under a rental agreement, I agree that 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 within this application in order to:

(a) communicate with referees, employees, landlords, third party operators of tenancy reference databases, other agents and select a tenant  
(b) communicate with the owner and select a tenant  
(c) prepare lease/tenancy documents  
(d) allow tradespeople or equivalent organisations to contact me  
(e) lodge/claim/transfer to/from a Bond Authority  
(f) refer to Tribunals/Courts & Statutory Authorities (where applicable)  
(g) refer to collection agents/lawyers (where applicable)  
(h) complete a credit check with a tenancy default database

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above

The application is accepted on the proviso that the said property is vacant and available on the said date

Signature  Date

**F. APPLICANT HISTORY (ATTACH COPY OF RENTAL RECEIPTS)****9. How long have you lived at your current address?**

<input type="text"/>   <input type="text"/>	Years	<input type="text"/>   <input type="text"/>	Months	<input type="checkbox"/>	<input type="checkbox"/>
				Tenant	Owner

**10. Why are you leaving this address?**

**11. Agent/Landlord details of this property (if applicable)**

Name of landlord or agent

Landlord/agent's phone no.	Weekly rent paid
<input type="text"/>	\$ <input type="text"/>

**12. What was your previous residential address?**
  


Postcode

**13. How long did you live at this address?**

<input type="text"/>   <input type="text"/>	Years	<input type="text"/>   <input type="text"/>	Months	<input type="checkbox"/>	<input type="checkbox"/>
				Tenant	Owner

**14. Agent/Landlord details of this property (if applicable)**

Name of landlord or agent

Landlord/agent's phone no.	Weekly rent paid
<input type="text"/>	\$ <input type="text"/>

Was bond refunded in full?	If not why not?
<input type="text"/>	<input type="text"/>

**G. EMPLOYMENT HISTORY (ATTACH COPY OF PROOF OF INCOME)****15. Please provide your employment details**

What is your occupation?

What is the nature of your employment?  
(FULLTIME/PART TIME/CASUAL)

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

Employer's address

  


Postcode

Contact name	Phone no.
<input type="text"/>	<input type="text"/>

Length of employment	Net income?
<input type="text"/>   <input type="text"/>	\$ <input type="text"/>
Years	Months

**16. Please provide your previous employment details**

Occupation?

Employer's name:

Length of employment	Net income?
<input type="text"/>   <input type="text"/>	\$ <input type="text"/>
Years	Months

**H. CONTACTS / REFERENCES**

Attach copies of any written references

**17. Please provide a contact in case of Emergency**

Surname	Given Name/s
<input type="text"/>	<input type="text"/>
Relationship to you	Phone no.
<input type="text"/>	<input type="text"/>

**18. Please provide 2 personal references (not related to you)**

1. Surname	Given name/s
<input type="text"/>	<input type="text"/>
Relationship to you	Phone no.
<input type="text"/>	<input type="text"/>

2. Surname	Given name/s
<input type="text"/>	<input type="text"/>
Relationship to you	Phone no.
<input type="text"/>	<input type="text"/>

**I. OTHER INFORMATION****19. Ages of children occupying the property**

**20. Car Registration, Make and Model**

**21. Please provide details of any pets**

Breed / type	Council registration / number
<input type="text"/>	<input type="text"/>
1.	
2.	

**22. Other Pets**

**Property Rental**

\$ <input type="text"/>	Bond	\$ <input type="text"/>	Rent per Calendar Month
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**PLEASE NOTE**

If your Application to rent this property is successful, an appointment will be made by our representative for you to come into our office to sign the Tenancy Agreement. On that day **One calendar months rent is to be paid. This can be paid in cash, or by Bank Cheque or Australia Post money order made payable to Harcourts Boronia**

Prior to the commencement date of the Tenancy Agreement the **Security Deposit is to be paid by Bank Cheque or Australia Post money order made payable to the RTBA**

**(Unfortunately, personal cheques cannot be used for these payments)**

Please note that keys to the property will not be available until after the Tenancy Agreement has been signed by all Tenants named on the agreement and the Rent and Bond, as mentioned above, has been paid. The acceptance of an Application takes place subject to the property being available by the due date. No action shall be taken by an Applicant against the Landlord or the Agent should any circumstance arise whereby the property is not available to move into.

**OFFICE USE ONLY**

Office Use:

Date Received: