

# Residential Tenancy Application Form

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

## 1. Agent Details

# Harcourts North Geelong

**Address:** 127 Separation St, North Geelong VIC 3215  
**Phone no:** 03 5278 7011  
**Fax no:** 03 5278 5555  
**Email:** [leasingnorthgeelong@harcourts.com.au](mailto:leasingnorthgeelong@harcourts.com.au)

REA ID: 6657

## 2. Property Details

Address \_\_\_\_\_  
Suburb \_\_\_\_\_ Postcode \_\_\_\_\_  
Lease Term \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_  
Date Property is to be occupied \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Number of Adults \_\_\_\_\_ Children \_\_\_\_\_ Ages \_\_\_\_\_

## 3. Personal Details

Title \_\_\_\_\_ First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Current Address \_\_\_\_\_  
Suburb \_\_\_\_\_ Postcode \_\_\_\_\_  
Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Age (Years / Months) \_\_\_\_\_  
Drivers Licence Number \_\_\_\_\_ State of Issue \_\_\_\_\_  
Alternate ID (eg passport) \_\_\_\_\_ No \_\_\_\_\_  
Home Ph \_\_\_\_\_ Mobile Ph \_\_\_\_\_  
Email \_\_\_\_\_  
Occupation \_\_\_\_\_  
Work No \_\_\_\_\_

## 4. Emergency Contact

Please provide an emergency contact not residing with you  
First Name \_\_\_\_\_ Surname \_\_\_\_\_  
Relationship \_\_\_\_\_ Phone No \_\_\_\_\_  
Address \_\_\_\_\_  
Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

### RESIDENTIAL TENANCIES ACT 1997

#### Section 439C

### NOTICE OF USUAL USE OF DATABASE

#### Important information for the person completing this notice

You must complete this Notice and give it to the applicant when the application for the tenancy agreement is made, whether or not you intend to use this residential tenancy database(s) for deciding whether a tenancy agreement should be entered into with the applicant.

The name(s) of the residential tenancy database(s) the landlord usually uses, or may use, for deciding whether a tenancy agreement should be entered into with a person are as follows:

#### Residential tenancy database:

Tenancy Information Centre of Australia

How to contact and obtain information from the operator of this database:

PO BOX 120, Concord NSW 2137 Tel: 1300 220 346 Fax: 02 9473 4844

Email: [membership@tica.com.au](mailto:membership@tica.com.au)

The reason the landlord uses a residential tenancy database is for checking an applicant's tenancy history.

Dated: \_\_\_\_\_ / \_\_\_\_\_ /20

Landlord/Landlords agent

**Applicant(s) Sign Here**

## 5. Utility Connections

# Harcourts Connect

### 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: \_\_\_\_\_

Phone: 1300 554 028  
Fax: 1300 889 598  
[www.harcourtsconnect.com.au](http://www.harcourtsconnect.com.au)

## 6. 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 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.

**Applicant(s) Sign Here**

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## 7. 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 have you lived at your previous 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:

## 8. Employment Details

Occupation

Company Name

Company Address

Suburb      Postcode

Employer Contact Name

Employer Phone No

Length at this employment      Years      Months

Net Income \$      Per Week \$      Per Month

## 9. Previous Employment Details

Occupation

Company Name

Company Address

Suburb      Postcode

Employer Contact Name

Employer Phone No

Length at this employment      Years      Months

Net Income \$      Per Week \$      Per Month

## 10. Social Security Benefits

Type

Per Week \$      Per Month \$

## 11. Other Information

Vehicle Registration

Do you have pets?  Yes  No

If Yes, please specify breed, age, registration details

## 12. Personal Referees

1. Reference name

Occupation

Relationship      Phone No

Notes

2. Reference name

Occupation

Relationship      Phone No

Notes

## 13. ID Requirements

Before any application will be considered, each applicant must supply a minimum of 100 ID points.  
**Photo ID is compulsory**

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

**PROOF OF INCOME IS COMPULSORY** in the form of 2 x payslips or centrelink statement as well as bank statement.

**PLEASE NOTE: PHOTOCOPIES OF ALL DOCUMENTS ARE TO BE SUPPLIED BY THE APPLICANT**

**If you are accepted for the property you will be required to pay 2 weeks rent within 24 hours of being notified.**

## 14. Further Information

Upon inspection was the property in a reasonably clean and fair condition?  Yes  No

Do you have 2 weeks rent ready to be receipted within 24 hours, should you be approved for the property?  Yes  No

Do you have full bond payment ready to be receipted should you be approved?  Yes  No

Are you relying on DOH Bond?  Yes  No

Have you checked to ensure your desired internet/phone connection is available for this property?  Yes  No

## 15. How did you find out about the property?

RENT LIST  INTERNET  OFFICE  FOR LEASE BOARD  OTHER