

RENTAL APPLICATION FORM

272 Clayton Road, Clayton VIC 3168

T 03 9543 7088

clayton@fncjxre.com.au



**first
national**
REAL ESTATE

Clayton

The
Difference.



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:



We guarantee that your electricity and gas will be connected on your agreed move-in date*.

* Terms and conditions apply. Full details at onthemove.com.au

Residential Tenancy Application

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

A. AGENT DETAILS

First National Clayton

272 Clayton Road, Clayton VIC 3168
Phone: 03 9543 7088
Email: clayton@fncjre.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

4. Property Rental?

\$ per week \$ per calendar month

5. Date you inspected this property?

/ /

6. How many people will normally occupy this property?

Adults Children

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:

D. UTILITY CONNECTIONS



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, INTERNET, PAY TV, TENANCY INSURANCE

Ph: 1300 850 360 Fax: 1300 661 160
Email: sales@onthemove.com.au

Terms & Conditions - 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.

No, I will connect the required utilities on my own accord but acknowledge that if the property has a separate water meter, my contact details must be given to the relevant water provider, who will read the meter and commence billing.

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

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.

If Section D is completed, I consent to the disclosure of this page of the application form to On The Move for the purpose of enabling On The Move to offer the connection and disconnection services to me. I consent to On The Move disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I acknowledge that neither On The Move nor the Agent accept any responsibility for any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure.

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.

Signature

Date

F. OFFICE USE

Application submitted to On The Move (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 landlord or agent

--

Landlord/agent's address

--

Landlord/agent's phone number

Weekly rent paid

	\$
--	----

Has your bond been refunded? YES NOIf 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 landlord or agent

--

Landlord/agent's phone number

Weekly rent paid

	\$
--	----

Was bond refunded in full? YES NOIf 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

Years	Months
-------	--------

Weekly income

--

Other income

--

J. PREVIOUS EMPLOYMENT DETAILS

22. Please provide your previous employment details.

Occupation

--

Employer's name

--

Length of employment

Years	Months
-------	--------

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

--

--

--

--

--

--