

Residential Application Form

Please be advised, this application will only be processed once ALL details have been completed and all copies of all supporting documents attached. Each applicant must submit an individual form.



A. AGENT DETAILS

Brunswick East Office
 21-23 Nicholson Street, Brunswick East, 3057
Phone: 03 9387 0966 **Fax:** 03 9380 1985

Reservoir Office
 290 Broadway, Reservoir 3073
Phone: 03 9460 2541 **Fax:** 03 9460 2011

B. PROPERTY DETAILS

1. **Address of Property?**

 _____ Postcode

2. **Lease commencement date?**

____ Day ____ Month ____ Year

3. **Lease term?**

____ Years ____ Months

4. **How many tenants will occupy the property?**

____ Adults ____ Children; Ages: _____

5. **How did you find this property?**

Newspaper Internet Office rental list
 Board Office Window Sign Board at property
 Referral Other, please specify: _____

C. PERSONAL DETAILS

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 number: _____ Passport country: _____

Pension number (if applicable): _____ Pension type (if applicable): _____

7. **Please provide your contact details.**

Home phone number: _____ Mobile phone number: _____

Work phone number: _____ Fax number: _____

Email address: _____

8. **What is your current address?**

 _____ Postcode

D. FREE UTILITY CONNECTION SERVICE

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

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 & your agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees & 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

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 personal information by contacting:
 NTD: 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.

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.

Signature _____ **Date** _____

PROPERTY MANAGER (OFFICE USE ONLY)

Property Manager: _____

Application faxed to On The Move (if required).

F. APPLICANT HISTORY**9. How long have you lived at your current address?**

Years	Months
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10. Why are you leaving this address?

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

Name of landlord or Agent

Landlord/Agent's phone number

Weekly rent paid

	\$
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12. What was your previous residential address?

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

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

Name of landlord or Agent

Landlord/Agent's phone number

Weekly rent paid

	\$
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Was bond refunded in full? If NO, why not?

<input type="checkbox"/> YES	<input type="checkbox"/> NO	
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G. EMPLOYMENT HISTORY**15. Please provide your employment details.**

What is your occupation?

What is the nature of your employment? (Please circle)

FULL-TIME	PART-TIME	CASUAL
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Employer's name (accountant if self-employed or institution if a student)

Employer's address (accountant if self-employed or institution if a student)

 Postcode

Contact name

Phone number

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Length of employment

Net income

Years	Months	\$
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16. Please provide your previous employment details.

Occupation

Employer's name

Length of employment

Net income

Years	Months	\$
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H. CONTACTS / REFERENCES**17. Please provide a contact in case of emergency.**

Surname

Given name/s

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Relationship to you

Phone number

--	--

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

1. Surname

Given name/s

--	--

Relationship to you

Phone number

--	--

2. Surname

Given name/s

--	--

Relationship to you

Phone number

--	--

I. OTHER INFORMATION**19. Car Registration.**

20. Please provide details of any pets.

Breed / type

Council registration / number

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21. Are you a smoker?

<input type="checkbox"/> YES	<input type="checkbox"/> NO
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J. IF STUDENT PLEASE COMPLETE THE FOLLOWING

Place of study

Course being undertaken

Course length

Enrolment Number

Parents Name

Ph:

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Campus Contact

Ph:

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Course Co-ordinator

Ph:

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Income

Parents Address Overseas

K. PLEASE PROVIDE AN EMERGENCY CONTACT NOT RESIDING WITH YOU

First Name

Surname

Relationship

Phone no

Address

Suburb

Postcode

L. CHECK LIST

Please note your application will not be processed without the checklist completed.

Application Form signed

 Copy of recent bank statement

All relevant information Completed

 Students - Confirmation of Enrolment

International Tenants -

 Copy of Photo ID

Current Visa/Passport

If all the requested information is listed and the checklist is completed, applications can be processed immediately. To assist us with checking your references please notify the said people of your application.

M. HOW DID YOU HEAR ABOUT THIS PROPERTY?

The Age

 Local Paper Counter List Referral

Board

 Relocation Company Other(Specify) The Internet