

# Residential Tenancy Application

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



## A. AGENT DETAILS

### TIM DWYER REAL ESTATE

259 High Street, Ashburton VIC 3147

**Phone** 03 9885 6688  
**Fax** 03 9885 9078  
**Email** info@timdwyer.com.au  
**Website** www.timdwyer.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? 5. Bond?

|    |    |
|----|----|
| \$ | \$ |
|----|----|

6. How many people will be occupying this property?

|  |        |  |          |             |
|--|--------|--|----------|-------------|
|  | Adults |  | Children | Ages: _____ |
|--|--------|--|----------|-------------|

## C. PERSONAL DETAILS

7. 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) |
|                                |                              |

8. Please provide your contact details.

|                   |                     |
|-------------------|---------------------|
| Home phone number | Mobile phone number |
|                   |                     |

|                   |                       |
|-------------------|-----------------------|
| Work phone number | Fax number (optional) |
|                   |                       |

|               |
|---------------|
| Email address |
|               |

9. What is your current address?

|          |
|----------|
|          |
| Postcode |

## D. UTILITY CONNECTIONS



# on the move

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.

**YES!!** I would like On The Move to contact me.

**Water** (Standard connection for all applications).

**ELECTRICITY, GAS, TELEPHONE, BROADBAND, FOXTEL**  
**Ph: 1300 850 360 Fax: 1300 661 160**

**Terms & Conditions** - By ticking the box above 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](http://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.

## 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;

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 have read, understood and agree to the Tenant Privacy Statement set out on page 2 of this application.

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.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## F. DISCLAIMER

I confirm the following:

1. During my inspection of the property I found it to be in a reasonably neat and clean condition. OR
2. I believe the following items should be attended to prior to my tenancy commencing. I acknowledge that these items are subject to the owner's approval.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### G. APPLICANT HISTORY

10. How long have you lived at your current address?  Years  Months

11. Why are you leaving this address?

12. Is the property at this address:

- Rented ► Go to question 13     Owned ► Go to question 14  
 Other - Please provide details

13. Please tell us about this rented property.

Name of Landlord or agent

Landlord/agent's address

Landlord/agent's phone number    Weekly rent paid

   \$

Has your bond been refunded?    If NO, why?

YES     NO   

14. What was your previous residential address?

15. How long did you live at this address?  Years  Months

16. Why did you leave this address?

17. Was this property:

- Rented ► Go to question 18     Owned ► Go to question 19  
 Other - Please provide details

18. 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?    If NO, why?

YES     NO   

### H. EMPLOYMENT HISTORY

19. Please provide your employment details.

What is your occupation?

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

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

Employer's address

   Postcode

Contact name    Phone number

  

Length of employment    Net income (per annum)

Years     Months    \$

Source of other income    Net income (per annum)

   \$

20. Please provide your previous employment details.

Occupation

Employer's name

Length of employment    Net income

Years     Months    \$

### I. CONTACTS/REFERENCES

21. Please provide a contact in case of emergency.

Surname

Given name/s

  

Relationship to you

Phone number

  

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

Surname

Given name/s

  

Relationship to you

Phone number

  

Surname

Given name/s

  

Relationship to you

Phone number

  

### J. OTHER INFORMATION

23. Car Registration.

24. Please provide details of any pets:

Breed / type

Council registration number

  

25. How did you find this property?

Internet     Board     Office Rental List     Referral

Other (please explain)

### K. PLEASE NOTE

We require two separate payments for Rent and Bond in the form of a **BANK CHEQUE** or **MONEY ORDER**.

**1. FIRST RENT PAYMENT:** Made payable to TIM DWYER REAL ESTATE. Subsequent rent payments can be made by direct debit or via one of our preferred external partners, which will be discussed with you at your appointment.

**2. BOND PAYMENT:** Made payable to the RTBA. The bond is equivalent to one calendar month's rent for properties up to \$350 per week. For properties \$351 per week or more, the bond will be six (6) week's rent.

**CASH WILL NOT BE ACCEPTED AT ANY TIM DWYER REAL ESTATE OFFICE FOR PAYMENT OF RENT OR BOND.**

**APPLICATION APPROVAL:** If your application is successful, you will be required to sign the lease and pay the first month's rent and bond within 24 hours of receiving approval.

### L. PLEASE PROVIDE US WITH 100 POINTS OF IDENTIFICATION

- |  |           |
|--|-----------|
| <input type="checkbox"/> Copy of Driver's Licence              | 50 points |
| <input type="checkbox"/> Copy of Passport                      | 50 points |
| <input type="checkbox"/> Copy of Student ID Card               | 50 points |
| <input type="checkbox"/> Copy of electricity/gas/water account | 30 points |
| <input type="checkbox"/> Copy of bank statement/pay slip       | 20 points |

If you are a **STUDENT**, in addition to the above, you also need to attach:

- Letter of Acceptance – COE (Certificate of Enrolment)  
 Completed parental guarantee from your parents/guardian

Please note, this is a compulsory requirement as a form of financial guarantee from your parents or guardians who are supporting your rental payments.