

Residential Tenancy Application

Thank-you for handing in an application with Todd Property. Your application in for the following properties:

1. _____
2. _____
3. _____

Along with this application – you are required to supply 100 points of ID.

70 points

- Current Passport

40 points

- Current Driver licence issued by an Australian State or Territory (With current address)
- An identification card issued to a student at a tertiary education institution

30 points

- Credit Card
- Eftpos Card
- Medicare Card
- Foreign Drivers Licence
- Water, Gas, Electricity of Phone Bill with full name and address on it

Also if you are on Centerlink payments, you are required to supply proof of income from them.

Please Note:

If application is successful, you will be required to pay the bond (being 4 x weeks rent) via bank cheque or money order to the RTBA at the signing of the lease. (Which needs to be done within 48 hours of being approved.)

Upon collection of the keys, you are required to pay 2 weeks rent, which can be cash (exact amount required as we do not carry cash in the office. No card facilities available in the office.)

If your application is approved, you will be notified by phone within 3 business days of handing in the applications. If unsuccessful, this form and any copies will be destroyed after 28 days of handing it in. For more information, refer to renting a home: a guide for tenants and landlords. Available from Consumer Affairs Victoria – 1300 55 81 81.

Current Occupation:

Full Time / Part Time / Casual

Company Name:

Address:

Contact name: Phone:

Income P.W. (Net) \$

Years There:

Previous Occupation:

Full Time / Part Time / Casual

Company Name:

Address:

Contact name: Phone:

Income P.W. (Net) \$

Years There:

Centerlink:

Income type:

Income P.W. (Net) \$

Please provide copy of proof of income.

Referees: (Family or close friends not accepted)

Name:

Relationship to you:

Contact Number:

Name:

Relationship to you:

Contact Number:

Pets:

Breed / Type:

Breed / Type:

Additional Comments:

OFFICE USE ONLY

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Copy of 100 points of ID required as per front page

Privacy Act 1988 Collection Notice

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 duplicate pages) 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 and 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, 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 person information in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow tradespeople of equivalent organizations to contact me
- (d) lodge/claim/transfer to/from a 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 Tenancy Database) – Ph: 1300 563 826
- (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 lease/tenancy of the premises. I am aware that I may access personal information of the contact details above.

Date: _____

Name: _____

Signature: _____