

**eview**  
GROUP

| Southern  
Peninsula



# Tenancy Application

**Southern Peninsula Office**

2361 Point Nepean Rd  
Rye 3941  
Phone: 03 5985 0000  
Fax: 03 5985 9444  
rye@eview.com.au

[rye.eview.com.au](http://rye.eview.com.au)

**Application Requirements**

Prior to submitting this application, you must have inspected both the exterior and interior of the property and be satisfied with its condition.

Applications must be completed in full and the Declaration, Privacy and Authority section on the last page of this application must be acknowledged and signed by each applicant.

All applicants who are applying for the property need to complete an application.

**In addition to this completed application you are required to supply 100 points ID, including photo ID:**

- Current Payslips X2
- Current Bank Statement
- Centrelink Payslip if Applicable

**These will help establish your ability to service the rental payments.**

ITEM	POINTS	ITEM	POINTS	ITEM	POINTS
Driver's License	50	Rates Notice	50	Gas or Electricity Account	30
Passport	50	Student ID	50	Bank Statement	10
Birth Certificate	50	Current Wage Advice	20	Concession or Pension Card	10
Proof of age card	50	Previous Rent Receipts	20	Current car registration papers	20

**Successful Applicant**

Should your application be successful, you will be notified by your property manager and asked to confirm your tenancy.

You will be requested to attend our office to process all the relevant documentation. Please allow at least 30 minutes for this process.

**Initial Financial Commitment**

You are required to pay Bond and complete the Bond Lodgement form as part of the tenancy agreement. The Bond payment must be made by bank cheque or money order payable to RTBA (Residential Tenancies Bond Authority). One month's rent in advance is also required. Bond and Rent must be paid in advance to commencement of lease.

**Your rights as a Tenant**

Information about your rights and responsibilities can be viewed on the "Consumer Affairs" web site. <http://www.consumer.vic.gov.au/library/publications/housing-and-accommodation/renting-a-home-a-guide-for-tenants.pdf>

**If your Application is Approved**

**Step 1**

Within 24 hours of acceptance or as agreed, all applicants are required to attend our office to sign their Lease agreement.

**Step 2**

Both the lodgment of the Bond and first month's rent must be received prior to signing the Lease.

**Step 3**

Organise your utility connections. We can organise this for you as a FREE service. Simply fill out the Direct Connect section on our Tenancy Application.

**Step 4**

Keys will be available on commencement date of the tenancy. Prior to picking up the keys, all documentation must be completed and the bond and one month's rent must be received.

**Step 5**

Tenant to return a signed and completed condition report within 3 days of occupation.

**Free Utility Connection Service**

Please fill out the free utility connection section (Direct Connect).

If possible request connection for one day prior to moving in. Connection can occur anytime on the requested day. The main electrical switch must be OFF. (sometimes in units a second switchboard is installed - this must be off as well). Connections will not happen if the power switch is left ON. Douglas Kay will organise your connections request.

**Contact Us**

Office hours are:  
Monday to Friday 9.00 am to 5.00 pm  
Saturday 9.00 am to 4.00 pm

2361 Point Nepean Rd  
Rye 3941

Phone: (03) 5985 0000  
Email: [rye@eview.com.au](mailto:rye@eview.com.au)



ONE CALL WILL *save* YOU *time* AND *effort*

SERVICES WE *connect*



TO GET CONNECTED ASK YOUR LOCAL REAL ESTATE AGENT TO SEND US YOUR DETAILS  
Call us on **1300 664 715** or visit [directconnect.com.au](http://directconnect.com.au)



## RENTAL TENANCY APPLICATION FORM

**PROPERTY DETAILS - Property you would like to rent if this application is accepted?**

Proposed Property: \_\_\_\_\_ Post Code: \_\_\_\_\_

Rent Per Week: \$ \_\_\_\_\_ Bond Amount: \$ \_\_\_\_\_

Length of Tenancy: \_\_\_\_\_ Years \_\_\_\_\_ Months Tenancy to Commence: \_\_\_\_/\_\_\_\_/\_\_\_\_

How many tenants will occupy the property? Adults: \_\_\_\_\_ Children: \_\_\_\_\_ Ages \_\_\_\_\_

Pets: Yes/No (circle) Types: \_\_\_\_\_ Reg? Y/N Breed/s: \_\_\_\_\_ Ages: \_\_\_\_\_

**How did you find out about this property?**

Board  The Internet  Relocation Company  Referral  Rental List  Other (specify) \_\_\_\_\_

**FIRST APPLICANT**

**SECOND APPLICANT AND/OR PARTNER**

Salutation \_\_\_\_ (Mr, Mrs, Ms) First Name: \_\_\_\_\_

Family/Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Drivers Lic#: \_\_\_\_\_

Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ License State: \_\_\_\_\_

Vehicle Registration: \_\_\_\_\_ State: \_\_\_\_\_

Passport No: \_\_\_\_\_ Passport Country: \_\_\_\_\_

Pension NO: (if applicable) \_\_\_\_\_ Type: \_\_\_\_\_

Current Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Mob Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Salutation \_\_\_\_ (Mr, Mrs, Ms) First Name: \_\_\_\_\_

Family/Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Drivers Lic#: \_\_\_\_\_

Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ License State: \_\_\_\_\_

Vehicle Registration: \_\_\_\_\_ State: \_\_\_\_\_

Passport No: \_\_\_\_\_ Passport Country: \_\_\_\_\_

Pension NO: (if applicable) \_\_\_\_\_ Type: \_\_\_\_\_

Current Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Mob Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Current Rental History - Applicant 1** **Current Rental History - Applicant 2**

Length of Current Tenancy?: One Year/Six Months (circle)

Reason for Leaving: \_\_\_\_\_ Rent: \$ \_\_\_\_\_

Landlord/Agent: \_\_\_\_\_

Property Manager: \_\_\_\_\_ Ph: \_\_\_\_\_

Bond Refunded: \_\_\_\_ Y/N: if not why? \_\_\_\_\_

Length of Current Tenancy?: One Year/Six Months (circle)

Reason for Leaving: \_\_\_\_\_ Rent: \$ \_\_\_\_\_

Landlord/Agent: \_\_\_\_\_

Property Manager: \_\_\_\_\_ Ph: \_\_\_\_\_

Bond Refunded: \_\_\_\_ Y/N: if not why? \_\_\_\_\_

**Previous Rental History - Applicant 1** **Previous Rental History - Applicant 2**

Previous Residential Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Length of Previous Tenancy?: One Year/Six Months (circle)

Reason for Leaving: \_\_\_\_\_ Rent: \$ \_\_\_\_\_

Landlord/Agent: \_\_\_\_\_

Property Manager: \_\_\_\_\_ Ph: \_\_\_\_\_

Bond Refunded: \_\_\_\_ Y/N: if not why? \_\_\_\_\_

Previous Residential Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Length of Previous Tenancy?: One Year/Six Months (circle)

Reason for Leaving: \_\_\_\_\_ Rent: \$ \_\_\_\_\_


Landlord/Agent: \_\_\_\_\_

Property Manager: \_\_\_\_\_ Ph: \_\_\_\_\_

Bond Refunded: \_\_\_\_ Y/N: if not why? \_\_\_\_\_

**FREE UTILITY CONNECTIONS - This is a FREE service that connects all your utilities and other services.**

Direct Connect can help arrange for the connection or provision of the following utilities and other services:

	<b>Electricity</b>	<b>Gas</b>	<b>Water</b>	<b>Phone</b>	<b>Internet</b>
	<b>Pay TV</b>	<b>Insurance</b>	<b>Removalist</b>	<b>Truck or Van hire</b>	<b>Cleaners</b>

Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.

**THE ALWAYS ON GUARANTEE**

We guarantee that when you connect with one of your market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

- Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
  - Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
  - Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
  - Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
  - Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
  - Acknowledge that Direct Connect may receive a fee from the service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.
- By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

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



**Employment History - Applicant 1**

Current Occupation: \_\_\_\_\_

Nature of your Employment: **FULL TIME / PART TIME / CASUAL** (circle)

Current Employer's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Employment: \_\_\_\_\_ Yrs \_\_\_\_\_ Mnths Income: \$ \_\_\_\_\_ Net weekly

**Employment History - Applicant 2**

Current Occupation: \_\_\_\_\_

Nature of your Employment: **FULL TIME / PART TIME / CASUAL** (circle)

Current Employer's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Employment: \_\_\_\_\_ Yrs \_\_\_\_\_ Mnths Income: \$ \_\_\_\_\_ Net weekly

**Previous Employment History - Applicant 1**

Previous Employer: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Previous Employer's Ph: \_\_\_\_\_ Time Employed: \_\_\_\_\_

**Previous Employment History - Applicant 2**

Previous Employer: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Previous Employer's Ph: \_\_\_\_\_ Time Employed: \_\_\_\_\_

**If you are a Student - Applicant 1**

Institution: \_\_\_\_\_ Dept: \_\_\_\_\_

Union No: \_\_\_\_\_ Student ID: \_\_\_\_\_

Income Source: \_\_\_\_\_ Income: \$ \_\_\_\_\_ Net PW

**If you are a Student - Applicant 2**

Institution: \_\_\_\_\_ Dept: \_\_\_\_\_

Union No: \_\_\_\_\_ Student ID: \_\_\_\_\_

Income Source: \_\_\_\_\_ Income: \$ \_\_\_\_\_ Net PW

**If you Receive a Centrelink Payment**

Type: \_\_\_\_\_ Cust No: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Per Fortnight

**If you Receive a Centrelink Payment**

Type: \_\_\_\_\_ Cust No: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Per Fortnight

**If Self Employed**

Accountant Name: \_\_\_\_\_ Ph: \_\_\_\_\_

Company Name: \_\_\_\_\_ ABN: \_\_\_\_\_

**If Self Employed**

Accountant Name: \_\_\_\_\_ Ph: \_\_\_\_\_

Company Name: \_\_\_\_\_ ABN: \_\_\_\_\_

**Emergency Contact - Applicant 1**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mob Phone: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

**Emergency Contact - Applicant 2**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mob Phone: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

**References - Applicant 1****1) Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

**2) Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

**References - Applicant 2****1) Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

**2) Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

**DECLARATION & AUTHORITY (All applicants must acknowledge and sign)**

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 front page) 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;
- (d) My Accountant or Payroll Officer

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 tradespeople or equivalent organisations 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 Tenancies Database). If you wish to view your records or the information is not accurate, you can contact NTD on 1300 563 826 or [www.ntb.nef.au](http://www.ntb.nef.au) to amend or dispute the record.
- (h) transfer water account details into my name.

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to the tenancy default database, and to the agents/landlord of properties I may apply for in the future. I am aware that if the 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 am aware that I may access personal information on the contact details above.

Applicant Signature \_\_\_\_\_ Dated: / /

Applicant 2/Partner \_\_\_\_\_ Dated: / /