

## TENANCY APPLICATION FORM

### 100 POINT IDENTIFICATION CHECK

Your application cannot be processed if you do not submit a minimum of 100 points.

You will need to bring the items listed below in to be photocopied and attached to this application form.

**Compulsory: proof of income i.e.: Pay slip, bank statement, Centre link form, letter from employer, ATO letter or if self employed – we can contact your accountant and at least ONE written reference for each applicant.**

Your last (4) rent receipts if you rent	50 points
You own/owned your own property	50 points
Drivers license	40 points
Photo ID (I.e.: Proof of Age Card or Key Pass)	30 points
Passport	30 points
Minimum 2 references from Previous Owner/Agent	20 points
Current Car/Motorbike Registration Papers	10 Points
Copy of phone, Gas and or Power Accounts for Current Address	10 points
Copy of Birth Certificate	10 Points

Please Note the following:

If your application is successful, the first month's rent must be paid within 24 hours of being accepted on the property, payments are to be made via DIRECT TRANSFER ONLY. It is important that your payment is received within 24 hours of such notification or we will continue to promote the property.

Rental payments are to be made on a calendar monthly basis. You will also be required to pay the bond in the form of a BANK CHEQUE OR MONEY ORDER payable to the RESIDENTIAL TENANCIES BOND AUTHORITY (RTBA) at the commencement of tenancy.

## ConleyLUFF Real Estate

188 Main Street, Mornington, VIC 3931  
P: (03) 5975 7733 Fax: (03) 5975 8955  
E: [rentals@conleyluff.com.au](mailto:rentals@conleyluff.com.au)  
W: [www.conleyluff.com.au](http://www.conleyluff.com.au)



### 1. Property Applying For

Address		
Suburb	Postcode	
Lease Term	Years	Months
Date Property to be occupied	/	/
Rent Payable for Property		
Name(s) of other Applicants to Occupy Property		

### 2. If self-employed, please complete the following

Company Name	
Company Address	
Suburb	Postcode
Business Type	
Position Held	
A.B.N	
Accountant Name	
Accountant Phone	
Solicitor Name	
Solicitor Phone	

### 4. Utility Connection Service

**connectnow.**  
We get things sorted.

Phone: 1300 554 323  
Fax: 1300 889 598  
Email: [info@connectnow.com.au](mailto:info@connectnow.com.au)  
Web: [www.connectnow.com.au](http://www.connectnow.com.au)

#### Moving home has never been easier

Connectnow is dedicated to helping you move home more easily. We can connect your utilities including electricity, gas, phone, internet and pay TV to a broad choice of leading providers. We can also organise your disconnections and offer a range of additional services, such as cleaning and food services, removalists and vehicle hire. What's more, you pay no extra charges as a result of using the Connectnow service. We will make all reasonable efforts to contact you within 1 working day of receiving this application to explain the details of the services offered. If we are unable to contact you within this period please call 1300 554 323 to ensure your services can be addressed by the required date.

#### DECLARATION AND EXECUTION/PRIVACY

NOTICE: By signing this application and ticking the 'YES' box below, I: consent to the collection of my personal information by Connectnow Pty Ltd (ABN 79 097 398 662) ('connectnow') for the purposes of contacting me to talk about arranging the connection and disconnection of moving and utility services and related services and to inform me about other products and services that may compliment my home/lifestyle needs; consent to the disclosure by Connectnow of my personal information contained in this application to other parties, including the relevant third party service providers, Connectnow's related companies and third parties who provide Connectnow with services in connection with the ordinary operation and administration of Connectnow's business or where otherwise required or authorised by law; understand that protecting my privacy is important to Connectnow and that I can obtain further details about how Connectnow manages my personal information, including how I may access and seek correction of my personal information, how I may contain about a breach of my privacy and how Connectnow will deal with that complaint, by viewing

### 3. Personal Details

Title	First Name	Initial
Last Name		
Date of Birth	/	/
Current Address		
Suburb		
Drivers Licence Number		
Car Registration Number		
Alternative ID (eg passport)	No	
Pension Type	No	
Home Phone Number		
Mobile Phone Number		
Email		
Occupation		
Employers Name		
Employer Phone Number		
<b>Please provide a contact number you are available on all day</b>		
Contact Number		

Connectnow's Privacy Policy at [www.connectnow.com.au](http://www.connectnow.com.au) or contacting their Privacy Officer at [info@connectnow.com.au](mailto:info@connectnow.com.au); understand that whilst Connectnow is unlikely to disclose my personal information to recipients located overseas, Connectnow is not responsible for the privacy practices of any third party service providers, and accordingly, I accept that it is my responsibility to check the privacy policies of the relevant service providers if I wish to obtain further information about how they manage personal information (including whether or not they are likely to disclose such information to overseas recipients); understand that my consent to receive such marketing materials will continue until I opt-out by contacting [info@connectnow.com.au](mailto:info@connectnow.com.au); understand that the connection and disconnection of moving and utility services and related services (collectively referred to as 'the nominated services') will only be initiated once a Connectnow representative has discussed the details with me and acknowledges that, to the extent permitted by law, neither Connectnow nor my real estate agent accepts liability for loss caused by delay in, or failure to, connect and disconnect or provide the nominated services; acknowledge that the nominated will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated service providers bind me and that after hours connections may incur additional service fees from utility providers; authorise the obtaining of a National Metering Identifier or a Metering Installation Registration Number for my residential address to obtain supply details; understand that it is the responsibility of the customer/home owner to ensure that the electricity main switch is in the 'Off Position' for the required timeframe on the day of connection of the nominated utility services and that there is easy access to the meters; understand that Connectnow may be paid a fee by the service provider and may pay a fee to a real estate agent in respect of the provision of the services provided to me by Connectnow. By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements and other undertakings set out in this application form on behalf of all applicants listed on this application form. Where I have nominated an alternative contact person on this application, I authorise Connectnow to speak to them about my move and connection and disconnection needs if Connectnow is unable to contact me directly.

Yes, I consent to Connectnow contacting me to organise my move home services and other products and services to suit my home or lifestyle needs

Signed:

Date: / /

**5. Current Situation**Are you the  Owner  Tenant

Duration at your current address?      Years      Months

Name of Landlord/Agent (if applicable)

Phone Number

Rent Paid per month

Reason for leaving

Was bond repaid in full?  Yes  No, If No, please specify**6. Previous Rental History**Were you the  Owner  Tenant

Previous Address

Suburb      Postcode

Duration at your previous address?      Years      Months

Name of Landlord/Managing Agent/Selling Agent

Phone Number

Rent Paid per month

Reason for leaving

Was bond repaid in full?  Yes  No, If No, please specify**7. Other Information**

Number of persons occupying property      Adults      Children

Please specify the ages of any children

Do you have pets?  No  Yes, If Yes, please specify

Type of pet      Breed of pet

**8. Next of Kin**

Emergency Contact      Relationship

Address      Ph

Mobile      Other

**9. Current Employment Details**

Employment Address

Suburb      Postcode

Contact Name

Length at current employment      Years      Months

Net Income \$

Per Week \$      Per Month \$

**10. Previous Employment Details**

Occupation

Employers Name

Employment Address

Suburb      Postcode

Employers Phone Number

Contact Name

Length at previous employment      Years      Months

Net Income \$

Per Week \$      Per Month \$

**11. Personal References**

1. Reference name

Occupation

Relationship      Ph

2. Reference name

Occupation

Relationship      Ph

**12. If Student, please complete the following**

Place of Study

Course being undertaken

Course Length

Enrolment Number

Parents Name      Ph

Campus Contact      Ph

Course Co-ordinator

Income:

Parents Address Overseas:

**13. How did you find out about this property?** Rent List  Office  For Lease Board  Newspaper Internet  Other:**14. Declaration**

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premise on the due date. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997.

I acknowledge that I will be required to pay rental in advance and a rental bond, and that this application is subject to approval from 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 details of my credit worthiness from, the owner or Agent of my current or previous residence, my personal referees, 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 any person whom the Agent reasonably considers has an interest receiving such information.

Signed:

Date: / /

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## Tenancy Privacy Statement

Please fully complete both sides of this form for your application to be processed.

This form is to be accompanied by an Application for Tenancy. Your Application for Tenancy cannot be accepted unless this has been completed in full and signed.

Due to recent changes in the Privacy laws, from 21<sup>st</sup> December 2001, all real estate agencies must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional property managers. Please take the time to read this Privacy Statement carefully, and once completed return to this office with your tenancy application.

As professional property managers, ConleyLUFF collects personal information about you. To ascertain what personal information we have about you, you can contact us by the following ways:

**Address:** 188 Main Street, Mornington, VIC 3931

**Ph:** (03) 5975 7733

**Fax:** (03) 5975 8955

**Email:** [rentals@conleyluff.com.au](mailto:rentals@conleyluff.com.au)

**Web:** [www.conleyluff.com.au](http://www.conleyluff.com.au)

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested, and if the risk is considered acceptable, to provide you with a lease/tenancy of the premises.

To carry out this role, and during the term of your tenancy, we usually disclose your personal information to the following:

The landlord, the landlord's lawyers, the landlord's mortgagee – for mortgage purposes, referees you have nominated, organisations/tradespeople required to carry out maintenance to the premises, rental bond authorities, Residential Tenancies Tribunals/Courts, collection agencies, National Tenancies Database Pty Ltd, Remington White, other real estate agents and landlords, utilities companies such as gas, electricity, water connection, telephone connection, banks – for rental payment facilities and financial records, employers – for reference purposes.

### PLEASE NOTE:

1. This application is subject to the owner's approval and may take 2-3 days to process.
2. All applicants must complete an application form.
3. Initial bond payment must be paid in the form of a bank cheque or money order made payable to the **Residential Tenancies Bond Authority** (personal cheques or cash will not be accepted).
4. Initial rental payments must be paid via Direct Debit Transfer to ConleyLUFF Real Estate.
5. The applicant hereby agrees to a credit check being carried out by the National Tenancy Database.
6. The applicant acknowledges that the property is in a reasonably clean condition and in good repair as inspected.

## TENANCY ACCEPTANCE

We understand that finding and selecting a rental property is often difficult. We will process your application as quickly as possible, but please remember we may be processing many applications at the same time. To assist us please fill out ALL required details on the application and ensure your completed application is returned to our office as quickly as possible.

## UNSUCCESSFUL APPLICATIONS

Should your application be unsuccessful you will be advised. However, should you wish to apply for another property we will hold over your application for you.

## SUCCESSFUL APPLICATIONS

Should your application be successful you will be notified by phone and requested to confirm your tenancy. We require the leases to be signed and the first month's rent to be paid within 48 hours of acceptance. The property manager will supply you with these amounts at the confirmation of your tenancy. Keys will only be handed out when all parties have signed the tenancy agreement, paid Bond & signed, Bond Lodgement Form, all monies have been paid and the tenancy has commenced. No action will be taken against the landlord or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason.

Signing the tenancy agreements and the payment of the bond can be undertaken at the office indicated by your property manager. It is a policy of ConleyLUFF that all rental payments are made via internet transfer on a PCM basis.

**Signed by the:**

Applicant

Print Name

Date

Witness