

Residential Application Form

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

A. AGENT DETAILS

Ray White - Oakleigh

7-9 Atherton Road, OAKLEIGH VIC 3166

Phone: (03) 9568 2000

Fax: (03) 9568 2222

Website: www.raywhite.com.au

Email: oakleigh.vic@raywhite.com

Property Manager

B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

 Postcode

2. Lease commencement date?

 Day Month Year

3. Lease term?

 Years Months

4. Property rental

 \$ per week \$ per calendar month

5. How many people will normally occupy the property?

 Adults Children, Ages: _____

6. Names of other applicants _____

C. PERSONAL DETAILS

7. Please give us your details

Mr Ms Miss Mrs Other

Surname Given name/s

Date of Birth Driver's license number

Driver's license expiry date Driver's license state

Passport no. Passport country

8. Please provide your contact details

Home phone no. Mobile phone no.

Work phone no.

Email address

9. What is your current address?

 Postcode

D. UTILITY CONNECTIONS



A Free Service to connect your utilities. We will reduce your stress and save you time by arranging your utility connections. We will contact you within 24 hours.

ELECTRICITY / GAS / TELEPHONE / BROADBAND / FOXTEL

Ph: 1300 850 360 Fax: 1300 661 160

YES!! I would like On The Move to contact me to arrange my utility connections.

WATER (standard connection with all applications)

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. On The Move and your agent may receive a benefit for arranging your services.

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 my personal information by contacting:

- NTS: 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 organizations/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.com.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.

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.

The initial payment of a calendar month's rent and bond is to be paid by MONEY ORDER OR BANK CHEQUE ONLY. Under no circumstances will personal cheques or cash be accepted for these payments. After this initial payment our method of rent payment is Payment Gateway. If you are successful in obtaining this property you will be required to bring your bank details with you to the lease signing appointment, so this can be set up for you during this appointment. This payment option allows tenants to pay rent via direct debit and credit card. Due to bank processing days, and taking weekends and overnight transfers into consideration this monthly payment will be deducted from your nominated bank account or credit card 5 days prior to rent being due. Your property manager will go into more detail about this payment method if you are approved for this property.

The costs associated with Payment Gateway are as follows:

Bank Account \$1.65
Credit Card 2.2%

We hope this information is of value to you. If there is anything we can do to make the 'moving in' process easier for you, please let us know. It is our aim to provide you with every assistance possible to ensure that your association with this office is an enjoyable one.

Signature Date

F. OFFICE USE

Application submitted to On The Move (if required)

G. APPLICANT HISTORY**10. How long have you lived at your current address?**

<input type="text"/>	Years	<input type="text"/>	Months
----------------------	-------	----------------------	--------

11. Please tell us about this residential address

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent

 \$

Reason for leaving this address?

12. What was your previous residential address?

<input type="text"/>
Postcode

13. How long did you live at this address?

<input type="text"/>	Years	<input type="text"/>	Months
----------------------	-------	----------------------	--------

14. Please give us further information about this residential address

Name of landlord or agent

Landlord / Agent's phone no.

Weekly rent

 \$

Was bond refunded in full?

 YES NO

If not why not?

H. EMPLOYMENT HISTORY**15. 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

<input type="text"/>
Postcode

Contact name

Phone no.

Length of employment

<input type="text"/>	Years	<input type="text"/>	Months
----------------------	-------	----------------------	--------

Weekly Income

 \$

Other Income

 \$
I. PREVIOUS EMPLOYMENT DETAILS**16. Please provide your previous employment details**

Occupation?

Employer's name:

Length of employment

<input type="text"/>	Years	<input type="text"/>	Months
----------------------	-------	----------------------	--------

Contact name

Phone no.

J. CONTACTS / REFERENCES**17. Please provide a contact in case of emergency**

Surname

Given name/s

Relationship to you

Phone no.

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

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

K. OTHER INFORMATION**19. Car Registration****20. Please provide details of any pets**

Breed/Type

Council registration / number

PLEASE NOTE

Initial payments must be made by bank cheque or money order within 24 hours after approval of application. No personal cheques or cash accepted for rent or bond.

Keys will not be handed over until the lease agreement has been signed by all applicants and first month rent and Bond has been paid.

This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the landlord and the agent should any circumstances arise whereby the property is not available for occupation on the due date.

PLEASE PROVIDE US WITH 100 POINTS OF ID

Applicants must supply a minimum of two (2) types of identification from the list below with a minimum total of 100 points. ID must include at least 1 type of Photo ID plus ID that contains the applicants current residential address and date of birth.

Driver's Licence or Passport	50
Proof of Age Card (keypass)	50
Student ID Card	50
Copy of Mobile Phone Account	20
Copy of Medicare Card	20
Concession/ Pension Card	10
Copy of Gas / Water / Electricity account	30 each

OFFICE USE ONLY - PROPERTY MANAGER NOTES
