



TENANCY APPLICATION FORM

*Acceptance of this tenancy application will not be acknowledged
until all pages are completed and signed.*

*All applications must be submitted with 100 points of ID and
supporting information.*

The more information you provide, the quicker we can give you an answer!

Peter Leahy Real Estate

Address: 420 Sydney Road, Coburg, VIC 3058

Phone: 03 9350 5588

Fax: 03 9350 6688

Email: reception@peterleahy.com.au

Licensed Estate Agents · Auctioneers · Property Managers

Residential Tenancy Application Form

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

1. Property Applying For

Address	
Suburb	Postcode
Lease Term	6 MONTHS / 12 MONTHS (please circle)
Date Property to be occupied	/ /
Rent offered for Property	Per week
Name(s) of other Applicants to Occupy Property	

Property Manager

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	

3. Personal Details

Title	First Name
Last Name	
Date of Birth	/ /
Current Address	
Suburb	Postcode
Drivers Licence Number	State of Issue
Car Registration Number	
Alternate ID (e.g. passport)	No
Pension Type	No
Home Phone Number	
Mobile Phone Number	
Email	
Occupation	
Employers Name	
Employer Phone Number	
Please provide a contact number you are available on all day	
Contact number:	

4. Utility Connection Services



PH: 1300 554 323 | Fax: 1300 889598
 info@connectnow.com.au | 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, revivalists 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 complain about a breach of my privacy and how connectnow will deal with that complaint, by viewing connectnow's Privacy Policy at www.connectnow.com.au or contacting their Privacy Officer at

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; 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 obtained my consent to the terms and conditions of supply of the relevant service providers; acknowledge 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 services 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/homeowner 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. FREE SERVICE WITH MANY PROVIDERS TO CHOOSE FROM! GUARANTEED CONNECTION

Signed _____ Date _____ *PM/ID: 27620*

5. Current Situation

Are you the Owner Renter

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 Renter

Previous Address

Suburb Postcode

Duration at your previous address Years Months

Name of Landlord/Managing/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

13. How did you find out about this property? (Please Tick)

RENT LIST OFFICE FOR LEASE BOARD NEWS PAPER 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 premises 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.

9. Current Employment Details

Business Name

Employment Address Occupation

Contact Name & phone no.

Length at current employment Years Months

Net Income \$ Per Week \$ Per Month

10. Previous Employment Details

Occupation

Employers Name

Employment Address

Suburb Postcode

Employer 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 Ph

Income:

Parents Address Overseas:

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 / /

Tenancy Privacy Statement

Please 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 and supporting documents submitted.**

Due to recent changes in the Privacy laws, from 21st 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 it to this office with your tenancy application.

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

Address: 420 Sydney Road, Coburg VIC 3058

Phone: 03 9350 5588

Fax: 03 9350 6688

Email: reception@peterleahy.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, organizations/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 up to 48 hours to process.
2. All applicants must complete an application form and provide 100 points of ID.
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 by direct transfer or bank deposit within 24 hours of approval**
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. Any additional conditions or request must be noted prior to submission.

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 email and requested to confirm your tenancy. We require the leases to be signed and the rent to be paid in full to secure the tenancy. The property manager will supply you with these amounts at the confirmation of your tenancy in writing. Keys will only be handed out when all parties have signed the tenancy agreement, 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 of tenancy agreements and the payment of the bond can be undertaken at the office indicated by your property manager or via email. **IT IS A POLICY OF PETER LEAHY REAL ESTATE THAT ALL RENTAL PAYMENTS ARE MADE VIA EFT TRANSFER/ONLINE DEPOSIT OR BANK CHEQUE AS PAYMENT OF MONTHLY RENT.**

Signed by the:

Applicant

Print Name

(Circle all that apply) PHOTO ID: LICENCE or PASSPORT

PAYSLIP/ BANK STATEMENT/ UTILITY ACCOUNT

REFERENCE LETTERS/ MEDICARE/ CREDIT CARD

Special Requirements: