

# Residential Application Form

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



**A. AGENT DETAILS**

**RAY WHITE MITCHAM**

**Address:** 554 Whitehorse Road, Mitcham VIC 3132  
**Phone:** (03) 9872 3995 **Fax:** (03) 9874 2773  
**Email:** mitcham.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 usually occupy the property?  
 Adults  Children Ages \_\_\_\_\_

6. Names of other applicants \_\_\_\_\_

7. Car Registration

8. Do you have any pets?  YES  NO  
 Breed/Type/Age \_\_\_\_\_ Council Registration Number \_\_\_\_\_

9. Have you inspected this property?  YES  NO

**C. PERSONAL DETAILS**

9. Please give your details  
 Mr  Ms  Miss  Mrs  Other  
 Surname \_\_\_\_\_ Given name/s \_\_\_\_\_

Date of birth \_\_\_\_\_ Driver's licence number \_\_\_\_\_  
 Driver's licence expiry \_\_\_\_\_ Driver's licence state \_\_\_\_\_  
 Passport number \_\_\_\_\_ Passport country \_\_\_\_\_

10. Please provide your contact details  
 Home phone number \_\_\_\_\_ Mobile phone number \_\_\_\_\_  
 Work phone number \_\_\_\_\_  
 Email address \_\_\_\_\_

**D. UTILITY CONNECTIONS**

**on the move**

Let **On The Move** reduce your stress and save you time by arranging your utility connections at the property ... at no extra cost! We will contact you within 2 hours to confirm.

**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 and 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. Please see On The Move's Privacy Policy at [www.onthemove.com.au](http://www.onthemove.com.au). On The Move and your agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees and bonds may apply.

**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 or TICA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting:

- NTD: 1300 563 826
- TICA: 1902 220 346

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 and 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](mailto: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.

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.

I have acknowledged that I have read and understood the Privacy Act 1988: APP privacy policy for applications for a residential tenancy.

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

**OFFICE USE ONLY**

Application received: Date  /  /  Time  :

- Application submitted to On The Move (if required)
- Transfer or  New Applicant
- Supporting documents received
- Privacy statement signed
- Tenant informed /  Landlord informed
- Landlord approved

**F. APPLICANT HISTORY**

11. What is your current address?

  
 Postcode

12. How long have you lived at your current address?

  Years   Months

13. Please tell us about this residential address

Name of landlord  Agent  Private
 Landlord/agent's phone number \$  Weekly rent

Reason for leaving this address?

14. What was your previous residential address?

  
 Postcode
15. How long did you live at this address?   Years   Months

16. Please give us further information about this residential address

Name of landlord or agent

 Landlord/agent's phone number \$  Weekly rent

Was bond refunded in full? If NO why not?

 YES  NO
**J. CONTACTS / REFERENCES**

20. Please provide next of kin details (not living with you)

Surname	Given name/s
<input type="text"/>	<input type="text"/>
<input type="text"/> Relationship to you	<input type="text"/> Phone number

21. Please provide two personal referee (not related to you)

1. Surname	Given name/s
<input type="text"/>	<input type="text"/>
<input type="text"/> Relationship to you	<input type="text"/> Phone number
2. Surname	Given name/s
<input type="text"/>	<input type="text"/>
<input type="text"/> Relationship to you	<input type="text"/> Phone number
<input type="text"/>	<input type="text"/>

**K. IF STUDENT PLEASE COMPLETE**22. Place of Study 

Course being undertaken

 Course Length  Enrolment Number

 Campus Contact Phone  Course Co-ordinator Phone

 Parent's Name  Parent's phone number

 Parent's Address Overseas

 \$  Income
**DISCLAIMER****I confirm the following:** During my inspection of the property, I found it to be in a relatively clean condition

OR

 I believe the following items should be attended to prior to my tenancy commencing.

I acknowledge that these items are subject to the owners approval

  

**PLEASE NOTE**

Initial payments must be made by bank cheque, money order or direct deposit into nominated trust account 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.

 I have read and agree to the above.**L. PLEASE PROVIDE US WITH 100 POINTS OF I.D.**

Minimum of 100 points must be provided. Please tick what you are providing.

- |   |           |
|---|-----------|
| <input type="checkbox"/> Driver's licence / Passport        | 50 Points |
| <input type="checkbox"/> Last four rent receipts            | 30 Points |
| <input type="checkbox"/> Proof of income                    | 30 Points |
| <input type="checkbox"/> Birth Certificate                  | 30 Points |
| <input type="checkbox"/> References from previous landlords | 20 Points |
| <input type="checkbox"/> Concession / Pension Card          | 10 Points |

**G. EMPLOYMENT HISTORY**

17. Please provide your employment details with proof of income (eg. payslip, bank statement, centrelink statement)

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

  
 Postcode

 Contact name  Phone number
Length of employment   Years   Months
 \$ Weekly income  \$ Other income
**H. PREVIOUS EMPLOYMENT DETAILS**

18. Please provide your employment details

Occupation?

Employer's name

Length of employment   Years   Months
 Contact name  Phone number
**I. CENTRELINK BENEFITS**19. Type 
 \$ Per Week  \$ Per Month