

**Please be advised that this application will only be processed once ALL details have been completed and all copies of all supporting documents attached. Each applicant must submit an individual form.**

### PROPERTY DETAILS:

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

Have you viewed the property? YES NO

Lease term: 12mths Other \_\_\_\_\_

No. & age of Children: \_\_\_\_\_

No & Name of Adults: \_\_\_\_\_

Name of Children: \_\_\_\_\_

Commencement date: \_\_\_\_\_

Smoking / Non smoking

Rent \$ \_\_\_\_\_ per wk/month Bond \_\_\_\_\_

### PERSONAL DETAILS:

Title: Dr Mr Mrs Ms Miss

Date of Birth: \_\_\_\_\_

Surname: \_\_\_\_\_

Given names: \_\_\_\_\_

Drivers license no: \_\_\_\_\_

State: \_\_\_\_\_

Car Registration no: \_\_\_\_\_

Make/Model: \_\_\_\_\_

Passport no: \_\_\_\_\_

Country: \_\_\_\_\_

Pension no: \_\_\_\_\_ Expiry: \_\_\_\_\_

Pension Type: \_\_\_\_\_

### APPLICANT RENTAL HISTORY:

Length of time at you current address: \_\_\_\_\_

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

Phone no: \_\_\_\_\_

Rent: \$ \_\_\_\_\_ per week \$ \_\_\_\_\_ pcm

Why are you leaving this address? \_\_\_\_\_

Previous address: \_\_\_\_\_

Length of time at this address: \_\_\_\_\_

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

Phone no: \_\_\_\_\_

Rent: \$ \_\_\_\_\_ per week \$ \_\_\_\_\_ pcm

Why did you leave this address? \_\_\_\_\_

Medicare no: \_\_\_\_\_

### CONTACT DETAILS:

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

Home phone no: \_\_\_\_\_

Work phone no: \_\_\_\_\_

Mobile phone no: \_\_\_\_\_

Email address: \_\_\_\_\_

### EMPLOYMENT / CENTRELINK / STUDENT DETAILS:

(\*include accountant details if self-employed)

Current Employer: \_\_\_\_\_

\*Accountant: \_\_\_\_\_

Occupation: \_\_\_\_\_ Full-time/Part-time/Casual

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

Phone no: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Net income: \_\_\_\_\_ per week \_\_\_\_\_ per year

Length of employment: \_\_\_\_\_

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

Occupation: \_\_\_\_\_ Full-time/Part-time/Casual

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

Phone no: \_\_\_\_\_

Net income: \_\_\_\_\_ per week \_\_\_\_\_ per year

Length of employment: \_\_\_\_\_

### REFERENCES / CONTACTS:

Two (2) References:

1. Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone no: \_\_\_\_\_ Mobile no: \_\_\_\_\_

2. Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone no: \_\_\_\_\_ Mobile no: \_\_\_\_\_

### EMERGENCY CONTACT:

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

Relationship: \_\_\_\_\_

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

Phone no: \_\_\_\_\_ Mobile no: \_\_\_\_\_

**PLEASE ANSWER THE FOLLOWING QUESTIONS:**

Please provide details of any pets: YES / NO

Type / Breed Council registration number

1. \_\_\_\_\_
2. \_\_\_\_\_

**PLEASE TAKE NOTE OF THE FOLLOWING:**

- This application is accepted subject to the owner's approval 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.
- Processing of applications usually take approximately 48 hours, with all references being contacted.
- Initial Rental payments must be made by cash, bank cheque or money order within 24 hours after approval of application. No personal cheques accepted.
- Keys will not be handed over until the lease agreement has been signed by all applicants.
- I hereby offer to rent the property from the owner under a lease to be prepared by the Agent/Landlord Lawyer. 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 accept that the Real Estate Agent may conduct independent reference and credit checks on this application. I declare that I have inspected the premise.

**Before any application can be processed, each applicant must achieve a minimum of 100 points:**

You will need to bring the below items in to be photocopied and attached to this application form – Please read application form carefully as some sections may not apply to you. Check that you have read all pages and signed where necessary.

Source <i>(circle the points you are providing)</i>	Applicant
<b>COMPULSORY:</b> Proof of income ie: payslip - bank statement - Centreline form - letter from employer – ATO letter – or if self employed we can contact your accountant. Drivers License (if you do not have a license, please let us know first)	<b>MUST HAVE 50 points</b>
Your last (4) rent receipts if you rent a property	<b>50 points</b>
Own/owned a property (must prove with a bill with that address on it)	<b>50 points</b>
Proof of Age Card or Key Pass	<b>30 points</b>
Passport/Visa details	<b>30 points</b>
Current Car/Motorbike Registration Papers	<b>20 points</b>
Minimum 2 References from previous Landlord/Agent	<b>20 points</b>
Copy of Phone, Gas and or Power Accounts for current address: each	<b>10 points</b>
TOTAL NUMBER OF POINTS:	

NB: Should you not be able to meet the "100 Check Points", please speak to the Property Manager. All applicants for tenancy are referred to Barclay MIS and Ntd for confirmation of details supplied. No application will be accepted until all details have been referred to Barclay & Ntd.

**AGENT DECLARATION / PRIVACY STATEMENT:**

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current or previous employer and your referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and owner's insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our privacy officer. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected. If the information is not provided, the Agent may not be able to process the application.


**CONSENT**

I the Applicant acknowledge that I have read the Privacy Disclosure Statement.

I authorize the Agent to collect information about me from:

1. My Previous letting agents and/or landlords;
2. My personal referees;
3. Any Tenancy Default Database which may contain personal information about me. I also authorize the Agent to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).

I authorize the Agent to disclose the personal information collected about me to the owner of the property even if the owner is resident outside Australia and to any third parties – value's, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases.

	<b>NATIONAL TENANCY DATABASE</b> Tel: 1300 563 826 <a href="http://www.ntd.net.au">www.ntd.net.au</a> <a href="http://www.mycreditfile.com.au">www.mycreditfile.com.au</a> ABN 65 079 105 025
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Where On The Move is requested by me to arrange for the provision of connection and disconnection services, 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 consent to On The Move disclosing confirmation details (including NMI, MIRN and telephone number) to the Agent. I acknowledge that neither On The Move nor the Agent accepts 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 Agent has a commercial relationship with On The Move. I acknowledge that On The Move, the Agent and its employees may receive a fee and/or benefit from a utility service provider in relation to the connection of a utility service. There is no charge to me for the On The Move service; normal service provider fees or bonds may apply.

**I acknowledge that this application is subject to the approval of the owner. I declare that all information contained in this application is true and correct and given of my own free will.**

**I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property.**

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

PROPERTY MANAGER: .....	DATE RECEIVED: _____ / _____ / _____
APPROVED: _____	YES NO
APPROVED BY: _____	
TIME APPROVED: _____	



**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 may receive a benefit for arranging your services. 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.