

# Residential Application Form

Please be advised, 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.

**A. AGENT DETAILS**

**Gotham Property**

**Address:** G9, 566 St Kilda Road,  
Melbourne VIC 3004

**Mailing Address:** PO Box 7679  
Melbourne VIC 3004

**Email:** home@gothamproperty.com.au

**B. PROPERTY DETAILS**

**1. Address of Property?**

Postcode

**2. Lease commencement date?**

Day  Month  Year

**3. Lease term?**

Years  Months

**4. How many tenants will occupy the property?**

Adults  Children; Ages:

**5. How did you find this property?**

Newspaper  Internet  Office rental list  
 Board  Office Window  Sign Board at property  
 Referral  Other, please specify:

**C. PERSONAL DETAILS**

**6. Please give us your details.**

Mr  Ms  Miss  Mrs  Other

Surname  Given name/s

Date of Birth  Driver's licence number

Driver's licence expiry date  Driver's licence state

Passport number  Passport country

Pension number (if applicable)  Pension type (if applicable)

**7. Please provide your contact details.**

Home phone number  Mobile phone number

Work phone number  Fax number

Email address

**8. What is your current address?**

Postcode

**D. FREE UTILITY CONNECTION SERVICE**

This is a FREE service that can connect you to the following utilities and services in your new home

<input type="checkbox"/> Electricity	<input type="checkbox"/> Pay TV
<input type="checkbox"/> Gas	<input type="checkbox"/> Cleaners
<input checked="" type="checkbox"/> Water	<input type="checkbox"/> Phone
<input type="checkbox"/> Removalist	<input type="checkbox"/> Truck and Van Hire
<input type="checkbox"/> Internet	

YES

I consent to:

- Gotham Property providing my personal information to Direct Connect including name, address, email and phone number.
- Direct Connect contacting me in relation to my utilities and service connections.
- Direct Connect obtaining metering information for the premises I am moving to.

**Applicant 1:**

Signature  Date

X

**Applicant 2 (if applicable):**

Signature  Date

X

Name  Phone

570 Church Street Cremorne 3121 Victoria P: 1300 664 715 F:1300 664 185. www.directconnect.com.au

**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 personal information by contacting:

NTD: 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 organisations/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.net.au)  
(h) transfer water account details into my name

**Signature**  **Date**

X

**PROPERTY MANAGER (OFFICE USE ONLY)**

Property Manager:

Application sent to connectnow (if required).

**F. APPLICANT HISTORY****9. How long have you lived at your current address?**

	Years		Months
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**10. Why are you leaving this address?**

**11. Landlord/Agent details of this property (if applicable).**

Name of landlord or Agent

Landlord/Agent's phone number

Weekly rent paid

\$

**12. What was your previous residential address?**


Postcode

**13. How long did you live at this address?**

	Years		Months
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**14. Landlord/Agent details of this property (if applicable).**

Name of landlord or Agent

Landlord/Agent's phone number

Weekly rent paid

\$

Was bond refunded in full?

If NO, why not?

YES

NO

**G. EMPLOYMENT HISTORY****15. Please provide your employment details.**

What is your occupation?

What is the nature of your employment? (Please circle)

FULL-TIME

PART-TIME

CASUAL

Employer's name (accountant if self-employed or institution if a student)

Employer's address (accountant if self-employed or institution if a student)

Postcode

Contact name

Phone number



Length of employment

Net income

	Years		Months
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\$

**16. Please provide your previous employment details.**

Occupation

Employer's name

Length of employment

Net income

	Years		Months
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\$

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

Surname

Given name/s



Relationship to you

Phone number


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

1. Surname

Given name/s

Relationship to you

Phone number



2. Surname

Given name/s

Relationship to you

Phone number


**I. OTHER INFORMATION****19. Car Registration.**

**20. Please provide details of any pets.**

Breed / type

Council registration / number


**21. Are you a smoker?**


YES

NO

**J. PAYMENT DETAILS****Property Rental**

	\$		per week	OR		\$		per month
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Rental Bond (4 x weeks rent)

\$

First payment of rent in advance (2 weeks rent)

\$

Total

\$

**K. 100 POINTS OF ID REQUIRED****We require 100 points of ID. You must have:**

- A current driver's license or other photo ID
- Current proof of income
- Current rent ledger (if renting)

**Applications without 100 Points of ID will not be accepted.****100 Point Check**

Driver's License	40
Passport	40
Birth Certificate/Extract	30
Other Photo ID	30
Current proof of income	20
Previous Landlord Reference	20
Rent Ledger from other Agent	20
Pension Card	20
Rates Notice (Proof of Ownership)	20
Motor Vehicle Registration Certificate	10
Bank Statement / Bank Card	10
Phone / Electricity / Gas Account	10
Medicare / HealthCare Card	10

**Signature of Landlord's Agent****Date**

X