



Rental Tenancy Application Form

Required documentation when you apply to lease property:

- All adults intending to reside in property will be required to complete an application
- 100 Points of Identification are required which must be photocopied and attached to this application

ITEM	POINTS	ITEM	POINTS	ITEM	POINTS
Drivers Licence	50	Rates Notice	50	Gas or Electricity Account	30
Passport	50	Student ID	50	Bank Statement	10
Current Car Registration Papers	20	Current Wage Advice	20	Concession or Pension Card	10

- Bank Statements and/or Pay Slips will confirm ability to service the rent
- Proof of Employment

Free Utility Connection Service

If possible, request connection for one day prior to moving in. Connection can occur anytime on the requested day. The main electrical switch must be OFF. (Sometimes in units a second switch board is installed – this must be OFF as well). Connections will not happen if power switch is left ON.

Declaration and Authority

All applicants are required to read, acknowledge and sign the Declaration and Authority on the last page of the Tenancy Application.

Financial Commitment

You are required to pay the first month's rent and complete the Bond Lodgement form as part of the Tenancy Agreement. The bond payment must be made by bank cheque or money order, payable to RTBA (Residential Tenancy Bond Authority). Bond is payable on the day the tenancy commences.

GISBORNE OFFICE

33 Brantome Street
GISBORNE VIC 3437

Office: 03 5428 2544 Fax: 035428 2816
E: rentals@kennedyandhunt.com.au
W: www.kennedyandhunt.com.au



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PROPERTY DETAILS:

Address: _____ Post Code: _____

Rental Per Week: _____

Bond Amount: _____

Length of Tenancy: _____ Years _____ Months Commencement Date: _____

How many tenants will occupy the property?: Adults: _____ Children: _____ Ages: _____

Pets: Yes / No (please circle) No. Pets: _____ Breed/Type: _____

PERSONAL DETAILS –FIRST APPLICANT

Mr./Mrs./Ms./Miss. (please circle)

First Name: _____

Family/Last Name: _____

Date of Birth: _____

Drivers Licence: _____

Exp Date: _____ State: _____

Vehicle Registration: _____

Passport Country: _____ Passport No: _____

Current Address: _____

Mobile: _____

Email: _____

PERSONAL DETAILS –SECOND APPLICANT

Mr./Mrs./Ms./Miss. (please circle)

First Name: _____

Family/Last Name: _____

Date of Birth: _____

Drivers Licence: _____

Exp Date: _____ State: _____

Vehicle Registration: _____

Passport Country: _____ Passport No: _____

Current Address: _____

Mobile: _____

Email: _____

YOUR CURRENT ACCOMODATION HISTORY

Are you the: Owner Renter

How long at Current Address?: _____ yrs _____ mths

Reason for Leaving: _____

Landlord/Agent?: _____ Ph: _____

Rent per week/month: _____

Bond Refunded: Yes / No If No, Why? _____

YOUR CURRENT ACCOMODATION HISTORY

Are you the: Owner Renter

How long at Current Address?: _____ yrs _____ mths

Reason for Leaving: _____

Landlord/Agent?: _____ Ph: _____

Rent per week/month: _____

Bond Refunded: Yes / No If No, Why? _____

YOUR PREVIOUS ACCOMODATION HISTORY

Previous Address: _____

Are you the: Owner Renter

How long at Address?: _____ yrs _____ mths

Reason for Leaving: _____

Landlord/Agent?: _____ Ph: _____

Rent per week/month: _____

Bond Refunded: Yes / No If No, Why? _____

YOUR PREVIOUS ACCOMODATION HISTORY

Previous Address: _____

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EMPLOYMENT HISTORY –FIRST APPLICANT

Current Occupation: _____

Nature of your Employment:

FULL TIME / PART TIME / CASUAL (please circle)

Current Employer's Name: _____

Employer's Address: _____

Contact Name: _____ Ph: _____

Employment: _____ year(s) _____ month(s)

Income: \$ _____ Net weekly

EMPLOYMENT HISTORY –SECOND APPLICANT

Current Occupation: _____

Nature of your Employment:

FULL TIME / PART TIME / CASUAL (please circle)

Current Employer's Name: _____

Employer's Address: _____

Contact Name: _____ Ph: _____

Employment: _____ year(s) _____ month(s)

Income: \$ _____ Net weekly

PREVIOUS EMPLOYMENT –FIRST APPLICANT

Previous Employer: _____

Occupation: _____

Employer's Address: _____

Contact Name: _____ Ph: _____

Employment: _____ year(s) _____ month(s)

PREVIOUS EMPLOYMENT –SECOND APPLICANT

Previous Employer: _____

Occupation: _____

Employer's Address: _____

Contact Name: _____ Ph: _____

Employment: _____ year(s) _____ month(s)

IF SELF EMPLOYED – FIRST APPLICANT

Accountant: _____

Email: _____

Contact Name: _____ Ph: _____

Notes: _____

IF SELF EMPLOYED –SECOND APPLICANT

Accountant: _____

Email: _____

Contact Name: _____ Ph: _____

Notes: _____

EMERGENCY CONTACT –FIRST APPLICANT (NOT LIVING WITH YOU)

Name: _____

Address: _____

Home: _____ Mobile: _____

Relationship to you: _____

EMERGENCY CONTACT –SECOND APPLICANT (NOT LIVING WITH YOU)

Name: _____

Address: _____

Home: _____ Mobile: _____

Relationship to you: _____

REFERENCES –FIRST APPLICANT

1) Name: _____

Occupation: _____

Home: _____ Mobile: _____

Relative / Work / Friend (please circle)

1) Name: _____

Occupation: _____

Home: _____ Mobile: _____

Relative / Work / Friend (please circle)

REFERENCES – SECOND APPLICANT

1) Name: _____

Occupation: _____

Home: _____ Mobile: _____

Relative / Work / Friend (please circle)

1) Name: _____

Occupation: _____

Home: _____ Mobile: _____

Relative / Work / Friend (please circle)

Rental Tenancy Application Form

PRIVACY STATEMENT

I hereby offer to rent the property from the owner under lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement pursuant to the Residential Tenancies Act 1997.

I acknowledge that this application is subject to the approval of the landlord/owner. I declare that all information contained in this application (including the front page) is true and correct and given at my own free will. I declare that I have inspected the premises and am not bankrupt.

I also authorize the Agent to obtain personal information from:

- (a) The owner or the Agent of my current or previous address.
- (b) My personal referees and employer/s.
- (c) Any record listing or database of defaults by tenants.
- (d) My accountant or payroll officer.

I am aware that the Agent will use and disclose my personal information in accordance with the Privacy Act in order to:

- (a) Communicate with the owner and select and tenant.
- (b) Prepare lease/Tenancy documents.
- (c) Allow tradespeople or equivalent organisations to contact me.
- (d) Lodge/claim/transfer to/from 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). You may request copies of your records from NTD on 1300 563 826 or www.ntd.net.au to amend or dispute the record.
- (h) Transfer water account details into my name.

If I default under a rental agreement, I agree that that Agent may disclose details of any such default to the tenancy database, and to agents/landlords of properties I may apply for in the future. I am aware that if the 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. I am aware that I may access my personal information on the contact details above. 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. If you wish to access or correct your personal information we hold, please contact our office listed on the front of our Tenancy Application. Kennedy Properties (Vic) Pty Ltd, trading as Kennedy and Hunt Real Estate ABN 69 597 610 101.

Applicant #1 Signature: _____ Date: ___/___/___ Applicant #2 Signature: _____ Date: ___/___/___

ELECTRICITY



GAS



BROADBAND



PAY TV



WATER



MAKE A CLEVER CHOICE WITH YOUR UTILITIES

Foxie offers a free service to help connect household services from a range of market leading suppliers.

Foxie is a FREE service and in one brief phone call, your connections are organised on the offers that are right for you. No obligation, no more running around, no more phone calls.

Foxie will contact you to arrange your utilities connections. You will be advised of any associated terms and conditions, including standard connection fees that may apply. Once you have chosen your utility provider, Foxie may then need to disclose your personal information to the selected utility company. Foxie and your Agent may receive a benefit from arranging your services.

Foxie and your Agent are unable to accept responsibility for any delay or failure to connect your utility services.

Foxie is committed to protecting the confidentiality of your personal information and will at all times handle your personal details in accordance to Foxie's privacy policy available on the Foxie website.



By signing this application, you consent to your Agent referring your information to Foxie.

Contact Foxie at www.foxie.com.au or call 1300 275 369.