Residential Application Form

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

ACN 138 140 539
ABN 31 138 140 539

KW PROPERTY SALES & RENTAL

A. AGENT DETAILS

KW Property Sales & Rental
196-198 Commercial Road Morwell VIC 3840 (PO BOX 32)
Phone: (03) 5133 7777

Email: morwell@kwproperty.com.au
Web: www.kwproperty.com.au

PLEASE NOTE: Acceptance of this tenancy application will not be acknowledged until **ALL** pages are completed and signed. Once all information is received, references will be confirmed and landlord instructions obtained. There is no set time for this process, as it is solely dependent on your referees/landlord availability and then we will contact you as soon as it is possible during business hours.

B. PROPERTY ADVERTISED

1) _____

2) _____

3) _____

4) _____

C. PERSONAL DETAILS

Title:

☐ Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Other

Given Name/s **Surname**

Date of Birth

Home phone number **Mobile phone number**

Work phone number

Email address

D. IDENTIFICATION

Driver's Licence Number **State**

Other

Passport Medicare Key Card Health Care Card Bank Card

E. PETS

Do you have any pets? Yes No

Type of Pet **Breed of Pet**

Age of Pet **Indoor/Outdoor**

F. FREE UTILITY CONNECTION SERVICE

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, INTERNET, PAY TV TENANCY INSURANCE

Ph: 1300 850 360 ***Fax: 1300 661 160***

Terms & Conditions - 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***. On The Move and your Agent may receive a benefit for arranging your services. On The Move & your agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees & bonds may apply.

☐ No, I will connect the required utilities on my own accord but acknowledge that if the property has a separate water meter, my contact details must be given to the relevant water provider, who will read the meter and commence billing.

G. NEXT OF KIN/EMERGENCY CONTACTS (not living with you)

1. Surname **Given name/s**

Relationship to you **Mobile Phone number**

Home Phone Number **Work Phone number**

Address

H. APPLICATION DETAILS

Number of persons to occupy property _____ **Adults** _____ **Children**

Specify Ages of Children _____

Full Names of all Adults to occupy property

_____

Preferred Lease Term **6 months** **12 months**

Preferred Lease Start Date _____

Ministry of Housing Bond **Yes** **No**

I. INCOME DETAILS

Employer's Company/Business Name

Employer's address

Occupation

Contact name **Phone number**

Length of employment **Net Income**

Years Months $

Note: Copy of 2 x latest pay slips must be provided

J. CENTRELINK INCOME

Type of benefit received **Net income received per fortnight**

$

Note: A copy of your Income Statement (available by request from Centrelink) must be provided.

K. CURRENT ADDRESS

Are you currently? Renting Boarding Living in your own home

Other (Please Specify) _____

Address of property

Rent/ Board/ Mortgage Payments

$ Per Week / Fortnight / Month

How long have you lived at this property?

Years Months

Reason for leaving?

Name of Landlord or Agent

Landlord/Agent phone number **Landlord/Agent mobile number**

L. RENTAL HISTORY

If you have rented previously, please complete the following.

1. Name of Landlord or Agent

Address of property

Rent $ Per Week / Fortnight / Month

Rental Period____/___/_____ to___/___/_____

Reason for leaving

Was the bond repaid in full? Yes / No

If Bond not repaid in full please specify why.

Landlord/Agent phone number **Landlord/Agent mobile number**

2. Name of Landlord or Agent

Address of property

Rent $ Per Week / Fortnight / Month

Rental Period____/___ /_____to____/___ /_____

Reason for leaving

Was the bond repaid in full? Yes / No

If Bond not repaid in full please specify why.

Landlord/Agent phone number **Landlord/Agent mobile number**

L. RENTAL HISTORY CONT'D

3. Name of landlord or agent

Address of property

Rent $ Per Week / Fortnight / Month

Rental Period_____/___/___ to_____/_____/_____

Reason for leaving

Was the bond repaid in full? Yes / No

If Bond not repaid in full please specify why.

Landlord/Agent phone number **Landlord/Agent mobile number**

M. REFERENCES

Please provide business and or character references. Note: References cannot be family members or friends.

1. **Name** **Phone number**

How long have you known this referee?

Please Circle

Business Reference / Character Reference

2. Name **Phone number**

How long have you known this referee?

Please Circle

Business Reference / Character Reference

3. Name **Phone number**

How long have you known this reference?

Please Circle

Business Reference / Character Reference

N. NOTES

O. **OFFICE USE ONLY**

APPLICANT VERIFICATION

Address of property being leased

Landlord's full name

Pet(s): YES / NO

Pet Type | Age of Pet

Lease Commencement Date | Lease Expiry Date

Lease Term | Number of bedrooms

Rent Amount | Bond Amount

$ | $

T/A Fee | GST

$ | $

Total

$

Property Code | Statement Code

Sundry Docket Number

DOH Letter Required: YES / NO

Special Conditions to be added to lease: YES / NO

Water Usage: Tenant Landlord

Lawns/Gardens: Tenant Landlord

Appointment to sign leases:

Day | Date | Time

Appointment with (staff member)

LANDLORD VERIFICATION

Application approved? YES / NO

Spoke to | Phone number

Date | Time

Conversation notes

Have all keys been provided by landlord: YES / NO

Items landlord will attend to prior to lease commencement date:

Has condition report been diarised? YES / NO

Date

Have On The Move connections been arranged (if applicable):

YES / NO

Special Conditions to be added to lease:

TENANT DECLARATION

I acknowledge that this is an application to lease this property and that my application is subject to my inspection, 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 true and correct and given of my own free will.

I declare that I am not bankrupt.

I authorize the agent to obtain details of my credit worthiness from the owner or agent of my current and previous residences, my personal referees, any record, listing or database of defaults of tenants. If I default under a rental agreement, the agent may disclose details of any such default to any person whom the agent reasonable considers has an interest receiving such information.

Signed: _____ Date: ___ / ___ / ___

Tenancy Privacy Statement

Your application for Tenancy cannot be accepted unless this has been completed in full and signed.

Due to changes in the Privacy laws, from 21st of 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.

As professional property managers, KW Property Sales & Rental collects personal information about you. To ascertain what personal information we have about you, you can contact via phone, facsimile, email or in person, please find contact details on the front cover of this application form. 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 the 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, organisations/tradespeople required to carry out maintenance to the premises, rental bond authorities, National Tenancies Database, other real estate agents and landlords, utility companies such as gas, electricity, water connection, banks-for rental payment facilities and financial records, employers–for reference purposes.

ntd
National Tenancy Database

GPO BOX 13294 George St
Brisbane QLD 4003

Phone: 1300 563 826
Fax: 07 3009 0619
Email: info@ntd.net.au

KW Property Sales & Rental subscribes to the National Tenancy Database and your information may be used in a National Tenancy Database Check. This will be used in the assessment of your application.

PLEASE NOTE

1. This application is subject to the owner's approval and may take several days to process.
2. All applicants must complete an application form.
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 in cash, bank cheque or money order to KW Property Sales & Rental.
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 reasonable clean condition and in good repair as inspected.

TENANCY ACCEPTANCE

We understand that finding and selecting a 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 for 28 days after which it will be destroyed.

SUCCESSFUL APPLICATIONS

Should your application be successful you will be notified by phone and requested to confirm your tenancy. We require the leases to be signed and the bond to be paid in full to secure the tenancy. The property manager will supply you with these amounts at the confirmation of your tenancy. Keys will only be handed out when all parties have signed the tenancy agreement, Bond Lodgment Form, all monies have been paid and the tenancy has commenced. No action will be taken against the landlord or agent should the premises be unavailable for occupation on the date for whatever reason.

Signing of tenancy agreements and the payment of the bond will be undertaken at our office. It is a policy of KW Property Sales & Rental that all rental payments are made via cash, cheque or rent card as payment of monthly rent.

Signed by the:

Applicant: _____ Witness: _____

Print Name: _____ Print Name: _____

Date: _____

OFFICE USE ONLY

Date application form received: _____ Time: _____

Received by (staff member): _____

Attention to (Property Manager): _____

☐ Copy of ID attached

☐ Copy of proof of income attached

☐ Form completed in full and declaration signed

☐ Privacy statement acknowledged and signed

KW PROPERTY SALES & RENTAL

LICENSED ESTATE AGENTS AUCTIONEERS PROPERTY MANAGERS
196-198 Commercial Road (PO Box 32)
Morwell 3840
Telephone: (03) 5133 7777 Fax: (03) 5134 3634
Email: morwell@kwproperty.com.au

To All Prospective Tenants

PLEASE NOTE:

Applications will not be processed unless the following is provided:

- 3 references (**not to be family or friends**)
- Next of kin contact (not to be living with you)
- Employment details (if applicable) - please provide either 2 current pay slips or copy of bank statement that clearly shows your wage payments from employer. If commencing a new job, please provide a copy of the Letter of Offer from your new employer
- If you have rented through Department of Housing, please provide your rental payment ledger
- If you are currently or have previously rented through an agent, please provide a copy of your payment ledger
- Full rental history (if applicable) including dates and contact phone numbers for agent/landlord
- Centrelink payments (if applicable) - please provide current Income Statement from Centrelink
- Ensure both *Tenant Declaration* and *Tenant Privacy Statement* on the application form are signed, dated and witnessed
- Please complete the preferred lease term and lease start date on application form
- 100 points of Identification, as listed below
- If emailing your application through, please ensure Identification is photocopied both front and back and is clear. If no photo ID can be provided, a full birth certificate must be provided instead

Please be advised that a **separate application must be** completed for each adult that will be occupying the property.

100 Point Identification (must have at least one of the items listed with "*" next to the points:

- Drivers Licence	40 Points*	- Council or Water Rates	15 Points
- Passport (current)	70 Points*	- Medicare Card	25 Points
- Proof of Age card	40 Points*	- Birth Certificate	25 Points
- Tenancy History Ledger	20 Points	- Health Care Card	25 Points
- Previous Tenancy Agreement	20 Points	- Pension Card	25 Points
- Previous Four Rent Receipts	20 Points	- Rental Bond Receipt	20 Points
- Telephone Account (current address)	15 Points	- Pay Slip Advice	20 Points
- Electricity Account (current address)	15 Points	- Motor Vehicle Registration	15 Points
- Gas Account (current address)	15 Points		
- Bank or Credit Card Statements	25 Points		

KW Property Sales & Rental

Chris Davis
Director, Licensed Estate Agent
Officer in Effective Control

Morwell Property Sales & Rental Pty Ltd
trading as KW Property Sales & Rental
ACN 138 140 539 ABN 31 138 140 539