

# RESIDENTIAL TENANCY APPLICATION INFORMATION

**Applications Will Not Be Processed Unless All Information Is  
Supplied and the Authority and Privacy Disclaimer Signed  
Each applicant must complete a separate Application**

## PROPERTY MANAGEMENT DEPARTMENT HOURS

Our property management office is open Monday to Friday 9.00am - 5:00pm.

## PHOTO IDENTIFICATION

When returning your application, you **must** submit a form of photo identification.

## REQUIRED SUPPORTING DOCUMENTS

You will be required to submit supporting documents with your application. Your application will not be processed if all documents are not given. Our office will require you to submit a minimum of 100 points for your application to be considered.

**100 point check - Should you be unable to meet the 100 point check criteria, please speak with the property manager**

- 50 points Photo Identification (Driver's License, Proof of Age Card) **OR**
- 50 points Current Passport

### PLUS

- 20 points Birth Certificate
- 10 points Student I.D Card
- 10 points Current Motor Vehicle Rego Papers
- 10 points Proof of Current Address (bank statement, copy of phone or electricity Account)
- 10 points Other Identification (Medicare card or bank card)
- REQUIRED Proof of Income

## NAMES ON LEASE

If the lease is to be on multiple names, each applicant must complete a separate tenancy application form. These forms must be submitted together and advised to the property manager that the lease will be in joint names. Additional income support from others can only be accepted if their name is to be on the lease.

## PROCESSING AN APPLICATION

In most instances, we are able to process your application within 48 hours and advise you by telephone. If we are unable to contact all of your referees, this process may take longer.

## SECURING THE PROPERTY - PAYMENT OF SECURITY DEPOSIT

Once the application has been approved you will be required to pay one month's rent and security deposit equivalent to one month's rent to secure the property. This must be paid by Money Order or Bank Cheque, payable to the R.T.B.A. (Personal cheques and cash will not be accepted when paying the initial monies).

## PAYMENT OF FIRST MONTHS RENT

Prior to taking possession of the property, we require one month's rent to be paid by either bank cheque or money order, payable to Bafto Holdings Pty Ltd (Personal cheques and cash will not be accepted when paying the initial monies).

## PAYMENT OF RENT

It is our company policy that all rental payments are to be made via cheque, money order or direct deposit by your preferred banking institution. **Strictly no cash** payments of any bond or rent monies is accepted. This will be discussed with you further, should your application proceed.

**Once we have received this application we will call you to confirm your details. MyConnect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this Application to confirm the information on this Application and explain the details of the services offered.**

# Residential Application Form

Rent Per Week \$

1. What is the Address of the property you would like to rent? Inspected property? Yes / No

P/Code:

2. Lease Commencement date?

	Day		Month		Year
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3. Lease Term

	Year(s)		Month(s)
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3(a). Application type

**SINGLE / JOINT**

4. How many Tenants will occupy the property

	Adults		Children		Ages
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5. Your Personal Details

Mr  Ms  Miss  Mrs  Other

Surname

Given Name(s)

Date of Birth

Driver's License Number

Driver's License Expiry Date

Driver's License State

Passport Number

Passport Country

Pension Number

Pension Type

Home Phone Number

Mobile Phone Number

Work Phone Number

Fax Number

Email Address

6. Current Residential Address

7. Please provide 100 Points of ID (This is mandatory)

- 50 points Photo Identification (Drivers License, Proof of Age Card)
- OR
- 50 points Current Passport PLUS
- 20 points Birth Certificate
- 10 points Student I.D Card
- 10 points Current Motor Vehicle Rego Papers
- 10 points Proof of Current Address (bank statement, copy of phone or electricity Account)
- 10 points Other Identification (Medicare card or bank card)

8. How did you find out about this property?

- |                                       |                                       |                                      |
|---------------------------------------|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> The Internet | <input type="checkbox"/> Referral     | <input type="checkbox"/> Local Paper |
| <input type="checkbox"/> Board        | <input type="checkbox"/> Counter List | <input type="checkbox"/> Other       |

9. Contact References

Please provide a contact not living with you in case of an emergency.

Surname

Given Name(s)

Relationship to you

Phone Number

Please provide next of kin

Surname

Given Name(s)

Relationship to you

Phone Number

Address

10. Other Information

Please specify the number of vehicles to be kept at the property: REGO # \_\_\_\_\_

- Cars  Boat  Trailer  Motorcycle  Other

11. Please provide details of any pets

1.
2.
3.

# Residential Application Form

**12. How long have you lived at your current address?  
If you have not been a tenant in Australia before,  
please proceed to question 15.**

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

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

Name of Landlord or Agent

Landlord/Agent's Phone      Weekly Rent Paid

	\$
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Have you ever had a bond not refunded in full? If yes, reason?

YES / NO	
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**15. What was your previous residential address?**

P/CODE

**16. What was your reason or leaving?**

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

	Years		Months
--	-------	--	--------

**18. Please provide your employment details.**

What is your occupation?

What is the nature of your Employment?

Full Time / Part Time / Casual / Other

Employers Name (include accountant if self-employed or institution if student)

**(Employment details- continued)**

Employers Address

P/CODE

Contact Name

Phone Number

	( 0 )
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Length of Employment

Net Monthly Income

	Years		Months	\$
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**19. Please provide details of any additional income.**

Amount

Source

\$	
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\$	
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**20. If self-employed please provide the following.**

Business Name

Business Address

P/CODE

Business A.B.N

Business Phone Number

Business Email

Accountant Name

Accountant Phone

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Accountant Address

P/CODE

**21. If student please provide the following.**

Institution Name

Institution Address

P/CODE

Course being undertaken

Course Length

Currently undertaking Year

Student Number

Campus Contact

Source of Income

Parents  Scholarship  Other

If other please specify

Income per week

Notes:

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**Utility Connections**



**myconnect**

MyConnect is a FREE & EASY to use utility connection service available for tenants

- Electricity     Gas     Telephone  
 Internet     Pay TV     Water

Phone : 1300 854 478    enquiry@myconnect.com.au  
 Fax : 1300 854 479    www.myconnect.com.au

If this section is complete, I: consent to the disclosure of information on this form to Myconnect ABN 34121 892 331 for the purpose of arranging the connection of nominated utility services; consent to Myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to Myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent; acknowledge the Real Estate Agent, its employees and Myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and Myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities.

Signature

Date

I, the applicant, do solemnly and sincerely declare that the information provided is true and correct and has been supplied at my own free will. I, the applicant understand that you as the agent for the Landlord have collected this information for the specific purpose of checking identification, character, credit worthiness and determining if the applicant will be a suitable tenant for the property. **I have inspected the rental property and accept it in its present condition.**

It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant's credit worthiness. I understand that you, as the agent are bound by the Privacy Act and the National Privacy Principles and **authority** is hereby given to the agent to check credit references, employment details, previous rental references, database agencies, personal references and any other searches which may verify the information provided by me. I also **authorise** the agent to give information to the lessor of the property, credit providers, insurance providers, other agents, salespeople, database agencies, references named in this application or any other third party who would have a beneficial interest relating to a tenancy matter and understand this can include information about my tenancy, credit worthiness, credit standing, credit history or credit capacity. Once a tenancy agreement has been entered into the tenant **agrees** that should they fail to comply with their obligations under the agreement, the failure to comply may be disclosed to third party operators of tenant default registry agents and or other agents.

Once the application has been approved I agree to pay the Security deposit to secure the property. **THE PROPERTY WILL NOT BE HELD UNTIL THE SECURITY DEPOSIT & THE TENANCY DOCUMENTATION HAS BEEN SIGNED BY ALL PARTIES AND RECEIVED BY THE AGENCY.**

I, the applicant, **accept** that if the application is rejected, the agent is not legally obliged to give a reason.

**Applicants Signature**

**Date**

Office Use Only-Property Manager

Date Received