



Residential Tenancy Application Form



Titheridge Real Estate

601 Sturt St, Ballarat Central, VIC , 3350
Tel: 03 5332 2137 Fax: 03 5333 1507
titheridge@titheridge.com.au
www.titheridge.com.au

Applicant Name:

Property Address:

What's required to Apply

You must have inspected the property both inside and out and been satisfied with its condition. Applications must be completed in full and signed by all the applicants acknowledging the Declaration, Privacy and Authority section on the last page of this application.

YOU MUST PROVIDE 100 POINTS OF IDENTIFICATION WITH YOUR APPLICATION - The following identification 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
Birth Certificate	50	Current Wage Advice	20	Concession or Pension Card	10
Proof of age card	50	Previous Rent Receipts	20	Current car registration papers	20

Additions that will help your application:

- If you have rental history then please attach rental receipts which will establish payment history.
- Pay Slips or Statements will help establish your ability to service your rental payments.
- Proof of Employment or Income Statements.

Successful Applicant

Should your application be successful, you will be notified by your property manager and asked to confirm your tenancy. You will be requested to attend our office to process all the relevant documentation. Please allow at least half an hour.

Initial Financial Commitment

You are required to pay BOND 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 Tenancies Bond Authority). One months rent in advance must be received within 24hr.

Your rights as a Tenant

Information about your rights and responsibilities can be viewed on the "Consumer Affairs" web site.
<http://www.consumer.vic.gov.au/library/publications/housing-and-accommodation/renting-a-home-a-guide-for-tenants.pdf>

If your Application is Approved

Step 1

Within 24 hours of acceptance or as agreed, all applicants are required to sign a Lease Agreement.

Step 2

Payment of the Bond and first month rental in advance needs to be paid at the time of signing the Lease.

Step 3

Organise your utility connections. We can organise this for you as a FREE service using our partner, MyConnect. Simply fill out the MyConnect section.

Step 4

Key will be available on commencement date provide all documentation has been completed and Bond and Initial Months Rent in advance have been paid.

Step 5

Return signed condition report within 3 days of occupation.

Free Utility Connection Service

Please fill out the free utility connection section (MyConnect). 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. Titheridge will organise your connections request.

Contact Us

Our office hours are:

Monday to Friday 9am to 5.30pm

Titheridge Office:

601 Sturt St, Ballarat Central VIC 3350

PH: 03 5332 2137

FAX: 03 5333 1507

EMAIL: titheridge@titheridge.com.au

WEB: www.titheridge.com.au

PROPERTY DETAILS – Property you would like to rent if this application is accepted?

Proposed Property: _____ Post code: _____

Rent Per Week: \$ _____ Bond Amount: \$ _____

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

Length of Tenancy: _____ Years _____ Months Tenancy to Commence: ____/____/____

Pets: ☐ Yes ☐ No Types: _____ Registered? ☐ Yes ☐ No Ages: _____ ☐ Inside ☐ Outside

Will you be applying for assistance from Ministry of Housing? ☐ Yes ☐ No Inspected Property? ☐ Yes ☐ No

FIRST APPLICANT

☐ Mr ☐ Mrs ☐ Ms ☐ Dr First Name: _____

Family/Last Name: _____

Date of Birth: ____/____/____ Drivers Licence: _____

Expiry Date: ____/____/____ State: _____

Vehicle Registration: _____ State: _____

Passport No: _____ Country issued: _____

Pension No: _____ Type: _____

Current Address: _____

Postcode: _____

Phone: _____

Mobile: _____

E-mail: _____

SECOND APPLICANT

☐ Mr ☐ Mrs ☐ Ms ☐ Dr First Name: _____

Family/Last Name: _____

Date of Birth: ____/____/____ Drivers Licence: _____

Expiry Date: ____/____/____ State: _____

Vehicle Registration: _____ State: _____

Passport No: _____ Country issued: _____

Pension No: _____ Type: _____

Current Address: _____

Postcode: _____

Phone: _____

Mobile: _____

E-mail: _____

Your Current Rental History

How long at current address? _____ Years _____ Months

Reason for leaving: _____ Rent: \$ _____

Landlord/Agent Phone: _____

Bond Refunded: ☐ Yes ☐ No. If no, why? _____

Your Current Rental History

How long at current address? _____ Years _____ Months

Reason for leaving: _____ Rent: \$ _____

Landlord/Agent Phone: _____

Bond Refunded: ☐ Yes ☐ No. If no, why? _____

Your Previous Rental History

Previous residential address: _____

Postcode: _____

How long at previous address? _____ Years _____ Months

Reason for Leaving: _____

Landlord/Agent Phone: _____ Rent per week \$ _____

Bond Refunded: ☐ Yes ☐ No. If no, why? _____

Your Previous Rental History

Previous residential address: _____

Postcode: _____

How long at previous address? _____ Years _____ Months

Reason for Leaving: _____

Landlord/Agent Phone: _____ Rent per week \$ _____

Bond Refunded: ☐ Yes ☐ No. If no, why? _____

If Self-Employed

Accountant: _____

Email: _____

Income: \$ _____ Net Weekly: \$ _____

If Self-Employed

Accountant: _____

Email: _____

Income: \$ _____ Net Weekly: \$ _____

FREE UTILITY CONNECTIONS – This is a free service that quickly connects your utilities

myconnect

myconnect is a FREE and easy to use utility connection service


Select your required utilities:

☒ **Water** (Compulsory) ☐ Electricity ☐ Gas

☐ Internet ☐ Phone ☐ Pay TV

Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 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, 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. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

☐ **Tick here to opt out**



Get in touch: 1300 854 478 enquiry@myconnect.com.au myconnect.com.au

Employment History – Applicant 1

Current Occupation: _____

Nature of your employment: ☐ Full time ☐ Part Time ☐ Casual

Current Employer's Name: _____

Employer's Address: _____

Contact Name: _____

Employer's Ph: _____ Email: _____

Employment: _____ Years _____ Months Income: \$ _____ Net Weekly

Employment History – Applicant 2

Current Occupation: _____

Nature of your employment: ☐ Full time ☐ Part Time ☐ Casual

Current Employer's Name: _____

Employer's Address: _____

Contact Name: _____

Employer's Ph: _____ Email: _____

Employment: _____ Years _____ Months Income: \$ _____ Net Weekly

Previous Employment History

Previous Employer: _____

Occupation: _____

Address: _____

Previous Employer's Ph: _____ Time Employed _____

Previous Employment History

Previous Employer: _____

Occupation: _____

Address: _____

Previous Employer's Ph: _____ Time Employed _____

If you are a student

Institution: _____ Department: _____

Union No: _____ Student ID: _____

Income Source: _____ Income: \$ _____ net pw

Notes: _____

If you are a student

Institution: _____ Department: _____

Union No: _____ Student ID: _____

Income Source: _____ Income: \$ _____ net pw

Notes: _____

If you receive a Centrelink Payment

Type: _____ Cust No: _____

Income Amount: \$ _____ per fortnight

Notes: _____

If you receive a Centrelink Payment

Type: _____ Cust No: _____

Income Amount: \$ _____ per fortnight

Notes: _____

Emergency Contact

Name: _____

Address: _____

Home Phone: _____ Mobile: _____

Relationship to you: _____

Emergency Contact

Name: _____

Address: _____

Home Phone: _____ Mobile: _____

Relationship to you: _____

References

1) Name: _____ Relationship: _____

Address: _____

Home Phone: _____ Mobile: _____

2) Name: _____ Relationship: _____

Address: _____

Home Phone: _____ Mobile: _____

References

1) Name: _____ Relationship: _____

Address: _____

Home Phone: _____ Mobile: _____

2) Name: _____ Relationship: _____

Address: _____

Home Phone: _____ Mobile: _____

PRIVACY STATEMENT & AUTHORITY

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 Tenancy Agreement.

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, the tenant, accept the property in the condition it was in when inspected.

I authorise the Agent to obtain personal information about me from:

- (a) The owner or the Agent of my current or previous residences;
(b) My personal referees and employer/s;
(c) Any record listing or database of defaults by tenants;
Any record listing or database of defaults by tenants such as TICA, NTD or TRA for the purpose of checking your tenancy history. I am aware that I may access my personal information by contacting:
TICA 1902 220 346 | NTD 1300 563 826 | TRA (02) 9363 9244

I am aware that the Agent will use and disclose my personal information within this application in order to:

- (a) communicate with the owner and select a tenant
(b) prepare lease/tenancy documents
(c) allow trades-people or equivalent organisations to contact me
(d) lodge/claim/transfer to/from a Bond Authority
(e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
(f) refer to collection agents/lawyers (where applicable)
(g) complete a check with Tenancy Databases
(h) transfer water account details into my name via MyConnect

I am aware that if 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 confirm I have inspected the property both inside and out and am satisfied with it's current condition.

Applicant 1 Signature: _____ Date: ____/____/____

Applicant 2 Signature: _____ Date: ____/____/____