

# Residential Application Form

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



## A. AGENT DETAILS

### Thomas Lee Real Estate

**Address:** 198 High Street, Ashburton VIC 3147  
**Phone:** 03 9885 3887  
**Fax:** 03 9885 3627  
**Mobile:** 0432 000 118  
**Email:** thomas@tlee.com.au  
**Web:** www.tlee.com.au

## B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

  

2. Property Rental

\$  per week      \$  per month

3. Lease commencement date?

Day       Month       Year

4. Lease term?

Years       Months

5. How many tenants will occupy the property?

Adults       Children      Ages of children

## 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 no.       Passport country

Pension no. (if applicable)       Pension type (if applicable)

7. Please provide your contact details

Home phone no.       Mobile phone no.

Work phone no.       Fax no.

Email address

8. What is your current address?

Property Manager Name

## D. 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

      

## 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 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, this property is in good repair condition 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 my personal information by contacting -

- NTD: 1300 563 826
- TICA: 1902 220 346
- TRA: (02) 9363 9244

If I default under a rental agreement, I agree that 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 tradespeople 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 tenancy check with NTD (National Tenancy Database)
- (h) transfer water account details into my name

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.

Signature

Date

**F. APPLICANT HISTORY**

9. How long have you lived at your current address?

Years

Months

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 no.

Weekly Rent

12. What was your previous residential address?

Postcode

13. How long did you live at this address?

Years

Months

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

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent

Was bond refunded in full?

If not why not?

**G. EMPLOYMENT HISTORY**

15. Please provide your employment details

What is your occupation?

What is the nature of your employment?  
(FULL TIME/PART TIME/CASUAL)

Employer's name (inc. accountant if self employed or institution if student)

Employer's address

Postcode

Contact name

Phone no.

Length of employment

Years

Months

Net Income

16. Please provide your previous employment details

Occupation?

Employer's name

Contact name

Phone no.

**H. CONTACTS / REFERENCES**

17. Please provide a contact in case of emergency

Surname

Given name/s

Relationship to you

Phone no.

18. Please provide 2 personal references (not related to you)

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

**I. OTHER INFORMATION**

19. Car Registration

20. Please provide details of any pets

Breed/type

Council registration / number

**PLEASE NOTE**

Initial payments must be made by cash, bank cheque or money order within 24 hours after approval of application. No Personal Cheques accepted. Keys will not be handed over until the lease agreement has been signed by all applicants.

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.

**HOW DID YOU FIND OUT ABOUT THIS PROPERTY?**

- The Age       The Internet       Local Paper  
 Board       Counter List       Relocation Company  
 Referral       Other (specify)

**PLEASE PROVIDE US WITH 100 POINTS OF IDENTIFICATION**

Driver's Licence	50
Passport	50
Proof of Age Card	50
Student ID Card	50
Copy of Mobile Phone Account	20
Copy of Medicare Card	20
Concession / Pension Card	10
Copy of gas/Water/Electricity account	30 each

**OFFICE USE ONLY**

Property Rental

per week

per month