

Residential Rental Application Form

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

Please note: Mention of "RRP" refers to "Residential Rental Provider"



A. AGENT DETAILS

Thomas Lee Real Estate

Office: 198 High St,
Ashburton VIC 3147

Phone: (03) 9885 3887

Fax: (03) 9885 3627

Email: thomas@tlee.com.au
cindy@tlee.com.au

B. PROPERTY DETAILS

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

	Postcode

Property Rental

Bond amount

\$	/week	\$	/month	\$
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2. Lease commencement date?

	Day		Month		Year
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3. Preferred lease term?

	Years		Months
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4. How many people will occupy the property?

	Adults		Children		Ages
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C. PERSONAL DETAILS

5. Please give us your details (note that each adult must complete an application and provide 100 points of ID)

Surname	Given Name/s
Date of birth	Driver's licence number
Driver's licence state	Driver's licence expiry date
Passport no.	Passport country
Medicare no.	Medicare expiry date

6. Please provide your contact details

Home phone no.	Mobile phone no.
Work phone no.	Fax no.
Email address	

7. What is your current address?

	Postcode

D. UTILITY CONNECTIONS

myconnect[®]
a really smart move

MyConnect will call you to arrange free connection of your required utilities



Please select the required utilities:

<input checked="" type="checkbox"/> Water (compulsory)	<input type="checkbox"/> Electricity	<input type="checkbox"/> Gas	<input type="checkbox"/> Telephone
<input type="checkbox"/> Internet	<input type="checkbox"/> Pay TV	<input type="checkbox"/> Interpreter required	

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**

☎ 1300 854 478 ✉ enquiry@myconnect.com.au 🌐 myconnect.com.au

E. DECLARATION

I hereby offer to rent the property from the Residential Rental Provider (RRP) under a lease to be prepared by the Agent. Should this application be accepted by the RRP I agree to enter in to a Residential Rental Agreement.

I acknowledge that this application is subject to the approval of the Residential Rental Provider. 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 renter, accept the property in the condition it was in when inspected.

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

- (a) The RRP 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 renters;
- Any record listing or database of defaults by renters such as TICA, NTD or TRA for the purpose of checking your renting 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 RRP and select a renter
- (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/rental of the premises. I am aware that I may access personal information on the contact details above.

Signature

Date

X

F. APPLICANT HISTORY**8. How long have you lived at your current address?** Years Months**9. Why are you leaving this address?****10. Residential Rental Provider/Agent details of this property**

Name of RRP or Agent

RRP/Agent Phone No.

Weekly Rent

\$

11. What was your previous residential address?**12. How long did you live at this address?** Years Months**13. Residential Rental Provider/Agent details of this property**

Name of RRP or Agent

RRP/Agent Phone No.

Weekly Rent

\$

G. EMPLOYMENT HISTORY**14. Are you self employed?**

☐ No - skip to Q16

☐ Yes - (you MUST complete Q15 & supply your most recent BAS Statement)

15. Self employment details

Your ABN

Accountant Name

Accountant Phone no.

Accountant Email

16. Please provide your employment details

What is your occupation?

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

Employer's name (or institution if you are a student)

Employer's address

Contact name

Phone no.

Length of employment

Net Income

Years

Months

\$

17. Please provide your previous employment details

Occupation?

Employer's name

Phone no.

Length of employment

Net Income

Years

Months

\$

H. CONTACTS / REFERENCES**18. Please provide a contact in case of emergency**

Surname

Given name/s

Relationship to you

Phone no.

19. 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**20. Car Registration****21. Please provide details of any pets**

Breed/type

Council registration / number

1.

2.

PLEASE NOTE

Initial payments must be made by EFT, bank cheque, money order or another option provided by the agent within 24 hours after approval of application. No Personal Cheques accepted.

I acknowledge that my application is subject to the Residential Rental Provider's approval and the availability of the premises on the due date.

I accept that rental amounts are subject to change by providing the required notice.

DISCLAIMER**Email communication consent:** (please tick)☐ I consent to receiving electronic communications via email**I confirm the following:** (please tick one of the following 2 options)☐ During my inspection of this property I found it to be in relatively clean condition.
OR☐ I believe the following items should be attended to prior to my tenancy commencing. I acknowledge that these items are subject to the RRP approval.**HOW DID YOU FIND OUT ABOUT THIS PROPERTY?**

☐ Board

☐ The Internet

☐ Local Paper

☐ Counter List

☐ Other (specify)

PLEASE PROVIDE 100 POINTS OF IDENTIFICATION**You MUST include at least 100pts of ID AND Proof of Income**

Driver's Licence / Passport	40
Proof of Age Card / Student ID Card	30
Copy of Medicare Card	30
Concession / Pension Card	20
Copy of Mobile Phone Account	20
2 Recent Pay slips / Recent BAS Statement	20
Proof of Current Bank Balance	20
Copy of Gas / Water / Electricity account	20 each