

# Top Lane

## TENANCY APPLICATION

**PROPERTY** \_\_\_\_\_ **RENTAL \$** \_\_\_\_\_

Title \_\_\_\_\_ Given names \_\_\_\_\_ Surname \_\_\_\_\_

Current address \_\_\_\_\_ Phone \_\_\_\_\_

Current estate agent/landlord \_\_\_\_\_ Phone \_\_\_\_\_

Weekly rental paid \$ \_\_\_\_\_ How long at this address \_\_\_\_\_ months/years

Reason for leaving \_\_\_\_\_

Previous address \_\_\_\_\_

Previous estate agent/landlord \_\_\_\_\_ Phone \_\_\_\_\_

Occupation/course of study \_\_\_\_\_ Net income \$ \_\_\_\_\_

Current employer \_\_\_\_\_ Period of employment \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Is there any other source of income? yes/no (if yes state below)

Date of birth \_\_\_\_\_ Driver's license no. \_\_\_\_\_

Car make \_\_\_\_\_ Registration no. \_\_\_\_\_

Number of people to occupy property \_\_\_\_\_ adults \_\_\_\_\_ children \_\_\_\_\_ age of children \_\_\_\_\_

Pets (type) \_\_\_\_\_

Preferred lease term  6 months  12 months  other Preferred commencement date \_\_\_\_\_

Contact number for application \_\_\_\_\_ email \_\_\_\_\_

### REFERENCES (attach written references, if any)

Name	Relationship to applicant	Contact phone number
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1. \_\_\_\_\_

2. \_\_\_\_\_

### NEXT OF KIN

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone no. Home \_\_\_\_\_ Mobile \_\_\_\_\_ Work \_\_\_\_\_

Relationship to applicant \_\_\_\_\_

**Please note:** A separate application must be completed for each individual. The information supplied in this form will be kept strictly confidential. If the application is unsuccessful this form will be destroyed.

**Top Lane Property Pty Ltd.**

Shop 9D, 166 Albert St, East Melbourne VIC 3002  
03 8677 2255 | info@toplane.com.au | toplane.com.au  
Officer in effective control. Anthony P. Verrocchi.



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## TENANCY APPLICATION

PHOTOCOPY ID HERE  
(ID ESSENTIAL)

### CREDIT CARD PAYMENTS

Rental Payments via Credit Card are available in this office via  and  reminders.  
(Please note that there is a small convenience fee charged for the use of the system.)

These fees are charged by a third-party payment processor – Rental Rewards)

The fees for the convenience of using the services are:

- Set & Forget Direct Debit or Tenant Initiated (SMS/Email YesPay or WebPay)
- Credit Card: 1.45% for Visa & Mastercard 1.70% for all Corporate & Premium Cards Visa/Mastercard, 3% for International
  - Visa/Mastercard and 2.53% for AMEX & Diners
  - Bank Account: \$2.50
  - BPAY: \$2.75 (internet banking using Rental Rewards Biller and Reference)

### PLEASE NOTE:

1. The security deposit must be paid separately by bank cheque made payable to the Residential Tenancies Bond Authority.
2. Initial rental payment must be paid separately by bank cheque. Please note that our office does not accept any cash payments.
3. Keys will not be handed over until the Tenancy Agreements & Bond Lodgement Forms have been signed by all parties and all monies paid.

### TENANT PRIVACY STATEMENT

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, your personal information may be disclosed to:

- the landlord
- the landlord's lawyers or mortgagee
- referees/next of kin you have nominated
- organisations/tradespeople required to carry out maintenance to the premises
- rental bond authority
- residential tenancy tribunals/courts
- collection agents
- national tenancy databases
- other real estate agents and landlords

APPLICANTS SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

#### OFFICE USE ONLY:

Lease term \_\_\_\_\_

Possession date \_\_\_\_\_ Letting fee \$ \_\_\_\_\_

Rental per week \_\_\_\_\_ Advertising \$ \_\_\_\_\_

Rental per month \_\_\_\_\_ Reneging fees \$ \_\_\_\_\_