

TENANCY APPLICATION



AGENCY NAME	REAL ESTATE VISION GROUP
ADDRESS	admin@realestatevision.net.au
PHONE	
FAX	
WEBSITE	www.realestatevision.net.au



PROPERTY ADDRESS FOR RENT:

How did you find out about this Property

- Website
 Newspaper
 Agency contact
 Sign
 Referral
 Other

Our Agency welcomes your Application and any queries you may have about the Property, Tenancy or process. The following information and checklist will assist you to complete the Tenancy Application so it can be processed promptly.

Please read prior to completing your Application

- Our Agency staff will contact you within 24-48 business hours. If the Application is approved, within 24 hours of acceptance, the General Tenancy Agreement is to be signed by all approved lease holders and an amount, equal to 2 weeks rent is to be paid by Money Order or Bank Cheque.
- This Application cannot be processed until it is completed including copies of supporting documents attached as required for 100 Points Identification Check. Refer to the following list of accepted documents and point value of each. Mandatory documents include either a Drivers Licence, Passport, Proof of Age Card and, also, at least one document from the list below to verify your current address. Submit copies of the documents with your Application.
- If faxing or emailing your Application and documents, please call our office to confirm all documents have been received.

DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK		Points Per Document
<input type="checkbox"/> Drivers Licence	<input type="checkbox"/> Proof of Age Card	40
<input type="checkbox"/> Passport	<input type="checkbox"/> Birth Certificate	
<input type="checkbox"/> 2 Recent Rent Receipts	<input type="checkbox"/> 2 Recent Pay Advices	25
<input type="checkbox"/> Other Photo ID from Government eg Pension Card, Student Card	<input type="checkbox"/> Tenancy Ledger	
<input type="checkbox"/> Car registration certificate	<input type="checkbox"/> Rates Notice	25
<input type="checkbox"/> Bank/Credit Card Statement	<input type="checkbox"/> Telephone Account	
<input type="checkbox"/> Medicare Card	<input type="checkbox"/> Pension / Health Care Card	
<input type="checkbox"/> Electricity Account	<input type="checkbox"/> Gas Account	
TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS:		

Applicant Checklist - Before I submit this Application, I have;

- Attached photocopies of documents to meet 100 or more points of ID which include mandatory documents
 Inspected the Property both internally and externally
 Been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read. NB If not, please contact Agency ASAP
 Completed the Application form fully, including the Privacy Disclosure Statement, Privacy Consent and Marketing Consent
 Completed the Pet Application & Agreement form if pets are to reside at the Property

OFFICE USE ONLY – TO BE COMPLETED AT TIME OF APPLICATION BEING SUBMITTED WITH APPLICANT PRESENT

CHECKLIST	STAFF	DATE	TIME
<input type="checkbox"/> Application received		/ /	am/pm
<input type="checkbox"/> Original ID signatures same as Application		/ /	am/pm
<input type="checkbox"/> Tenant given RTA Form 18a to view		Yes / No	<input type="checkbox"/> Completed
<input type="checkbox"/> Tenant received copy of LET13		Yes / No	<input type="checkbox"/> Completed

NAME OF NOMINATED APPLICANT FOR CONTACT REGARDING APPLICATION STATUS

Name _____ Phone _____

APPLICANT 1 -

Applicant's Details

Name in Full		Other Name You have been known by	
Date of Birth		Place of Birth	
Drivers Licence No.	Expiry	Passport No	Expiry
<input type="checkbox"/> Home	<input type="checkbox"/> Mobile	<input type="checkbox"/> Business	
Email			

Australian Citizen

Yes No: Refer to copies of Passport and Visa attached Visa Expiry Date

Current Address :

Current Tenancy Details if applicable

Rent per week	\$	Period of occupancy	Years	Months
Agent/Landlord		<input type="checkbox"/> Business	Fax	
Reason for leaving				
Do you expect the Bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No Why:				

Previous Address

Address				
Rent per week	\$	Period of occupancy	Years	Months
Agent/Landlord		<input type="checkbox"/> Business	Fax	
Reason for leaving				

Employment

Current Employer		Your Position		
<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Casual	<input type="checkbox"/> Contract	
Length of Employment	Years	Months	Pay day is	of each: week / fortnight / month
Payroll / Manager's Name		Fax	<input type="checkbox"/> Business	

If Self Employed

Company Name		Trading As		
Address		ABN		
Period self employed	Years	Months	Industry/ Nature of Business	
Accountant Details		<input type="checkbox"/> Business		
Creditor Referee		<input type="checkbox"/> Business		

If a Student or Not Currently Employed

Student ID #	Institution	Course	Duration	
Refer to the following selected documents attached to Application to verify my source of income:				
<input type="checkbox"/> Parent/Guardian Letter	<input type="checkbox"/> Centerlink Document	<input type="checkbox"/> Bank Statements	<input type="checkbox"/> Austudy Document	<input type="checkbox"/> Other

APPLICANT 2 -

Applicant's Details

Name in Full		Other Name You have been known by	
Date of Birth		Place of Birth	
Drivers Licence No.	Expiry	Passport No	Expiry
<input type="checkbox"/> Home	<input type="checkbox"/> Mobile	<input type="checkbox"/> Business	
Email			

Australian Citizen

Yes No: Refer to copies of Passport and Visa attached Visa Expiry Date

Current Address :

Current Tenancy Details if applicable

Rent per week	\$	Period of occupancy	Years	Months
Agent/Landlord		<input type="checkbox"/> Business	Fax	
Reason for leaving				
Do you expect the Bond to be refunded in full		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Why:

Previous Address

Address				
Rent per week	\$	Period of occupancy	Years	Months
Agent/Landlord		<input type="checkbox"/> Business	Fax	
Reason for leaving				

Employment

Current Employer		Your Position		
<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Casual	<input type="checkbox"/> Contract	
Length of Employment	Years	Months	Pay day is	of each: week / fortnight / month
Payroll / Manager's Name		Fax	<input type="checkbox"/> Business	

If Self Employed

Company Name		Trading As		
Address		ABN		
Period self employed	Years	Months	Industry/ Nature of Business	
Accountant Details		<input type="checkbox"/> Business		
Creditor Referee		<input type="checkbox"/> Business		

If a Student or Not Currently Employed

Student ID #	Institution	Course	Duration	
Refer to the following selected documents attached to Application to verify my source of income:				
<input type="checkbox"/> Parent/Guardian Letter	<input type="checkbox"/> Centerlink Document	<input type="checkbox"/> Bank Statements	<input type="checkbox"/> Austudy Document	<input type="checkbox"/> Other

Vehicles to be kept at Property

Registration No	Model	Owned / Hire Purchase
Registration No	Model	Owned / Hire Purchase

Occupancy Details of Persons to Reside at Property other than Applicant, including Dependants and other Applicants

Name	Date of Birth	Relationship	Name	Date of Birth	Relationship

Pets No Yes: Refer to attached Pet Application and Agreement completed

Emergency Contact Details of Closest Relatives who will not be Residing with You

Applicant 1.		Applicant 2.	
Name		Name	
Address		Address	
Relationship	<input type="checkbox"/> H	Relationship	<input type="checkbox"/> H
	<input type="checkbox"/> W		<input type="checkbox"/> W
	<input type="checkbox"/> M		<input type="checkbox"/> M

Personal Referees who are not Relatives – 2 Required for each Applicant

Name	Occupation	<input type="checkbox"/> Business Hours Contact
Applicant 1.		<input type="checkbox"/> Mob <input type="checkbox"/> Work
Applicant 1.		<input type="checkbox"/> Mob <input type="checkbox"/> Work
Applicant 2.		<input type="checkbox"/> Mob <input type="checkbox"/> Work
Applicant 2.		<input type="checkbox"/> Mob <input type="checkbox"/> Work

Declarations – Applicant to Complete and Provide Details as Required

Have you ever been evicted by any Lessor or Agent? No Yes: Details:

Are you in debt to another Lessor or Agent? No Yes: Details:

Is there any reason known to you that would affect your ability to pay rent when due? No Yes: Details:

Was your Bond at your last address refunded in full? Yes No: If no, Why Not?

Was the Property in a satisfactory condition when you inspected it? If not, list requests. Yes No:

I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia and National Tenancy Database records. I declare I am not bankrupt or an undischarged bankrupt.

I apply for Tenancy for a period of _____ months, at a rental of \$ _____ per week commencing on _____ / _____ / _____.

I have been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read before submitting this Application.

I understand that if the nominated Applicant is advised this Application is approved then within 24 hours, all approved Applicants are to sign the General Tenancy Agreement and pay 2 weeks rent as Part Bond. The Tenant is then bound to the Terms of the Agreement and the Property will cease to be available for rent. If the Tenancy does not proceed, steps to apply for a refund of the Bond will be taken by the Agent for monies owed for rent until a replacement Tenant is secured.

Pre-moving in costs as itemised below are to be paid by **BANK CHEQUE OR DIRECT DEPOSIT made payable to INSERT DETAILS.**

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
Rent – first 2 weeks rent	2 x \$	= \$	Must be paid BEFORE lease commences
Bond – 4 times weekly rent	4 x \$	= \$	Full Bond or Part Bond equivalent to 2 weeks rent must be paid within 24 hours of Application approval
NB: If rent is over \$700pw, Bond is as specified on Rent List			
TOTAL PRE-MOVING IN COST		\$	Total to be paid BEFORE lease commences

REAL ESTATE VISION GROUP

LEASE SPECIAL CONDITIONS

ENTRY - The agent, having complied with the requirements of the Act by issuing the appropriate Entry Notice, may enter the premises to:

- 1) Carry out quarterly inspections of the Premises by a representative of the Agent
- 2) Check that any breaches of the tenancy have been rectified
- 3) Through itself or its authorised tradespeople, enter the premises to carry out maintenance or repairs.

If the tenant/s are not present, the Agent is authorised to enter the premises using its own keys.

Any costs incurred by the tenants failure to allow entry to the agent, its representatives or tradespeople will be payable in full by the tenants.

SMOKING - No smoking by any tenant or guest is permitted on the inside of the premises, nor shall any tenant or guest leave around the premises, debris arising from smoking.

GAS - The Tenant acknowledges that if the owner supplies gas to the premises, they are responsible for filling the gas bottle upon vacating and MUST provide the receipt to the agent. If no receipt is handed to the agent upon vacating, the agent will proceed to refill the gas bottles and the costs will be passed onto the Tenants.

RENT - Rent must be paid in advanced at all times. The agent will not automatically supply purchase orders or Invoices for rent. Invoices may be issued upon written request to realestate@century21vision.com.au. A written request must be submitted for each invoice.

Failure to maintain rental payments in advance at all times will result in a Notice to Remedy Breach being issued followed by a Notice to Leave. Tenants will also be listed on the Tenancy Default Database for breaching the terms of General Tenancy Agreement.

BREAK LEASE - Tenant acknowledges, if they break the lease, they will be charged compensation costs involved in finding a suitable Tenant to take over the lease of the property. This will be one (1) weeks rent + GST. The Tenant will also be liable for payment of rent on premises until the date a new Tenant moves in.

CARPETS & FURNISHINGS - The Tenant acknowledges the carpets and any soft furnishings (lounge suites, mattresses, dining suites & any other furnishings) are to be professionally cleaned upon vacating. The receipts MUST be handed to the agent. If no receipt is handed to the agent upon vacating, the agent will proceed to have these professionally cleaned and the full costs will be passed onto the Tenants.

PETS - In accordance with Clause 24 of the Standard Terms, where the Tenant is permitted in accordance with Items 17.1 & 17.2 to keep pets on the Premises, the Tenant agrees and confirms such pets will not be allowed in any of the indoor areas of the Premises.

If pets are kept, the tenant is to have the premises sprayed for fleas when vacating. The receipts MUST be handed to the agent. If no receipt is handed to the agent upon vacating, the agent will proceed to have the property sprayed and the full costs will be passed onto the Tenants.

WATER - The Tenant acknowledges that if the premise is individually metered and has the equivalent of 3* Star WELS rating, the tenant will be responsible for ALL water charges at the rate charged by the council.

The tenant acknowledges that if the premises is individually metered and does not have the equivalent of 3* Star WELS rating, the tenant will be responsible for all excess water charges over 100KL every 6 months. Water will be invoiced every 6 months when council rates are issued and must be paid to the agent within 30 days. Upon vacating the water will be calculated based on the water reading at the time of vacating.

LAWNS & GARDENS - The Tenant agrees to maintain the lawns and gardens in a neat and tidy, healthy condition at all times, abiding by the council watering restrictions. If the lawns and gardens are not maintained at all times, the agent will organise a contractor to maintain the yard as required and all costs will be passed onto the tenants.

SOLAR PANELS - If the property is fitted with solar panels, the tenant acknowledges that as a result, the cost of electricity is reduced. The electricity account will remain in the name of the landlord and if any electricity costs are incurred for the property then the tenant must reimburse the landlord for those costs within 14 days of the landlord sending the tenant a copy of the account. Any credit the landlord may receive from the relevant power company resulting from the solar panels will be for benefit of the landlord and shall not pass to the tenant.

VACATING - The Tenant acknowledges that they have one (1) opportunity 24 hours after exit inspection to meet required property exit standards for bond refund. After the 24 hour expiration, Century 21 Vision will employ tradesperson/s to fill the requirements at full cost to the Tenant.

KEYS - If your tenancy ends on a business day the keys must be handed in by close of business - 5pm that day. If your tenancy ends on a day that is not a business day the keys must be handed in by 9am on the following business day. The Tenant acknowledges that if the keys are not returned by the date stated on their Notice of Intention to Leave / Notice to Leave, they will continue to be charged rent until such time as the keys are returned.

HOOKS - No hooks are to be inserted into the walls without written approval by agent.

AIR CONDITIONERS - If any additional air conditioners are required the Tenant must gain written approval from the agent at which the agent will engage a professional at the cost to be met by the Tenant.

It is the responsibility of the tenants to clean all filters and grills on any wall mounted air conditioning unit on the premises. Any account incurred due to lack of cleaning will be the responsibility of the tenant.

CHANGE OF DETAILS - The Tenant will keep the Agent updated with any change of personal details previously provided to the Agent including mobile numbers and email addresses.

PHOTOS - The tenant acknowledges that photos will be taken and will form part of every Routine Inspection Report throughout the tenancy. These will remain on file and copies will be given to the owners with each report.

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Applicant 1 Signature	
Applicant 2 Signature	
Date	

REAL ESTATE VISION GROUP

PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business and are bound by the National Privacy principles. We collect personal information about you in this form to assess your Application for Tenancy. We may need to collect information about you from your previous Lessors or Letting Agents, your Employer and Referees. We will also check if details of Tenancy defaults by you are held on a Tenancy Database. Your consent for us to collect the information is set out below in the Privacy Consent section.

COLLECTION NOTICE

The personal information you provide in this Application or our Agency collects from other sources is necessary for **our Agency** to verify your identity, to process and evaluate the Application and to manage the Tenancy. If the Application is successful, personal information collected about you in this Application and during the course of your Tenancy, may be disclosed for the purpose for which it was collected to other parties including the Lessor, Referees, other Agents and third party operators of Tenancy Databases. Information already held on Tenancy Databases may also be disclosed to our Agency and/or the Lessor. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the Agreement, the facts and other relevant personal information collected about you during the course of your Tenancy may also be disclosed to the Lessor, third party operators of Tenancy Databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your Application is not successful it will be stored securely for a period of one month only. If you decide not to collect your Application we will destroy your documents to comply with Privacy Legislation.

If you do not complete this form or do not sign the consent below then your Application for Tenancy may not be considered by the owner of the relevant Property or, if considered, may be rejected, due to insufficient information to assess the Application.

PRIVACY CONSENT

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of **Real Estate Vision Group**. I authorise **Real Estate Vision Group** to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references on this application;
- Tenancy Databases to which **Real Estate Vision Group** subscribes. I can refer to their Privacy Disclosure Statements via: www.tica.com.au and www.ntd.com.au

I authorise «**AgentName**» to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this Property), salespeople (primary and secondary Agents), valuers, the Lessor, other Agents, database operators, other Property Managers, Body Corporate, Insurance companies, Financial services, if required in the future, and to Authorities as required by law.

MARKETING CONSENT

I understand that the Agency may need to contact me about Property related information eg properties for rent or for sale or other services which may interest me. I am the telephone account holder or nominated person by the account holder and agree «**AgentName**» to use the phone details provided below to contact me for marketing purposes until I advise otherwise.

Period of Contact: Indefinite until advised in writing otherwise Other -

UTILITY CONNECTIONS

If my Application for Tenancy is accepted I would like assistance at no additional charge, with the connection of telephone, electricity or gas to the Property. Real Estate Vision Group is authorized to contact me direct regarding the CONNECTION of these utility services.

ELECTRONIC TRANSMISSION

It is agreed by ticking this box, consent is given to receive any documentation relevant to the Tenancy by electronic communication methods such as email or facsimile and the method of receiving advice or notification by SMS is accepted.

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Applicant 1 Name	
Applicant 1 Signature	
Applicant 2 Name	
Applicant 2 Signature	
Date	
Time	

PET APPLICATION AND AGREEMENT

RESIDENTIAL

Use this form only for Properties where the Lessor has indicated that pet/s may be accepted. If unsure please contact our Agency prior to completing this application form.

PET DETAILS

If more than 2 pets, print and complete a separate Pet Agreement form.

ITEM

PET 1

PET 2

TYPE OF PET/S

BREED

NAME/S

AGE

DESEXED

YES / NO

YES / NO

COUNCIL REG #

DESCRIPTION

COLOUR

PHOTO PROVIDED

YES (copy for file) / NO

YES (copy for file) / NO

TERMS AND CONDITIONS

The Tenant acknowledges and agrees to the following terms:

1. The Lessor has agreed to permit pet/s at the Premises as specified in the General Tenancy Agreement and this Pet Agreement.
2. Any pet/s other than the approved pet/s specified in the General Tenancy Agreement and this Pet Agreement must first be requested by the Tenant in writing via a separate Pet Application giving full details and then be approved in writing by the Lessor PRIOR to the pet/s being allowed onto the Premises. Pet approval may be subject to specific criteria and must be complied with. Approval is NOT guaranteed.
3. The Tenant shall be liable for any damage or injury whatsoever caused by the pet/s on the Property, whether they are the Tenant's pets or their guests pets and regardless of their approval status.
4. The Tenant accepts full responsibility and indemnifies the Lessor for any claims by or injuries to third parties or their Property caused by, or as result of actions by their pet/s or their guests pet/s, and regardless of their approval status.
5. The Tenant agrees to arrange for Flea Fumigation at the end of the Tenancy or at a time during the Tenancy as required or requested by the Lessor / Lessor's Agent to be carried out by a Company complying with Australian Standards.
6. The pet/s are to be outside at all times, unless specified otherwise in the General Tenancy Agreement or this Pet Agreement. Guide dogs are an exception.
7. If the pet is a dog, the Tenant agrees to restrain or remove the dog from the premises for the duration of inspections arranged by the Agent with the required notice given.
8. By signing below you are only asking for approval of the above-mentioned pet/s to be accepted at the Property for which you are applying.
9. If approved, you are required to, at the time of signing the General Tenancy Agreement and associated paperwork, sign the Tenant Agreement section.

ACKNOWLEDGEMENT BY APPLICANT

Applicant Name/s

Signature/s

Date

APPLICATION RESULT

- Application for Pet/s – **DECLINED**
- Application for Pet/s – **APPROVED**

REQUEST TO SIGN TENANCY AGREEMENT FOR UNSEEN PROPERTY



PROPERTY ADDRESS	
APPLICANT NAME/S APPLYING FOR TENANCY	

I/ We have submitted Application/s for Tenancy at the above Property. If approved as Tenant/s, I/we request to sign a General Tenancy Agreement prior to inspecting the Property personally and confirm the following:

- I/We have not personally inspected the Property my / our Application for Tenancy relates to.
- I/We understand the Agent's recommendation is to inspect the Property prior to submitting an Application for Tenancy.
- I/We request the Agent to process the Application/s for Tenancy and if approved, to forward the General Tenancy Agreement for my/our completion with signature/s and date. I / We acknowledge and understand that by signing the General Tenancy Agreement I/we are entering into a binding Tenancy Agreement.
- I/We have viewed details and photos of the Property advertised by the Agent and understand it cannot equal representation of the property as an inspection on site by my/ourselves would.
- I/We have conducted research about the property, comparable rentals and location and are satisfied with results sourced via resources eg Google maps, street directory, rental property comparisons via other Real Estate Agents and www.realestate.com.au
- I/We understand that after signing the General Tenancy Agreement, I/we change my/our mind to proceed with the Tenancy and I/we elect to break the Tenancy Agreement, I/we am/are obligated to all terms of the General Tenancy Agreement including rent until another approved Tenant commences a Tenancy for the same terms of the Tenancy Agreement broken. (NB: Refer to copy of the General Tenancy Agreement Standard Terms - Item 7)

ACKNOWLEDGEMENT	NB: ALL APPLICANTS ARE TO COMPLETE THE FOLLOWING SECTION:		
	APPLICANT NAME	SIGNATURE	DATE
	AGENT	SIGNATURE	DATE
	Real Estate Vision Group		