

# Residential Application Form

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



## A. AGENT DETAILS

### The Coast Real Estate

Shop 27A Balnarring Village, 3050 Frankston Flinders Rd

Phone: 03 5983 1980

Email: hotproperties@thecoast.com.au

Property Manager:

## B. PROPERTY DETAILS

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

	Postcode

### 2. Property Rental?

\$ <input type="text"/>	per week	\$ <input type="text"/>	per month	\$ <input type="text"/>	Bond
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### 3. Lease commencement date?

<input type="text"/>	Day	<input type="text"/>	Month	<input type="text"/>	Year
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### 4. Lease Term?

<input type="text"/>	Years	<input type="text"/>	Months
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### 5. How many people will normally occupy the property?

☐ Adults, Names: \_\_\_\_\_

\_\_\_\_\_

☐ Children, Name / Age: \_\_\_\_\_

\_\_\_\_\_

## C. PERSONAL DETAILS

### 6. Please give us your details.

Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Other ☐

Given Name/s

Surname

Date of Birth

Driver's licence number

Driver's licence expiry date

Driver's licence state

Passport number

Passport country

Pension number (if applicable)

Pension Type (if applicable)

### 7. Please provide your contact details.

Home phone number

Mobile phone number

Work phone number

Fax number

Email address

### 8. What is your current address?

	Postcode

## D. UTILITY CONNECTIONS

Our complementary partner On The Move can connect your utilities;

- It's a free and simple service
- Your connection is guaranteed by the On The Move Promise
- There is no obligation to proceed with connections

Terms & Conditions: **Unless you advise us otherwise, by signing this application you are consenting to On The Move contacting you to arrange the connection of your utility services.** Regardless, you consent to On The Move contacting you regarding the connection and disconnection of your water services as a minimum. On The Move may need to disclose personal information to utility companies to arrange your services. On The Move and The Coast Real Estate may receive a benefit for arranging your services. Please see On The Move's Privacy Policy at: [www.onthemove.com.au/legal-and-privacy](http://www.onthemove.com.au/legal-and-privacy). Standard connection fees may apply.

☐ No, aside from my water service, I will connect my utilities of my own accord.



**We guarantee that your electricity and gas will be connected on your agreed move-in date\*.**

\*Terms and conditions apply.

Full details at [onthemove.com.au/on-the-move-promise-terms-and-conditions](http://onthemove.com.au/on-the-move-promise-terms-and-conditions)

## 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 Tenancies Agreement pursuant to the Residential Tenancies Act 1997.

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 authorise the Agent to obtain personal information from:

- the owner or the Agent of my current or previous residence;
- my personal referees and employer/s;
- any record, listing or database of defaults by tenants.

If I default under a rental agreement, 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:

- communicate with the owner and select a tenant
- prepare lease/tenancy documents
- allow organizations/tradespeople to contact me
- lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- refer to Tribunals/Courts & Statutory Authorities (where applicable)
- refer to collection agents/lawyers (where applicable)
- complete a credit check with TICA (Phone 1902 220 346)
- transfer water account details into my name

I am aware that I may access personal information on the contact details above. I further acknowledge that my application may be subjected to a TICA search for verification and approval. TICA can be contacted on 1902 220 346.

I consent to the disclosure of this page of the application form to **On The Move** ABN 84 101 648 257 for the purpose of enabling **On The Move** to offer the connection and disconnection of my water services as a minimum. I am aware that if I do not consent to the disclosure of my personal information for the purposes set out above, I may not be eligible to lease this premises. Where **On The Move** is requested to arrange for the provision of services, I consent to **On The Move** disclosing personal information it has collected about me to the applicable utility service provider for that purpose and to obtain confirmation of the connection or disconnection.

I acknowledge that The Coast Real Estate does not accept any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. I acknowledge that The Coast Real Estate, its employees and **On The Move** may receive a benefit in relation to the connection of a utility service.

Signature

X

Print Name

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 number Weekly rent paid

\$

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 number Weekly rent paid

\$

Was bond refunded in full? If NO, why not?

☐ YES ☐ NO

**G. EMPLOYMENT HISTORY / INCOME**

15. Please provide your employment details.

What is your occupation? **PROVIDE 2 OR 3 OF YOUR MOST RECENT PAYSLEIPS**

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

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

Employer's address

Postcode

Contact name Phone number

Length of employment Net Income (PA)

Years  Months \$

16. Please provide your previous employment details.

Occupation

Employer's name

Length of employment Net Income (PA)

Years  Months \$

17. Do you receive any Centrelink benefits? ☐ YES ☐ NO

Type  Amount \$

Type  Amount \$

**G. EMPLOYMENT HISTORY / INCOME (CONTINUED)**

Centrelink benefit payment cycle? ☐ Weekly ☐ Fortnightly

**PROVIDE CENTRELINK STATEMENT VERIFYING BENEFIT**

**H. CONTACTS / REFERENCES**

18. Please provide a contact in case of emergency.

Surname Given name/s

Relationship to you Phone number

19. Please provide two personal references (NOT RELATED TO YOU).

1. Surname Given name/s

Relationship to you Phone number

2. Surname Given name/s

Relationship to you Phone number

**I. OTHER INFORMATION**

20. Please provide details of any vehicles.

Registration number Make/model

21. Please provide details of any pets.

Breed/Type Council registration / number

1.

2.

22. Are you a smoker? ☐ YES ☐ NO

**\*\* PLEASE NOTE \*\***

\*Security deposits are to be paid separately by cheque made out to the RTBA within 24 hours after approval of application. No personal cheques accepted.

\*Initial rental payment must be made by bank cheque or money order **on or before of the start of tenancy**

\*Keys will not be handed over until the lease agreement has been signed by all the 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

\*The applicant has declared that the information provided is true & correct and agree that the agent is permitted to make enquiries to provide information to the landlord for the purposes of assessing you eligibility to rent the property

**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

## **The Coast Real Estate**

### **Tenant Disclaimer / Authority**

I the said applicant do solemnly and sincerely declare that the information contained in the application is true and correct and that all of the information was given of my own free will. I further consent to lessor / agent contacting and conducting any inquiries and or searches with regard to the information and references supplied in this application.

I, the said applicant do solemnly declare that I am over 18 years of age and have read and understood the contents of this agreement and have the competence and capacity to enter into this agreement. (If you are under 18 years of age you must apply with someone over 18)

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 Tenancies Agreement pursuant to the Residential Tenancies Act 1997.

I acknowledge that this application is subject to approval of the owner/landlord. I declare that all the information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am not currently bankrupt.

I authorize 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;

I am aware that if I default under a rental agreement, 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:

- (d) Communicate with the owner and select a tenant
- (e) Prepare lease/tenancy documents
- (f) Allow organizations/trades people to contact me
- (g) Lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- (h) Refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (i) Refer to collection agents/lawyers (where applicable)
- (j) Complete a credit check with NTD (National Tenancies Database -Phone 1300 563 826 – Email [info@ntd.com.au](mailto:info@ntd.com.au))
- (k) Transfer water account details into my name.

I am aware that if information is not provided or I do not consent to the use to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.

### **Tenant Privacy Statement**

Due to the changes in the privacy Act, 21<sup>st</sup> December 2001, all real estate agents must ensure that you fully understand the National Privacy Principles. As professional Property Managers, The Coast Real Estate collects your personal information to assess the risk in providing you with a tenancy agreement/lease. To carry out this role and during the term of your tenancy, we usually disclose your information to a number of relevant parties. You must read this statement carefully, sign and return it with your application.

To ascertain what personal information The Coast Real Estate has about you, you can contact us by phone: 03 5983 1980

### **Declaration:**

I authorise the agent to obtain personal information about myself from the owner or the agent of my current or previous address, my personal referees and/or employer/s, any records, listing or database of defaults by tenants. If I default under a rental agreement, 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 to prepare a lease/tenancy documents, allow organisations & trades people to contact me, lodge/claim/transfer to/from the Residential Tenancies Bond Authority, refer to the Tribunals/Court, Statutory Authorities and collection agencies/lawyers if I default under this agreement, complete a credit check with the NTD, the National Tenancy Database.

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 Tenancies Agreement pursuant to the Residential Tenancies Act 1997.

I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am not currently bankrupt.

**Signed by the Applicant**.....

**Applicants Name (PRINT)**.....

**Date:** .....