



# Chesterton & Co

REAL ESTATE

## Tenancy Application Form

508 Plenty Road, Mill Park 3082

(Opposite KFC)

Tel 03 9436 6622

Fax 03 9436 6368

email: bianca@chestertonrealestate.com.au

email: jorden@chestertonrealestate.com.au

web: www.chestertonrealestate.com.au

Please ensure all fields are completed so we can process your application promptly

### Rental Property Details

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Rental Amount; \$ (Weekly) - \$ (Monthly)

Bond Amount \$

Commencement Date: / / Term: yrs/mths

Occupants who will reside at the property

Adults: Age/s: \_\_\_\_\_

Children: Age/s: \_\_\_\_\_

Pets; Y / N If yes, how many?

Type/breed: Council Reg no. \_\_\_\_\_

### Applicant Details

Title: Surname: \_\_\_\_\_

Given Name/s: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Date of Birth: / / Home Ph: \_\_\_\_\_

Work Ph: Mobile Ph: \_\_\_\_\_

Email address: \_\_\_\_\_

Drivers Licence No: State / Exp: \_\_\_\_\_

Own Motor Car: Y / N

Pension No / Pension Type (if applicable): \_\_\_\_\_

Passport No: Country / Exp: \_\_\_\_\_

### Office Use Only

Date deposit due: / / Rent/Bond Paid Y / N

Sign up date: / / Time am / pm

### Utility Connection Service



Upon application, *Fast Connect* will electronically lodge your request & ensure that your utility provider has all the relevant details to connect on your requested date. Confirmation will be sent to your real estate agent. Tick the box required if you would like *Fast Connect* to help connect the following & please specify the date;

- Water; Yarra Valley Water
- Electricity; AGL
- Mains; AGL
- Telephone; Telstra

Tick



Connection Date



#### FAST CONNECT PRIVACY POLICY

To provide application lodgement services to our customers (you) it is necessary to collect certain information about you. You may choose not to supply some or all of the information requested by Fast Connect. Full policy is with AGL disclosure. Fast Connect provide an application lodgement service only. The applicant/s is/are solely responsible for all fees, charges and tariff payments in respect to connections, account establishments, bonds and usage to all services providers. Fast Connect have no responsibility for the performance of the service providers in regard to connections, charges or supply, including delays and discontinuity of supply. The applicant/s acknowledge/s that the service provider will supply under their standard conditions of supply as amended from time to time. Charges may include a security bond, connection fee, account establishment fee, usage charges, callout and installation fees and other charges as applicable from time to time.

### Current Address:

Postcode: \_\_\_\_\_

Do you: Rent / Own

Length at this Address: years months

If Rented; Rent Paid \$ (Weekly) - \$ (Monthly)

Name of Landlord/Agent: \_\_\_\_\_

Phone no. of Landlord/Agent: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Bond Received in Full: Y / N

### Previous Address:

Postcode: \_\_\_\_\_

Do you: Rent / Own

Length at this Address: years months

If Rented; Rent Paid \$ (Weekly) - \$ (Monthly)

Name of Landlord/Agent: \_\_\_\_\_

Phone no. of Landlord/Agent: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Bond Received in Full: Y / N

Please supply the following information for you application so it can be processed promptly

*Our office charges 50c per page for photocopying*

- Last 4 Rent Receipts or Rental References
- Drivers Licence / Passport / Proof of Age
- Current Bank Statement
- Current Employment Pay slips
- Concession Card / Pension Card / Medicare Card
- Proof of Gas / Water / Electricity / Phone Account

Signature: \_\_\_\_\_

Date: / /

## Employment Details

### Current Employment Details

Employee Name: \_\_\_\_\_

Employment Status: **Full Time / Part Time / Casual**

Position Held: \_\_\_\_\_

Term of Employment: \_\_\_\_\_ *years* \_\_\_\_\_ *months*

Income per Annum: \$ \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**Self Employed:** **Y / N** ABN: \_\_\_\_\_

Business Type: \_\_\_\_\_

Accountant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Solicitor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### Previous Employment Details:

Employee Name: \_\_\_\_\_

Employment Status: **Full Time / Part Time / Casual**

Position Held: \_\_\_\_\_

Term of Employment: \_\_\_\_\_ *years* \_\_\_\_\_ *months*

Income per Annum: \$ \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

## 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 & correct & given of my own free will. I declare that I have inspected the premises & am not bankrupt. I, the tenant, accept the property in the condition it was in when inspected.

I am aware that the Agent will use & disclose my personal information within this application in order to:

- a) Communicate with the owner & select a tenant
- 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 and Statutory Authority (where applicable)
- f) Refer to collection agents / lawyers (where applicable)
- g) Complete 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. I am aware that I may access personal information on the contact details above.

**Signature:** \_\_\_\_\_

**Date:**     /     /

## References

### Personal Referees

1) Name: \_\_\_\_\_ Ph. \_\_\_\_\_

Relation: \_\_\_\_\_

Occupation: \_\_\_\_\_

2) Name: \_\_\_\_\_ Ph. \_\_\_\_\_

Relation: \_\_\_\_\_

Occupation: \_\_\_\_\_

### Emergency Contact / Next of Kin

Name: \_\_\_\_\_

Relation to the Applicant: \_\_\_\_\_

Home Ph: \_\_\_\_\_ Mobile Ph: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

### Please Note

Initial rental payment must be made by bank cheque or money order within 24 hours after approval of application. No personal cheques will be accepted. Bond must be paid separately by money order or any cheque only payable to RTBA. Keys will not be handed over until the lease agreement has been signed by all applicants and first month's rent and bond is paid in full.

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 where by the property is not available for occupation on the due date.

All applicants that are approved must accept to pay rent by using the agents direct deposit/bank cheque or money order and agree to all terms and conditions

### How did you find out about this property?

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