



Rental Tenancy Application Form

Required documentation when you apply to lease property:

- All adults intending to reside in property will be required to complete an application
- 100 Points of Identification are required which must be photocopied and attached to this application (or emailed). At least 1 form of photo ID must be included.
- Confirmation of the ability to service the rent - ie. proof of current bank balance

Note: If you (or the person you have nominated to view on your behalf) have not viewed the property at least once, your application unfortunately won't be processed and can't be submitted to the landlord for consideration.

ITEM	POINTS	ITEM	POINTS	ITEM	POINTS
Drivers Licence	50	Rates Notice	50	Gas or Electricity Account	30
Passport	50	Student ID	50	Bank Statement	10
Current Car Registration Papers	20	Current Wage Advice	20	Concession or Pension Card	10

Utility Connection Service

If possible, request connection for one day prior to moving in. Connection can occur anytime on the requested day. The main electrical switch must be OFF. (Sometimes in units a second switch board is installed – this must be OFF as well). Connections will not happen if power switch is left ON.

Declaration and Authority

All applicants are required to read, acknowledge and sign the Declaration and Authority on the last page of the Tenancy Application.

Financial Commitment

You are required to pay the first month's rent and complete the Bond Lodgement form as part of the Tenancy Agreement. The bond payment must be paid by direct transfer to Kennedy & Hunt Real Estate, we will lodge it directly with RTBA. The bond is payable 1 week prior to the tenancy commencing.

GISBORNE OFFICE

33 Brantome Street
GISBORNE VIC 3437

Office: 03 5428 2544 Fax: 03 5428 2816

E: rentals@kennedyandhunt.com.au

W: www.kennedyandhunt.com.au

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PROPERTY DETAILS:

Address: _____

Rental per week: _____

Bond Amount: _____

Length of Tenancy: _____ Years _____ Months Commencement Date: _____

How many tenants will occupy the property: Adults: _____ Children: _____ Ages: _____

Pets: Yes / No (please circle) No. Pets: _____ Breed/Type: _____

PERSONAL DETAILS –FIRST APPLICANT

First Name: _____

Family/surname: _____

Drivers Licence # _____

Exp Date: _____ State: _____

Vehicle Registration: _____

Passport Country: _____ Passport No: _____

Current Address: _____

Mobile: _____

Email: _____

PERSONAL DETAILS –SECOND APPLICANT

First Name: _____

Family/surname: _____

Drivers Licence # _____

Exp Date: _____ State: _____

Vehicle Registration: _____

Passport Country: _____ Passport No: _____

Current Address: _____

Mobile: _____

Email: _____

CURRENT ACCOMODATION

Are you the: ☐ Owner ☐ Renter

How long at Current Address?: _____ yrs _____ mths

Reason for Leaving: _____

Landlord/Agent?: _____ Ph: _____

Email: _____

Rent per week/month: _____

CURRENT ACCOMODATION

Are you the: ☐ Owner ☐ Renter

How long at Current Address?: _____ yrs _____ mths

Reason for Leaving: _____

Landlord/Agent?: _____ Ph: _____

Email: _____

Rent per week/month: _____

PREVIOUS ACCOMODATION

Previous Address: _____

Are you the: ☐ Owner ☐ Renter

How long at Address?: _____ yrs _____ mths

Reason for Leaving: _____

Landlord/Agent?: _____ Ph: _____

Email: _____

Rent per week/month: _____

PREVIOUS ACCOMODATION

Previous Address: _____

Are you the: ☐ Owner ☐ Renter

How long at Address?: _____ yrs _____ mths

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CURRENT EMPLOYMENT – FIRST APPLICANT

FULL TIME / PART TIME / CASUAL

Current Employer's Name: _____

Contact Name: _____ Ph: _____

Employment: _____ year(s) _____ month(s)

Income: \$ _____ Net week/Fortnight

Any other income*: _____

*including any government payments

CURRENT EMPLOYMENT – SECOND APPLICANT

FULL TIME / PART TIME / CASUAL

Current Employer's Name: _____

Contact Name: _____ Ph: _____

Employment: _____ year(s) _____ month(s)

Income: \$ _____ Net week/fortnight

Any other income*: _____

*including any government payments

PREVIOUS EMPLOYMENT – FIRST APPLICANT

Previous Employer: _____

Contact Name: _____ Ph: _____

Employment: _____ year(s) _____ month(s)

Employers address: _____

PREVIOUS EMPLOYMENT – SECOND APPLICANT

Previous Employer: _____

Contact Name: _____ Ph: _____

Employment: _____ year(s) _____ month(s)

Employers Address: _____

IF SELF EMPLOYED – FIRST APPLICANT

Accountant: _____

Email: _____

Contact Name: _____ Ph: _____

IF SELF EMPLOYED – SECOND APPLICANT

Accountant: _____

Email: _____

Contact Name: _____ Ph: _____

EMERGENCY CONTACT – FIRST APPLICANT (NOT LIVING WITH YOU)

Name: _____

Address: _____

Home: _____ Mobile: _____

EMERGENCY CONTACT – SECOND APPLICANT (NOT LIVING WITH YOU)

Name: _____

Address: _____

Home: _____ Mobile: _____

EXTRA REFERENCES – FIRST APPLICANT

Name: _____

Mobile Contact: _____

Name: _____

Mobile Contact: _____

EXTRA REFERENCES – SECOND APPLICANT

Name: _____

Mobile Contact: _____

Name: _____

Mobile Contact: _____

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PRIVACY STATEMENT

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 pursuant to the Residential Tenancies Act 1997.

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

I also authorize the Agent to obtain personal information from:

- (a) The owner or the Agent of my current or previous address.
- (b) My personal referees and employer/s.
- (c) Any record listing or database of defaults by tenants.
- (d) My accountant or payroll officer.

I am aware that the Agent will use and disclose my personal information in accordance with the Privacy Act in order to:

- (a) Communicate with the owner and select a tenant.
- (b) Prepare lease/Tenancy documents.
- (c) Allow tradespeople or equivalent organisations to contact me.
- (d) Lodge/claim/transfer to/from Bond Authority.
- (e) Refer to Tribunals/Courts & Statutory Authorities where applicable.
- (f) Refer to collection agents/lawyers where applicable.
- (g) Complete a credit check with TICA or NTD (National Tenancies Database). You may request copies of your records from NTD on 1300 563 826 or www.ntd.net.au to amend or dispute the record.
- (h) Transfer water account details into my name.

If I default under a rental agreement, I agree that that Agent may disclose details of any such default to the tenancy database, and to agents/landlords of properties I may apply for in the future. I am aware that if the 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 my personal information on the contact details above. 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. If you wish to access or correct your personal information we hold, please contact our office listed on the front of our Tenancy Application. Kennedy Properties (Vic) Pty Ltd, trading as Kennedy and Hunt Real Estate ABN 69 597 610 101.

Applicant #1 Print Name: _____ Applicant #2 Print Name: _____

Applicant #1 Signature: _____ Date: __/__/__ Applicant #2 Signature: _____ Date: __/__/__

Direct Connect is a *free* service that can connect you to the following utilities and services in your *new home*



MAKES MOVING EASY



Electricity



Gas



Phone



Internet



Pay TV



Removalists



Cleaning



Water

☐ YES

- Kennedy & Hunt providing my personal information to Direct Connect including name, address, email and phone number.
- Direct Connect contacting me by phone, SMS and/or email during my move in relation to electricity, gas and the other services set out above.
- Direct Connect obtaining metering information for the premises I am moving to.

Applicant 1

Signature

Date

Applicant 2 (if applicable)

Signature

Date

Privacy Collection Statement: Direct Connect Australia Pty Limited (DCA) is collecting your personal information for the purposes of contacting you in relation to your utilities and services connections. DCA will otherwise collect, use and disclose your personal information for purposes set out in its Privacy Policy at www.directconnect.com.au/privacypolicy/. This information may be disclosed to third parties that help DCA deliver its services. The Privacy Policy explains how DCA will collect, use, store and disclose your personal information, the consequences for you if DCA does not collect this information, and the way in which you can access and seek correction of your personal information or complain about a breach of the Privacy Act. To obtain further information, you can contact DCA on 1300 664 715.