

Kelly's REAL ESTATE



Tenancy Application Form

KELLY'S REAL ESTATE
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Residential Tenancy Application Form

Your application will not be processed unless a complete an application form and the following information is provided by each adult who will be residing at the property. Please ensure you supply photo copies of all documents prior to submitting your application. Should there be more than one applicant; a separate application form should be completed for each and every applicant over the age of 18.

- 2 rental references / If you own your own home, copies of rates notices
- 2 personal references - **Please don't give family members**
- Rental ledger or rent receipts
- Verification of your employment/source of income, providing previous 3 payslips or Centrelink statement
- Current photo identification
- Your signed authorisation to allow us to check your references
- Bank statement
- Medicare card

PROPERTY DETAILS

Address of property: _____
Have you inspected the property inside? Yes No Date Inspected: _____
Preferred lease commencement date: _____

PERSONAL DETAILS

Full Name: _____ Date of Birth: _____
Driver's Licence Number: _____ Passport Number/Country: _____
Mobile Phone: _____ Home Phone: _____
Work Phone: _____ Email: _____
Please specify the number of persons who will occupy premises
Adults: _____ Children: _____ Ages of Children: _____
*Pets: **YES / NO** If **YES**, Type: _____ Breed: _____
Inside or Outside? _____

APPLICANT HISTORY

Current Address: _____
Time at current address: _____ Why are you leaving? _____
Name of Landlord or Agency & Agent: _____
Landlord/Agent Address: _____
Landlord/Agent Phone: _____ Fax: _____
Email: _____ Rent paid: \$ _____ per _____
Previous Residential Address: _____
Time at previous address: _____ Why did you leave? _____
Name of Landlord or Agency & Agent: _____
Landlord/Agent Address: _____

Landlord/Agent Phone: _____ Fax: _____

Email: _____ Rent paid: \$ _____ per _____

Was your bond refunded in full: Yes No

If No, Please explain why: _____

EMPLOYMENT HISTORY

Occupation: _____

Employer's name: (Accountant Name if Self Employed) _____

Employer's Address: _____

Contact Name: _____

PERSONAL REFERENCES

1. Name: _____ Relationship: _____

Contact Number/s: _____

2. Name: _____ Relationship: _____

Contact Number/s: _____

NEXT OF KIN (not living at the same address)

Name: _____ Relationship: _____

Address: _____

Phone: _____ Email: _____

PAYMENT DETAILS

Payable to Kelly's Real Estate

2 weeks rent (less holding deposit paid on acceptance)

4 weeks rent as bond – to be lodged with RBO online

If paying by EFT, please allow 3 business days for funds to clear.

FREE UTILITY CONNECTION SERVICE

myconnect



myconnect is a FREE and easy to use utility connection service

Yes, Please Contact Me

Interpreter required

Phone: 1300 854 478

Fax: 1300 854 479

Email: enquiry@myconnect.com.au

Web: www.myconnect.com.au

Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 34121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

Tick here to opt out

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 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:(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 such as NTD, TICA or TRA for the purpose of checking your tenancy history; I am aware that I may access my personal information by contacting - TICA: 1902 220 346

If I default under a rental agreement, I agree that 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:

- (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 a 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 NTD (National Tenancies Database)

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.

Applicant Signature

Date

X

Print Name