

RENTAL APPLICATION FORM

APPLICATION DETAILS

These details will be used to assess your suitability and if successful, replicated on the formal Rental Agreement.

<i>Property Address Applying for:</i> _____ Suburb/town: _____	
Your preferred lease term: _____ years _____ months	Your preferred start date: ____ / ____ / ____
Rent per week: \$ _____	Bond \$ _____

Each person over 18 years of age must complete an Application Form and provide the following:

YOUR DETAILS

First name: _____ Surname: _____

Date of Birth: ____ / ____ / ____ Contact Phone Number: _____

Email Address: _____

Current Address: _____ Suburb/town: _____ Postcode: _____

How long have you lived at this address? _____ years _____ months Current rental per week \$ _____ (if applicable)

Driver's License No. _____ State of Issue: _____ Driver's License Expiry: ____ / ____ / ____

Vehicle Registration Number: _____ Vehicle Make/Model: _____

IDENTIFICATION

● **Primary Identification** ☐ Birth Certificate ☐ Australian Driver's License ☐ Pension/ Concession Card

● **Secondary Identification:** ☐ Medicare Card ☐ Student ID Card ☐ Utility or mobile phone bill

We can take a photocopy of your ID at our office when you submit your application.

PROOF OF INCOME

Please provide proof of income: ☐ Recent pay slips (2)
 ☐ Profit & Loss Statement (if applicable)
 ☐ Centrelink Income Statement.

OTHER APPLICANTS

Please provide the names of all other applicants applying for this property.

Name _____ Relationship to you? _____ Over 18years Y / N

Name _____ Relationship to you? _____ Over 18years Y / N

Name _____ Relationship to you? _____ Over 18years Y / N



Rental Application continued...

Do you have a Pets?

☐ Yes ☐ No

If yes, please provide details:

Age: _____ Type: _____ Cat/Dog etc. Breed: _____ Name: _____

Age: _____ Type: _____ Cat/Dog etc. Breed: _____ Name: _____

Are you currently renting your home?

☐ Yes ☐ No

Rent per week: \$ _____

How long have you lived at this address? _____ years _____ months

Rental Provider or Real Estate Agency name: _____

Contact phone number: _____ Email address: _____

EMPLOYMENT HISTORY

● Current Employer

Employment Status: ☐ Full-time ☐ Part-time ☐ Casual

Occupation: _____

Employers/Company Name: _____

Contact Person: _____ Contact Phone Number: _____

Length of Employment: _____ years _____ months

● Previous Employer

Employment Status: ☐ Full-time ☐ Part-time ☐ Casual

Occupation: _____

Employers/Company Name: _____

Contact Person: _____ Contact Phone Number: _____

Length of Employment: _____ years _____ months

● Self-Employed (if applicable)

Business/Company Name: _____

ABN: _____ ACN: _____

Business/Company Address: _____

Business Type: _____ Position Held: _____

Accountant Name: _____ Accountant contact number: _____

REFERENCES

Please provide two professional references

1 Full Name: _____ Contact number: _____

Relationship to you: _____ Known for: _____ years _____ months.

2 Full Name: _____ Contact number: _____

Relationship to you: _____ Known for: _____ years _____ months.

EMERGENCY CONTACT

Full name: _____ Relationship to you: _____

Contact phone number: _____

DECLARATION

I have chosen of my own free will to provide my application to the managing agency/rental provider listed on this application and their associated principals, agents and employees. By signing this agreement, you acknowledge and agree to all the following:

Privacy

Assessing your application. The personal information received by our agency may be used for the purposes of identifying you and assessing your application.

Other uses and disclosure: The agency may also use or disclose your personal information to:

- (a) Assess your application information (e.g., Contacting your current rental provider, referees etc.)
- (b) Assess your rental history (e.g., contact bond authorities, financial institutions, tenancy databases etc.)
- (c) Schedule your property inspections (e.g., contacting scheduling providers)
- (d) Document and register your lease (e.g., contacting lawyers, tenancy databases, real estate institutes etc.)
- (e) Assist you move in and get connected (e.g., tradespeople, connection services, utility providers etc.)
- (f) Perform other services or activities.

If you have any query, concern or special instructions as to how your personal information is to be used or disclosed, please speak to the managing agent or provide details in writing. Richardson Real Estate privacy statement can be viewed at www.hfrcolac.com.au

Your declaration

By submitting our application, you acknowledge and agree that:

- a. **(you are applying for the property)** you are applying to lease the property listed on this application and you offer to rent the property under a lease agreement prepared by us on behalf of the property owner (rental provider);
- b. **(you've told the truth)** everything you have stated in your application is true and up-to-date and you have not omitted any detail that may be relevant to assessing the application.
- c. **(It is the property owner's decision)** your application is subject the property owner's final approval and timeframes regarding availability are based on the property owner's determination.
- d. **(others named in the application have consented)** where you have provided information regarding other persons in this application, those persons have provided their consent.
- e. **(the application may take time)** please allow 5 business days for your application to be processed. Successful applicants will be called directly by phone. Unsuccessful applicants will receive an SMS advice.
- f. **(you understand the rental agreement)** you have had the opportunity to discuss or read the terms of the rental agreement and been given the opportunity to ask questions or seek further advice on any aspect you do not understand.
- g. **(you will pay the rent and bond)** you are able to pay the agreed rent and bond prior to key collection.
- h. **(rental arrears and defaults will have consequences)** if you default under the rental agreement, the managing agent may (subject to the law) terminate the agreement and may disclosure details of such a default to persons whom they deem to have a reasonable interest in receiving such information.
- i. (Legal proceedings) your personal details may be shared to tribunals/courts (such as VCAT) or statutory authorities (where applicable).

Tenancy Database

Please note: the managing agent may utilise tenancy databases such as TICA to check rental history of applicants.

I hereby offer to rent the property from the owner under a rental agreement to be prepared by the Agent. Should this application be accepted by the rental provider I agree to enter into a Residential Rental Agreement pursuant to the Residential Tenancies Act 1997.

I authorise the managing agent to obtain details of my creditworthiness and suitability from:

- The owner or managing agent of my current/previous residence.
- My listed referees and employers.
- Any record, listing or database of defaults by tenants (such as TICA)

Applicant Signature

Print Name

Date

Can we help you arrange your utility connections?

☐ Yes please ☐ No thank you.



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



☐ YES!

- I/we consent to Richardson Real Estate providing my personal information details to Direct Connect which will include my name, address, email and phone number to be contacted in relation to my/our utilities and service connections
- This includes obtaining metering information for the premises I am moving to

Signature

Date