

## TENANCY APPLICATION FORM

This tenancy application cannot be processed until ALL pages are completed and signed.

**100 Points of Identification Check – NEEDS TO ACCOMPANY THIS APPLICATION**

At least one (1) form of identification must be a photo ID.

TYPE	NO. OF POINTS
Drivers Licence / Passport / Birth Certificate	40
Other Photo ID	30
Bank / Credit / Medicare / Health Card	20
Telephone / Electricity / Gas Account	10

### UTILITY CONNECTIONS

**YourPorter**

Connections, at your service.

YourPorter is a FREE service connecting utilities and other services. If the agent approves this application, YourPorter will call you to confirm your details by the next business day.

PLEASE SELECT BELOW to indicate services you would like connected.

- ELECTRICITY     
  GAS     
  WATER  
 TELEPHONE     
  PAY TV     
  INTERNET

### DECLARATION AND ACCEPTANCE:

I/We consent to the disclosure of this application form (including any personal information contained in this form) to YourPorter Pty Ltd (ABN 36 252 576 050) for the purpose of allowing YourPorter to contact me for the connection and disconnection of services as offered by YourPorter. I/We acknowledge that if I/We do not provide my/our personal information, YourPorter will not be able to provide its services to me/us. YourPorter will ensure that my/our personal information is collected, used, held and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

I/We consent to YourPorter and its Agent disclosing my/our personal information to providers of the services I/We have indicated above that we would like to connect for the connection of those services and the disconnection of any existing services. I/We consent to YourPorter disclosing connection confirmation details to the Agent. I/We acknowledge that the Agent, its employees and YourPorter may receive a benefit in relation to the connection of any of the services listed above.

I/We consent to YourPorter contacting me by phone or SMS in relation to the connection of the services listed above. I/We acknowledge that this consent permits YourPorter to contact me even if the numbers listed on this application are listed on the Do Not Call Register. YourPorter will otherwise collect, hold, use and disclose personal information in accordance with its privacy policy, which is available at [www.yourporter.com.au/general/privacy-policy/](http://www.yourporter.com.au/general/privacy-policy/) and which sets out how to access and correct the personal information that YourPorter holds and how to lodge a complaint relating to YourPorter's treatment of personal information. YourPorter is a free service, but I/We acknowledge that standard connection fees may apply for services connected (in addition to the ongoing service fees).

I/We acknowledge that neither YourPorter nor the Agent accept any responsibility for any delay in or failure to arrange or provide for any connection or disconnection of a service or for any loss, damage, cost or expense in connection with such delay or failure.

By signing this application form I/We understand YourPorter is a value add product and that I/We are under no obligation to use YourPorter.

By signing this application form, I warrant that I am authorised to make this application and to prove the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed on this application.

### TENANT PRIVACY STATEMENT

As professional property managers at Fletchers (GI) Pty Ltd, we collect personal information about you. To ascertain what personal information we have about you, contact the Fletchers office that holds your details.

#### Primary Purpose

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have applied for, and if the risk is considered acceptable, to provide you with the lease/tenancy of the premises.

To carry out this role, and during the term of your tenancy, we usually disclose your personal information to:

- National Tenancy Database (NTD) Ph: 1300 563 826
- The landlord
- The landlords solicitors
- The landlords mortgagee
- Referees you have nominated
- Organisations/Tradespeople required to carry out maintenance to the premises
- Rental Bond Authorities
- Residential Tenancies Tribunals/Courts
- Collection Agents
- Other Real Estate Agents

If your personal information is not provided to us, and you do not consent to the uses to which we put your personal information, we cannot properly assess the risk to our client, or carry out our duties as professional property managers. Consequently, we then cannot provide you with the lease/tenancy of the premises.

NTD collects your personal information to provide its members and others listed below, historical tenancy and public record information on individuals and companies who lease residential and commercial property from or through licensed real estate members of NTD. NTD also provides credit information on companies/directors applying for commercial leases. The property manager will advise NTD of your conduct throughout the tenancy, and that information will form part of your tenant history.

NTD usually discloses your information to:

- Licensed real estate members
- NTD's parent company, Veda Information Services and Solutions Ltd and its subsidiaries and related entities
- Credit Bureaus

If your personal information is not provided to NTD, the property manager will not be able to carry out their professional responsibilities and will not be able to provide you with a lease/tenancy of the premises you have applied for. 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.

By signing this form I hereby consent that Fletchers (GI) Pty Ltd will use my personal information as outlined above:

Date: \_\_\_\_\_

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

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

**THIS FORM IS TO BE ACCOMPANIED WITH AN APPLICATION FOR TENANCY.  
YOUR APPLICATION CANNOT BE ACCEPTED UNLESS IT HAS BEEN COMPLETED IN FULL AND  
SIGNED IN ALL AREAS NOMINATED.**

## TENANCY ACCEPTANCE

We understand that finding and selecting a rental property is often difficult. We will process your application as quickly as possible, but please remember we may be processing many applications at the same time. To assist us please fill out ALL the required details on the application and ensure your completed application is returned to our office as quickly as possible. **Our Leasing Consultant will contact you 24/48 hours after lodgement of your application to advise whether your application has been successful. Please ensure that copies of your 100 points ID (must be enlarged copies), payslips and bank statements are clear and legible.**

## SUCCESSFUL APPLICANTS

Should your application be successful you will be notified by email and requested to confirm your tenancy. Our Leasing Consultant will supply you with the correct amounts for rent and bond at the confirmation of your tenancy, otherwise the property will remain on the market and we will accept further applications. We require the FIRST CALENDAR MONTHS RENT to be paid within 24 hours of the confirmation to secure your tenancy. Prior to your commencement date **all tenants** must attend an induction sign-up whereby you will be required to sign the tenancy agreement, provide a bank cheque for the BOND (made payable to the RTBA) and sign the Bond Lodgement Form (please allow 30 minutes for this appointment). Keys will only be handed out when all parties have signed the tenancy agreement and Bond Lodgement Form, all monies have been paid and the tenancy has commenced. No action will be taken against the landlord or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason.

It is a policy of Fletchers (GI) Pty Ltd that all rental payments are made via Cash, EFT or Bank Cheque (personal cheques are not accepted).

### Please Note:

1. This application is subject to the owner's approval and may take 24 – 48 hours to process.
2. All applicants must complete an application form.
3. Please ensure you have 2 (two) recent payslips, recent bank statement as well as and not including your 100 points of ID attached with your application.
4. Self employed persons must provide copy of last taxation return, current P & L, recent bank statement as well as and not including your 100 points of ID attached with your application.
5. Initial bond payments must be paid in the form of a bank cheque or money order made payable to RTBA – Residential Tenancies Bond Authority (personal cheques are not accepted).
6. Initial rental payments must be paid in the form of a bank cheque or money order made payable to Fletchers GI Pty Ltd (personal cheques are not accepted), or EFT into our Account.
7. The applicant hereby agrees to a credit check being carried out by the National Tenancy Database.
8. Remember it is your responsibility to ensure the connection of all services such as electricity, gas and telephone.
9. Don't forget – Landlord's insurance does not cover your personal possessions – we can assist you if you are considering low cost Contents Insurance geared especially for tenants.

## PROPERTY DETAILS

Address of Property You Are Applying For: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_

Lease Term: \_\_\_\_\_ Months / \_\_\_\_\_ Year/s Tenancy Start Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Rental Amount: \$ \_\_\_\_\_ Per Week / \$ \_\_\_\_\_ Per Calendar Month

Bond Amount: \$ \_\_\_\_\_ (payable within 24 hours of the acceptance of the tenancy application)

Number of People to Occupy: \_\_\_\_\_ Adults / \_\_\_\_\_ Children Ages of Children: \_\_\_\_\_

Names of People who you are applying with: \_\_\_\_\_

Do you have Pets: YES / NO Type: \_\_\_\_\_ Breed: \_\_\_\_\_

How did you find out about this property (please circle): INTERNET BOARD OFFICE RENTAL LIST AGENT OTHER

Have you applied for any other properties recently YES / NO With Fletchers: YES / NO

If so, please specify details &/or preference order: \_\_\_\_\_

## PERSONAL DETAILS

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

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

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Passport Number: \_\_\_\_\_

Country of Issue: \_\_\_\_\_ Expiry: \_\_\_\_\_

Driver's Licence Number: \_\_\_\_\_

State of Issue: \_\_\_\_\_ Expiry: \_\_\_\_\_

Car Registration: \_\_\_\_\_ State: \_\_\_\_\_

Are you a Smoker: YES / NO

Pension Type: \_\_\_\_\_ No: \_\_\_\_\_

Other ID: \_\_\_\_\_ No: \_\_\_\_\_

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

Suburb: \_\_\_\_\_ P/Code: \_\_\_\_\_

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

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

## EMERGENCY CONTACT (NOT RESIDING WITH YOU)

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

Relationship: \_\_\_\_\_

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

Contact Number: \_\_\_\_\_

## CURRENT ADDRESS / TENANCY DETAILS

How long have you lived at current address? \_\_\_\_\_

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

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

Contact Number: \_\_\_\_\_

Rent Paid Per Month: \_\_\_\_\_

Was your Bond refunded in FULL?: YES / NO

If no, please specify: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

## RENTAL HISTORY

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

Suburb: \_\_\_\_\_ P/Code: \_\_\_\_\_

How long did you live at this address? \_\_\_\_\_

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

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

Contact Number: \_\_\_\_\_

Rent Paid Per Month: \_\_\_\_\_

Was your Bond refunded in FULL?: YES / NO

If no, please specify: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

## CURRENT EMPLOYMENT DETAILS

**PLEASE NOTE THAT YOU MUST PROVIDE 2 RECENT PAYSLEIPS & BANK STATEMENT WITH THIS APPLICATION**

Occupation: \_\_\_\_\_ FT PT CASUAL

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

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

Employer Contact Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Contact's Position: \_\_\_\_\_

Length of Employment: \_\_\_\_\_

Net Income: \$ \_\_\_\_\_ p/wk Other Income: \$ \_\_\_\_\_

## PREVIOUS EMPLOYMENT DETAILS

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

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

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

Employer Contact Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Contact's Position: \_\_\_\_\_

Length of Employment: \_\_\_\_\_

Net Income: \$ \_\_\_\_\_ p/wk Other Income: \$ \_\_\_\_\_

## SELF-EMPLOYED DETAILS

**YOU MUST PROVIDE LAST TAX RETURN, CURRENT P&L & BANK STATEMENTS WITH THIS APPLICATION**

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

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

Suburb: \_\_\_\_\_ P/Code: \_\_\_\_\_

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

ABN: \_\_\_\_\_

Length of Operation: \_\_\_\_\_

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

Accountant Contact Number: \_\_\_\_\_

## STUDENT DETAILS

Place of Study: \_\_\_\_\_

Course Being Undertaken: \_\_\_\_\_

Course Length: \_\_\_\_\_

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

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

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

Campus Contact: \_\_\_\_\_

Course Co-ordinator: \_\_\_\_\_

Income Details (Self): \_\_\_\_\_

Income Details (Parents/Guardian): \_\_\_\_\_

Income Received: \$ \_\_\_\_\_ per week \$ \_\_\_\_\_ per month

## PERSONAL REFERENCE (ONE)

**\*\* PLEASE PROVIDE US WITH A CONTACT NOT RESIDING WITH YOU OR YOUR EMERGENCY CONTACT \*\***

- Reference Name: \_\_\_\_\_
- Occupation: \_\_\_\_\_
- Relationship: \_\_\_\_\_
- Contact Number: \_\_\_\_\_
- Notes: \_\_\_\_\_

## PERSONAL REFERENCE (TWO)

**\*\* PLEASE PROVIDE US WITH A CONTACT NOT RESIDING WITH YOU OR YOUR EMERGENCY CONTACT \*\***

- Reference Name: \_\_\_\_\_
- Occupation: \_\_\_\_\_
- Relationship: \_\_\_\_\_
- Contact Number: \_\_\_\_\_
- Notes: \_\_\_\_\_

- I consent to Fletchers (GI) Pty Ltd using my personal information for the purposes of receiving information about services, products or promotions that may be of interest to me. (Please tick)
- I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. No action will be taken against the owner or agent if the application is unsuccessful or upon acceptance should the premises be unavailable to occupation on the date for whatever reason.
- I \_\_\_\_\_ agree to pay a rental amount of \$ \_\_\_\_\_ per week and I accept that I will be required to pay the first month's calendar rent within 24 hours of my application being approved, sign the tenancy agreement and provide a bank cheque/money order for the bond at induction.
- I acknowledge that the keys will not be available until the day the tenancy commences.
- I accept the property in the condition as inspected (exceptions to be provided in writing, signed, dated and attached to this application).
- I declare that all information contained in this application is true and correct to the best of my knowledge and given of my own free will.
- I declare that I have inspected the property and am satisfied that the premises are in a reasonably clean condition.
- I acknowledge that Fletchers Glen Iris Property Managers will take photos and/or video footage of the property at routine inspections
- I declare that I am not bankrupt and/or an undischarged bankrupt.
- I acknowledge that I am responsible to ensure that the main power switch is turned off before the power is connected.
- I authorise the Agent to obtain details of my credit worthiness from the owner or agent of my current or previous residence, current or previous employer/s, my personal references, 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 any person whom the Agent reasonably considers has an interest receiving such information.

NAME: \_\_\_\_\_

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_