



# Tenancy Application Form – VIC

**Please note: This application will not be processed unless it is filled out completely with copies of all supporting documents attached.**

## Please read prior to completing your application.

1. The application must be accompanied by relevant supporting documentation.
2. Only Bank Cheque or Money Order made payable to: Little Real Estate will be taken as initial payment.
3. If you are approved you will be required to pay bond and the first calendar months' rent to secure the property within 48 hours of acceptance.
4. You will be required to attend a sign-up appointment within 48 hours of approval to sign lease documentation.

## Rent Payment

- Direct Debit is our preferred rent payment method and is a free option for tenants.  
A Direct Debit form will be provided to you at the Tenancy sign up.  
Please speak to your property manager about other payment options if required.

## Applicants Checklist

Before I submit this application, I/we have:

- Attached photocopies of supporting documents (see below)
- Inspected the property both internally and externally
- Completed all details in full on the application form
- Provided all contact details and documentation for confirmation of income source
- Read and signed all the Privacy Disclosure Statement and Privacy Consent

## Supporting Documentation

When submitting an application you must include at least one item from each section per applicant.

### Section One

Drivers Licence  
Proof of Age Card  
Passport  
Bank Statement

### Section Two

Current Pay Slips (minimum of 2)  
If new job - Letter of confirmation incl. salary  
Statement of Centrelink Entitlements

### Section Three

Previous 4 rent receipts (or ledger)  
Council Rates  
Motor vehicle registration  
Utilities or phone account

## Address of property you are applying for

## Tenancy Requirements

Length of tenancy  months      Rent \$  per week      Lease start date

Names of other applicants and their relationship to you (husband, wife, partner, friend)

Names & ages of children (if any)

No. of pets (including breed & age)

Do you own an investment property in Australia? Yes / No

# Primary contact

First Name		Last Name		Email	
Phone		Mobile		Date of birth	
Drivers Licence No.	State of issue		Passport No.		Country of issue
Number of vehicles	Car Rego				

## Emergency Contact

Please provide an emergency contact not living with you (eg: Next of Kin)

Name		Relationship to you		Contact phone	
Address					

## Current Address Details

If owner occupier include details here.

Current rent / mortgage		\$	per week	How long have you lived there?		years	months
Current Address							
Agent / Landlord			Phone			Fax	
Email			Reason for leaving				
Was your bond refunded in full? Yes / No If No, please specify							

## Previous Rental Details

Rent		\$	per week	How long have you lived there?		years	months
Property address							
Agent / Landlord			Phone			Fax	
Was your bond refunded in full? Yes / No If No, please specify							

## Current Employment/Self Employed

If less than 6 months in current job please also provide previous employment details.

Company Name		Your position					
Payroll or Accountant		Payroll/Accountant work phone					
Company address		Net income (after tax) \$				per wk / fn / mth	
Length of employment		Business Type/ABN (if applicable)					

## Student

Are you a full time student? Yes / No		TAFE / University			Student No.	
Contact name			Contact No.			
Do you receive income from your parents? Yes / No			Amount \$		per week	
Name of parents			Phone			

## Centrelink Benefits

Type	\$	per fortnight
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## Additional source of income

Type	\$	per wk / fn / mth
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## Personal Referee (cannot be related)

Referees Name		Occupation	
Relationship to you		Phone	

# Applicant two

(for additional applicants please copy this page)

First Name		Last Name		Email	
Phone		Mobile		Date of birth	
Drivers Licence No.	State of issue		Passport No.		Country of issue
Number of vehicles	Car Rego				

## Emergency Contact

Please provide an emergency contact not living with you (eg: Next of Kin)

Name		Relationship to you		Contact phone	
Address					

## Current Address Details

(if different to the Primary contact)

If owner occupier include details here.

Current rent / mortgage	\$	per week	How long have you lived there?	years	months
Current Address					
Agent / Landlord		Phone		Fax	
Email		Reason for leaving			
Was your bond refunded in full? Yes / No If No, please specify					

## Previous Rental Details

(if different to the Primary contact)

Rent	\$	per week	How long have you lived there?	years	months
Property address					
Agent / Landlord		Phone		Fax	
Was your bond refunded in full? Yes / No If No, please specify					

## Current Employment/Self Employed

If less than 6 months in current job please also provide previous employment details.

Company Name		Your position			
Payroll or Accountant		Payroll/Accountant work phone			
Company address		Net income (after tax) \$		per wk / fn / mth	
Length of employment		Business Type/ABN (if applicable)			

## Student

Are you a full time student? Yes / No		TAFE / University		Student No.	
Contact name		Contact No.			
Do you receive income from your parents? Yes / No		Amount \$		per week	
Name of parents		Phone			

## Centrelink Benefits

Type	\$	per fortnight
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## Additional source of income

Type	\$	per wk / fn / mth
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## Personal Referee

(cannot be related)

Referees Name		Occupation	
Relationship to you		Phone	

## Confirmation

I confirm that during my inspection of this property I found it to be in a satisfactory condition and suitable for occupancy.

If No, I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge and understand that these items are subject to the landlord's approval and do not form part of the Tenancy Agreement.

I also acknowledge that this rental application is subject to the Landlord's approval and I consent to the information provided in this application being verified and a reference check on VEDA being undertaken.

## Privacy Act Acknowledgement for Tenants

I provide consent for the Agency as part of application processing to contact all necessary people (such as referees, other agents, tenancy databases) to verify the Application information provided and understand that all Federal Privacy Act requirements and the Australian Privacy Principles will be adhered to by the Agency.

I consent to my personal information being passed on during the tenancy (should it commence) and after the tenancy if required to other third parties which include however are not limited to tradespeople/contractors, salespeople, bodies corporate, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act and any other relevant information. The Lessor of the property will be provided all relevant information as the tenancy agreement is between the lessor and the tenant; the agency manages the property on behalf of the lessor. The agreement should it commence is a contract between the lessor and the tenant; personal information will be passed onto the lessor as the owner of the property.

A detailed copy of our Privacy Policy can be found at [www.littlerealestate.com.au](http://www.littlerealestate.com.au)

**I also acknowledge that:**

**I am responsible for ensuring the main power switch is turned off to enable power to be connected.**

**The premises is a "Smoke Free Zone" and I/we will ensure there is no smoking inside the premises.**



### Primary contact

Name: ..... Signature: ..... Date: .....



### Applicant two

Name: ..... Signature: ..... Date: .....

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We work with some of Australia's leading service providers to make sure you're getting the best value for your choice. Plus, **we guarantee service** for electricity connections and keep you informed every step of the way, giving you peace of mind.

### How it works

1. Tick the consent box below
2. We'll give you a no obligation call
3. We'll arrange your services ready for your move

We'll attempt to contact you within 1 working day of receiving this application. If you don't hear from us, please call **1300 554 323** to ensure your services are connected.

**PRIVACY CONSENT AND TERMS:** By signing this form you consent and agree to the following: Connect Now Pty Ltd (ABN 79 097 398 662) ("connectnow") will collect, use and disclose your personal information to contact you (including electronically) about providing moving, connection and disconnection services and to inform you about products and services offered by its related companies and third party suppliers. These other companies may also use your details to contact you directly about their products and services. See connectnow's Privacy Policy for further details, including your rights to access and correct the information held about you at [connectnow.com.au](http://connectnow.com.au). Third party service providers (who may transfer your data overseas) may have their own Privacy Policy, which you can request from them. You consent to connectnow continuing to market to you unless you opt out, including by emailing [privacy@connectnow.com.au](mailto:privacy@connectnow.com.au). To the extent permitted by law and except where expressly guaranteed, connectnow is not responsible or liable for delayed or failed connections or the service providers' connection charges, which you must pay to them directly. Connectnow may be paid a fee by service providers and may pay a fee to real estate agents relating to services provided to you. If you nominate an alternative contact person on this application, you authorise them to act on your behalf to arrange moving, connection and disconnection services, including accepting third party terms. You warrant that you are authorised to make this application on behalf of all applicants and alternative contact persons listed and that each person has consented and agreed to the handling of their personal information on the same terms as you have.

- Yes, I accept the terms. Please call me to connect my new home services.

Signed \_\_\_\_\_ Date \_\_\_\_\_ PM/ID \_\_\_\_\_