

## Residential Application Form

For your application to be processed you must answer all questions (including the reverse side)

### A. AGENT DETAILS (please tick one)

- |   |  |
|---|--|
| <input type="checkbox"/> RT Edgar Toorak      | <input type="checkbox"/> RT Edgar Flinders       |
| <input type="checkbox"/> RT Edgar Albert Park | <input type="checkbox"/> RT Edgar Point Lonsdale |
| <input type="checkbox"/> RT Edgar Hawthorn    | <input type="checkbox"/> RT Edgar Barwon Heads   |
| <input type="checkbox"/> RT Edgar Brighton    | <input type="checkbox"/> RT Edgar Ocean Grove    |
| <input type="checkbox"/> RT Edgar Monash      | <input type="checkbox"/> RT Edgar Yarra Valley   |
| <input type="checkbox"/> RT Edgar Docklands   | <input type="checkbox"/> RT Edgar Gisborne       |
| <input type="checkbox"/> RT Edgar Portsea     | <input type="checkbox"/> RT Edgar Woodend        |
| <input type="checkbox"/> RT Edgar Rye         | <input type="checkbox"/> RT Edgar Kyneton        |

### B. PROPERTY DETAILS

#### 1. What is the address of the property you would like to rent?

Postcode

#### Property Rental

\$  Per week      \$  Per month

#### 2. Lease commencement date?

Day        Month        Year

#### 3. Lease Term

Years        Months

#### 4. How many tenants will occupy the property?

Adults       Children – ages

### C. PERSONAL DETAILS

#### 5. Please give us your details

- Mr     Ms     Miss     Mrs     Other

Surname       Given Name/s

Date of Birth       Driver's License Number

Driver's Licence Expiry Date       Driver's Licence State

Passport Number       Passport Country

Pension Number (if applicable)       Pension Type (if applicable)

#### 6. Please provide your contact details

Home Phone Number       Mobile Phone Number

Work Phone Number       Fax Number

Email Address

#### 7. What is your current address?

Postcode

Property Manager Name

### D. 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 -
- NTD: 1300 563 826
  - TICA: 1902 220 346
  - TRA: (02) 9363 9244

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)
- (h) transfer water account details into my name

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.

Signature       Date

### E. APPLICANT HISTORY

#### 8. How long have you lived at the current address?

Years        Months

#### 9. Why are you leaving this address?

#### 10. Landlord/Agent details of this property (if applicable)

Name of Landlord/Agent

Landlord/Agent phone number Weekly Rent  
\$

**11. What was your previous residential address?**

Postcode

**12. How long did you live at this address?**

Years Months

**13. Landlord/Agent details of this property (if applicable)**

Name of Landlord/Agent

Landlord/Agent phone number Weekly Rent  
\$

Was bond refunded in full? If not, why?

**F. EMPLOYMENT HISTORY**

**14. Please provide your employment details**

What is your occupation?

What is the nature of your employment?

Full Time  Part Time  Casual

Employer Name (incl. accountant if self employed or institution if student)

ABN Number (if self employed)

Employer Address

Postcode

Contact Name Contact Number

Length of Employment Net Income  
Years Months \$

**15. Please provide your previous employment details**

Occupation

Employer's Name

Length of Employment Net Income  
Years Months \$

**G. CONTACTS/REFERENCES**

**16. Please provide a contact in case of emergency**

Surname Given Name/s

Relationship to you Phone Number

**17. Please provide 2 personal references (not related to you)**

1. Surname Given Name/s

Relationship to you Phone Number

2. Surname Given Name/s

Relationship to you Phone Number

**H. OTHER INFORMATION**

**18. Car Registration**

**19. Please provide details of any pets**

Breed/Type Council Registration No.

**PLEASE NOTE**

Initial payments must be made by bank cheque or money order within 24 hours after approval of application. No Personal Cheques accepted.

- I acknowledge that my application is subject to the owners' approval and the availability of the premises on the due date. No action will be taken against the Landlord or Agent if the applicant is unsuccessful or upon acceptance should the premises not be ready for occupation on this date, for whatever reason.

- I accept that rental amounts are subject to change by providing the required notice.

As a result of the introduction of the Australian Privacy Principles, we have reviewed our privacy policies and procedures to ensure ongoing compliance. Our new Privacy Policy is available on our website at [www.rtedgar.com.au](http://www.rtedgar.com.au).

**DISCLAIMER**

**I confirm the following:**

- During my inspection of the property, I found it to be in a relatively clean condition

OR

- I have inspected the property and believe the following items should be attended to prior to my tenancy commencing. I acknowledge that these items are subject to the owners approval.

Signature

Date

How did you find out about this property?

Board  Internet  Local paper  Counter Rental list  
 Other \_\_\_\_\_

**PLEASE PROVIDE US WITH 100 POINTS OF ID.**

50 - Driver's License 30 ea. - Copy of Gas/Water/Electricity Acct.  
50 - Passport 20 - Copy of Mobile Phone Account  
50 - Proof of Age Card 20 - Copy of Medicare Card  
50 - Student ID Card 10 - Concession/Pension Card