

**PLEASE NOTE – EACH ADULT IS TO COMPLETE A SEPARATE APPLICATION FORM**

Property

**I HAVE COMPLETED AN INTERNAL INSPECTION OF THE PROPERTY**     YES     NO

**PERSONAL DETAILS**

Title

Legal Given Name

Middle Name

Surname

Date of Birth

Driver's Licence #

State

Car Registration #

**CONTACT DETAILS**

(H)

(W)

(M)

(E)

**LEASE DETAILS**

Rent

\$ per week / per month

Bond

\$  Own bond     DOH bond

Term Of Lease

12 months     6 months     Other (please specify)

Commencement Date

/ /

No of Adults

No of Children

Ages

**PETS**

Number of Pets \_\_\_\_\_

Age

Type & Breed

Council Registration #

Age

Type & Breed

Council Registration #

**PLEASE NOTE THE FOLLOWING**

**IMPORTANT INFORMATION**

The applicant hereby agrees to:

1. Pay all rental payments by iPay Rent as is the policy of Whitford Property
2. This application is subject to the owners approval and may take 2-3 days to process
3. All applicants must complete an application form and provide photo identification
4. 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 or cash will not be accepted.
5. The initial rent payment must be made in the form of a bank cheque or money order made payable to Whitford Property. Personal cheques or cash will not be accepted.
6. The applicant hereby agrees to a credit check being carried out by TICA.
7. The applicant acknowledges that the property is in a reasonable clean condition and in good repair as inspected.

**APPLICANTS**

Should your application be successful you will be notified by phone and requested to confirm your tenancy. We require **full bond and first month rent** to be paid within 24 hours. Prior to your commencement date all tenants must have signed the tenancy agreement (please allow ½ hours for this appointment). The property manager will supply you with the monetary amount at the confirmation of your tenancy. Keys will only be handed out when all parties have signed the tenancy agreement, bond lodgement form, all monies paid and tenancy commenced. No action will be taken against the landlord or agent if the application is unsuccessful or upon acceptance the premise should be unavailable for occupation on the date for whatever reason.

Applicant Signature

**PROOF OF IDENTIFICATION**

**APPLICATIONS WILL NOT BE PROCESSED WITHOUT A COPY OF THE FOLLOWING DOCUMENTATION BELOW**

Please attach copies including front and back of drivers licence

Driver's Licence		3 most recent payslips		Utility Bill in current address	
Current Bank Statement		Centrelink statement		Current rent ledger if renting	

And...

If Own Home		Rates Notice		Selling/Managing agents details if applicable	
If Self Employed		Letter from accountant		Business Account Statement	

**CURRENT LIVING ARRANGEMENTS** (Please Note: A current rental ledger must be provided if renting)

<input type="checkbox"/> Renting <input type="checkbox"/> Boarding <input type="checkbox"/> Own Home <input type="checkbox"/> Other (please specify)			
Current Address			
Landlord/Agent/Sales Rep			
Contact Person			
Phone			
Period of Occupancy	From	To	Rent per week \$
Reason for Leaving			

**PREVIOUS LIVING ARRANGEMENTS** (where you have been in above property less than 2 years)

<input type="checkbox"/> Renting <input type="checkbox"/> Boarding <input type="checkbox"/> Own Home <input type="checkbox"/> Other (please specify)			
Previous Address			
Landlord/Agent/Sales Rep			
Contact Person			
Phone			
Period of Occupancy	From	To	Rent per week \$
Reason for Leaving			

**EMPLOYMENT DETAILS**

Current Employer			
Occupation			
Address	Phone		
Contact Person	Needs to be a supervisor or human resources dept		
Period of Employment	From weekly / monthly	To	Income
Nature Of Employment	Full Time / Part Time / Casual		

**IF SELF EMPLOYED**

Accountant			
Contact Name			Phone
Company Name			Phone
ABN			Email
Business Duration	From	To	Income \$

If you are a Student	
Institution	
Course name and length/duration	
Student Id number / Campus Contact	VISA#
(attach copy)	
If you receive Centrelink or Government Payments	
Type	
Customer number	
Amount per Fortnight	
Attach copy of statement	
PERSONAL / PROFESSIONAL / CHARACTER REFERENCES (must not be relatives)	
Name	
Relationship to Applicant	
Contact Details	
Name	
Relationship to Applicant	
Contact Details	
EMERGENCY CONTACT / NEXT OF KIN	
Name	
Address	
Phone	
Work Phone	
Relationship to you	
Other Information to support your application	
Notes:	
RENTAL HISTORY	
Have you ever been evicted by a landlord or agent?	YES / NO
If yes give details	
Are you in debt to another landlord or agent?	YES / NO
If yes give details	
Were any deductions made from your last rental bond?	YES / NO
If yes give details	
DECLARATION	
<p>I acknowledge this is an application to lease the aforementioned property and that my application is subject to the owner's approval and the availability of the premises on the due date. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997. I acknowledge that I will be required to pay rental in advance and a bond, and that this application is subject to approval from the owner/landlord. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.</p> <p>I authorise the agent to obtain details of my credit worthiness from the owner or Agent of my current or previous address; my personal referees; any record, listing or database of default by tenants. If I default under a rental agreement, the Agent may disclose my details of any such default to any person whom the agent considers to have a reasonable interest in receiving such information.</p>	
Applicant Signature	Date
Print Name	

## PRIVACY INFORMATION AND STATEMENT

The applicant acknowledges and agrees that Whitford may make independent enquires in order to verify the applicant's background - these enquires may include a check with the National Tenancy Database and Tenancy Information Centre Australia

### Privacy Information/Policy Statement

**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 requested 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: The Landlord, the Landlord's lawyers, the Landlord's mortgagee, referees you have nominated, organisations / Trades people required to carry out maintenance to the premises, rental Bond Authorities, Residential Tenancy Tribunals / Courts, Collection Agents, National Tenancy Database Pty Ltd (ABN 65079 105 025), TICA Default Tenancy Database, other Real Estate Agents & Landlords.

**Secondary Purposes** - We also collect your personal information to: Enable us, or the landlord's lawyers, to prepare the lease/tenancy documents for the premises, allow organisations / trades people to contact you in relation to maintenance matters relating to the premises, pay / release rental bonds to / from Rental Bond Authorities (where applicable), refer to Tribunals, Courts and Statutory Authorities (where necessary), refer to Collection Agents / Lawyers (where default / enforcement action is required), provide confirmation details for organisations contacting us on your behalf i.e. Banks, Utilities (Gas, Electricity, Water, Phone) Employers, etc.

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.

I/We agree and understand that in the event of this application being rejected there is no requirement at law for the agent to disclose to me/us any reason for such rejection. I/We also agree that I/we will not raise any objection for not being provided a reason for any rejection of this application.

I/We agree and understand that in the event of this application being approved by the landlord, the agent may report any defaults that may occur from time to time in the tenancy with TICA Default Tenancy Database and any other tenancy database which may be available. I/we understand that in the event of a default being reported to TICA Default Tenancy Database or any other tenancy database, the removal of such information is subject to the guidelines of the database companies.

I/We acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 1902 220 346. I/We agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST. You can contact National Tenancy Database Pty Ltd on (03) 9416 2366.

As professional property managers Whitford collects personal information about you. To ascertain what personal information we have about you, you can contact us by phone (03) 5222 1616, fax (03) 5222 1618, and email rentals@whitfordproperty.com.au or in person at 2/55 Sharp Street, Newtown, Victoria, 3220.

**I confirm that I have, read and understood, the Privacy Statement that Whitford has made available to me.**

Applicant Signature		Date	
Print Name			
Witness		Date	
Print Name			

Do you own an investment property in the Geelong Region? YES NO

Are you looking to own an Investment in the Geelong area in the next 12/18 months? YES NO

Have you liked our Facebook (@whitfordpropertygeelong) & Instagram (whitfordproperty) pages?

**This is a free service that connects all your utilities**



Once we have received this application we will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this Application to confirm the information on this Application and explain the details of the services offered. Direct Connect is a utility one stop connection service.

Please tick utilities requested

- Water       Electricity       Gas       Phone       Internet       Pay TV       Insurance

**DECLARATION AND EXECUTION:** By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue [for a period of 1 year from the date of our/my execution of this application/until [28] days after we/I disconnect the last of the services in respect of which this application is made]; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect 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 the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services. By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.

Signature  Date

PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F: 1300 664 185. [www.directconnect.com.au](http://www.directconnect.com.au)

**RENTAL PAYMENTS**

**Paying Bond**

The initial bond payment is to be paid by **MONEY ORDER OR BANK CHEQUE ONLY**. **Under no circumstances will personal cheques be accepted for this payment.**

It will be credited to your rental account commencing with the first day of your tenancy.

**Bond transfers are NOT accepted.** Payment of this money must be in cleared funds – Money Order or Bank Cheques only payable to Residential Tenancies Bond Authority).

**THIS OFFICE DOES NOT ACCEPT PAYMENTS BY CASH.**

**Rent Payment**

After this initial payment our preferred method of rent payment is iPay Rent.

**Further information can be found at <https://www.ipayrent.com.au/tenants/>**

Please bring your banking details to your lease signing appointment, so if you choose iPay Rent as your preferred method for rent payment, we can set it up during this appointment.

iPay Rent allows tenants to pay rent via direct debit, credit card, phone or internet banking as well as BPAY and payments at Australia Post. Your property manager will go into more detail about this payment method if you are approved for this property.

Tenants are charged for the use of the iPay Rent service by a third party payment processor (IP Payments). The Fees for the use of the service are outlined below:

Payment Method	Service Fee	Convenience Fee / Surcharge	Total
Bank Account	\$0.80	\$0.00	<b>\$0.80</b>
Credit Card	\$0.00	2.2%	<b>2.2% surcharge</b>
Australia Post	\$1.65	\$1.35	<b>\$4.00</b>
BPAY	\$0.80	\$2.35	<b>\$0.80</b>

**Due to banking processing times, iPay Rent funds do not clear into our bank account immediately; it takes 4 business days to clear. Please factor this into your Commencement Date for rent payments. You can learn more about this banking process by referring to the attached Bank Settlement Time Explanation flyer.**

**Your other payment options are cheque (bank, personal or money order) or deduction from pay.**

We hope this information is of value to you. If there is anything we can do to make the 'moving in' process easier for you, please let us know. It is our aim to provide you with every assistance possible to ensure that your association with this office is an enjoyable one.

Applicant Signature		Date	
Print Name			