

# TENANCY APPLICATION FORM

## IMPORTANT INFORMATION

Please read the information below thoroughly prior to submission of your application

*To consider your application the below is required:*

- You must view the property at one of our scheduled open times before being able to apply.
- Every person who intends to reside at the property who is over the age of 18 years must complete an application form.
- 100 points of ID is essential for each applicant, including at least one form of photo ID (please see our Identification Checklist on page 2 for documents that we accept).
- Please **ensure all photocopies are provided** of any supporting documentation for proof of identity and/or income as our office does not provide a photocopying service.
- To avoid delays in processing your application, please ensure that all details are fully completed and that you have signed the application, including the privacy statement.  
**Please note: if your application is not filled out completely, has missing documentation and/or has not been signed, it will not be processed.**
- Faxed copies of your application and supporting documentation will not be accepted.
- If you are unable to call into our office to drop off your application in person, you may email your application and supporting documentation to [reception@triwest.com.au](mailto:reception@triwest.com.au).

*Processing your application:*

- **Please allow 3 – 4 working days to process your application.**
- Your application will be processed with all information provided and will then be submitted to the landlord of the property. The landlord can then approve or decline the application.
- You will receive an sms and/or email as your application progresses through each stage of processing.
- Should your application be declined, the landlord or our office is not required to give a reason.
- Should your application be successful, a bond for the property (one month's rent) is required to be paid within 24 hours of acceptance by Bank Cheque or Money Order payable to "RTBA" (Residential Tenancies Bond Authority). **Cash or personal cheques WILL NOT be accepted.** Alternatively, all approved tenants leasing through Professionals Triwest Real Estate have been pre-approved for a full bond advancement through our partner easyBondpay, allowing you to pay your bond via monthly instalments. Full details available - <http://easybondpay.com.au/tenants.php> or contact **easyBondpay**™ on 1300 022 663.  
makes renting easier for you
- A minimum of 3 working days from acceptance of applications are required by our office prior to tenants being able to move into the property.
- It is the tenant's responsibility to get all utilities connected (with the exception of water which will be arranged by our office). If you would like assistance with this, please ask one of our friendly rental team members. More information is located on page 6 of this application for a free no obligation utilities connection service.

## SUPPORTING DOCUMENTS

### IDENTIFICATION CHECKLIST

*\*100 points required for each applicant\**

Please tick the identity documents you have provided with your application

		<i>App1</i>	<i>App2</i>
AUSTRALIAN DRIVERS LICENCE	40 POINTS	<input type="checkbox"/>	<input type="checkbox"/>
PASSPORT	40 POINTS	<input type="checkbox"/>	<input type="checkbox"/>
KEYPASS / PROOF OF AGE	40 POINTS	<input type="checkbox"/>	<input type="checkbox"/>
<b>*Please note at least one form of photo ID is compulsory</b>			
BIRTH CERTIFICATE	20 POINTS	<input type="checkbox"/>	<input type="checkbox"/>
MARRIAGE CERTIFICATE	20 POINTS	<input type="checkbox"/>	<input type="checkbox"/>
CENTRELINK CARD	20 POINTS	<input type="checkbox"/>	<input type="checkbox"/>
MEDICARE CARD	20 POINTS	<input type="checkbox"/>	<input type="checkbox"/>
HEALTH INSURANCE CARD	20 POINTS	<input type="checkbox"/>	<input type="checkbox"/>
BANK OR CREDIT CARD STATEMENT (showing residential address)	20 POINTS	<input type="checkbox"/>	<input type="checkbox"/>
ATO NOTICE OF ASSESSMENT / GROUP CERTIFICATE	20 POINTS	<input type="checkbox"/>	<input type="checkbox"/>
GAS ACCOUNT	20 POINTS	<input type="checkbox"/>	<input type="checkbox"/>
ELECTRICITY ACCOUNT	20 POINTS	<input type="checkbox"/>	<input type="checkbox"/>
PHONE ACCOUNT	20 POINTS	<input type="checkbox"/>	<input type="checkbox"/>
COUNCIL RATES NOTICE	20 POINTS	<input type="checkbox"/>	<input type="checkbox"/>
HOUSE, CONTENTS OR CAR INSURANCE CERTIFICATE	20 POINTS	<input type="checkbox"/>	<input type="checkbox"/>
VEHICLE REGISTRATION	20 POINTS	<input type="checkbox"/>	<input type="checkbox"/>
PREVIOUS TENANCY AGREEMENT	20 POINTS	<input type="checkbox"/>	<input type="checkbox"/>

TOTAL -----

### PROOF OF INCOME

You are also required to supply proof of income with this application.

Employed: Last 3 pay slips

Unemployed: Centrelink Statement

Self Employed: Bank Statements, Group Certificate, Tax Return or Accountant's letter

☐ ☐

### CURRENTLY RENTING

If you are currently renting, please ask your Agent for a copy of your payment history/ledger and attach a copy to this application.

☐ ☐

## APPLICATION FOR RESIDENTIAL TENANCY

THIS APPLICATION MUST BE COMPLETED IN FULL & SIGNED OR IT WILL NOT BE PROCESSED

### DETAILS OF PROPERTY

<p><b>Address</b></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p><b>Rental</b></p> <div style="border: 1px solid black; padding: 2px;">\$                      per fortnight/calendar month</div> <p><b>Lease Term Required</b></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p><b>Proposed Commencement Date</b></p> <div style="border: 1px solid black; padding: 2px; text-align: center;">/           /    20</div> <p><b>Number to occupy premises</b></p> <div style="border: 1px solid black; padding: 2px;">Adults -          Children -          (Ages           )</div>	<p><b>Date Inspected</b></p> <div style="border: 1px solid black; padding: 2px; text-align: center;">/           /    20</div> <p><b>Bond</b></p> <div style="border: 1px solid black; padding: 2px;">\$</div> <p><b>How Bond will be paid - please tick one box</b></p> <div style="border: 1px solid black; padding: 2px;"> <input type="checkbox"/> Bank Chq/Money Order    <input type="checkbox"/> easyBondpay    <input type="checkbox"/> DOH         </div> <p><b>Any Pets?</b></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p><b>If yes, list type &amp; breed of pet</b></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
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### DETAILS OF APPLICANT(S)

<i><b>APPLICANT 1</b></i>	<i><b>APPLICANT 2</b></i>								
<p><b>Surname</b></p> <div style="border: 1px solid black; padding: 2px;">Mr / Ms / Miss / Mrs</div> <p><b>Given name/s</b></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p><b>Date of Birth</b></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p><b>Previous Names</b></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p><b>Current Address</b></p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: 1px solid black; padding: 2px;"><b>Home Phone</b></td> <td style="width: 50%; border: 1px solid black; padding: 2px;"><b>Mobile</b></td> </tr> <tr> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> </tr> </table> <p><b>Email Address</b></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p><b>Length of time at current address</b></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p><b>Reason for leaving current address</b></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p><b>If renting at current address - Real Estate Agency / Name of private landlord</b></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p><b>Telephone Number</b></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<b>Home Phone</b>	<b>Mobile</b>			<p><b>Surname</b></p> <div style="border: 1px solid black; padding: 2px;">Mr / Ms / Miss / Mrs</div> <p><b>Given name/s</b></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p><b>Date of Birth</b></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p><b>Previous Names</b></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p><b>Current Address</b></p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: 1px solid black; padding: 2px;"><b>Home Phone</b></td> <td style="width: 50%; border: 1px solid black; padding: 2px;"><b>Mobile</b></td> </tr> <tr> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> </tr> </table> <p><b>Email Address</b></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p><b>Length of time at current address</b></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p><b>Reason for leaving current address</b></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p><b>If renting at current address - Real Estate Agency / Name of private landlord</b></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p><b>Telephone Number</b></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<b>Home Phone</b>	<b>Mobile</b>		
<b>Home Phone</b>	<b>Mobile</b>								
<b>Home Phone</b>	<b>Mobile</b>								

### APPLICANT 1

Previous Address


Length of time at previous address

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Reason for leaving previous address

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If renting at previous address -  
Real Estate Agency / Name of private landlord

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Telephone Number

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### APPLICANT 2

Previous Address


Length of time at previous address

--

Reason for leaving previous address

--

If renting at previous address -  
Real Estate Agency / Name of private landlord

--

Telephone Number

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### PERSONAL REFERENCES - Excluding Relatives, Agents and Employers. Must be different to any co-applicant.

Full Name

--

Telephone Number

BH	AH
----	----

Address


Relationship to You

--

Full Name

--

Telephone Number

BH	AH
----	----

Address


Relationship to You

--

### INCOME DETAILS - If you have been employed for less than 12 months with this employer, please attach details of your previous employer

Name of Employer

--

Employer's Address


Contact Person

--

Telephone Number

--

Length of Time Employed

--

Occupation/Title

--

Net Income (Take Home Pay)

\$		per week/fortnight/month
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Name of Employer

--

Employer's Address


Contact Person

--

Telephone Number

--

Length of Time Employed

--

Occupation/Title

--

Net Income (Take Home Pay)

\$		per week/fortnight/month
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**APPLICANT 1**

**APPLICANT 2**

**OTHER INCOME**

Type (Eg. Centrelink, Pension, Child Support)

Payment Amount

\$	per week/fortnight/month
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Type (Eg. Centrelink, Pension, Child Support)

Payment Amount

\$	per week/fortnight/month
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**NEXT OF KIN** - Excluding co-applicants. Must be different to any other co-applicant.

Full Name

Telephone Number

	BH	AH
--	----	----

Address

  


Relationship to You

Full Name

Telephone

	BH	AH
--	----	----

Address

  


Relationship to You

The applicant(s) acknowledge that the information supplied in this application is true and correct and has been willingly supplied to assist the Landlord in assessing my/our suitability as a Tenant for the Rented Premises. The applicant authorises Triwest Real Estate to make any enquiries they feel necessary to assist the Landlord in their decision, including Public Record Searches with Tenancy Reference Databases. Should the application be accepted by the Landlord, the applicant understands that the tenancy shall be governed by the *Residential Tenancies Act 1997*, and that commencement is subject to the present occupant delivering up vacant possession by the said date. No action shall be taken against the Landlord or Agent should the premises not be ready for occupation on the specified date for any reason whatsoever.

The applicant further acknowledges that upon the application for tenancy being accepted, the Bond must be paid by Bank Cheque or Money Order payable to "RTBA" (Residential Tenancies Bond Authority) within 24 hours of acceptance.

Signed by the Applicants:

Applicant 1

Date

Applicant 2

Date

## UTILITY CONNECTIONS



PH: 1300 554 323 | Fax: 1300 889 598  
[info@connectnow.com.au](mailto:info@connectnow.com.au)

### **Moving home has never been easier**

Connectnow is dedicated to helping you move home more easily. We can connect your utilities including electricity, gas, phone, internet and pay TV to a broad choice of leading providers. We can also organise your disconnections and offer a range of additional services, such as cleaning and food services, removalists and vehicle hire.

What's more, you pay no extra charges as a result of using the connectnow service. We will make all reasonable efforts to contact you within 1 working day of receiving this application to explain the details of the services offered. If we are unable to contact you within this period please call 1300 554 323 to ensure your services can be addressed by the required date.

#### **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, 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 \_\_\_\_\_

## Tenancy Privacy Statement

All Property Managers must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as a professional property manager. Please take the time to read this Privacy Statement carefully and once completed, return it to this office with your Tenancy Application.

As professional property managers, Triwest Real Estate collects personal information about you. You can ask for access to the personal information we have about you, by contacting us by:

Telephone:	03 9741 5900
Facsimile:	03 9741 0782
Email:	<a href="mailto:reception@triwest.com.au">reception@triwest.com.au</a>
In person:	6A Watton Street, Werribee 3030
Visit website:	<a href="http://www.triwest.com.au">www.triwest.com.au</a>

### Collection and disclosure of personal information

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 for the ongoing management of your tenancy agreement. To carry out this role when processing your application, during the term of your tenancy and for some time thereafter, we are often required to disclose your personal information to one or more of the following:

- Co-Applicants / Tenants
- The Landlord
- The Landlord's lawyers
- The Landlord's mortgagee / insurer's / valuers
- Referees you have nominated
- Organisations / Tradespeople required to carry out maintenance to the premises
- Rental Bond Authorities or Rent Bond insurance providers
- Residential Tenancy Tribunals/Courts
- Mercantile Agents
- National Tenancy Database (ntd) a division of Veda Advantage Information Services and Solutions Limited ABN 26 000 602 862
- Connect Now
- Utility Companies
- Other Real Estate Agents & Landlords
- Real Estate Institute of Victoria (REIV)
- Any other third party as required by law

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.

We request that you please sign below to acknowledge that you fully understand the National Privacy Principles and the manner in which your private information may be used.

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

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

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

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

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

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