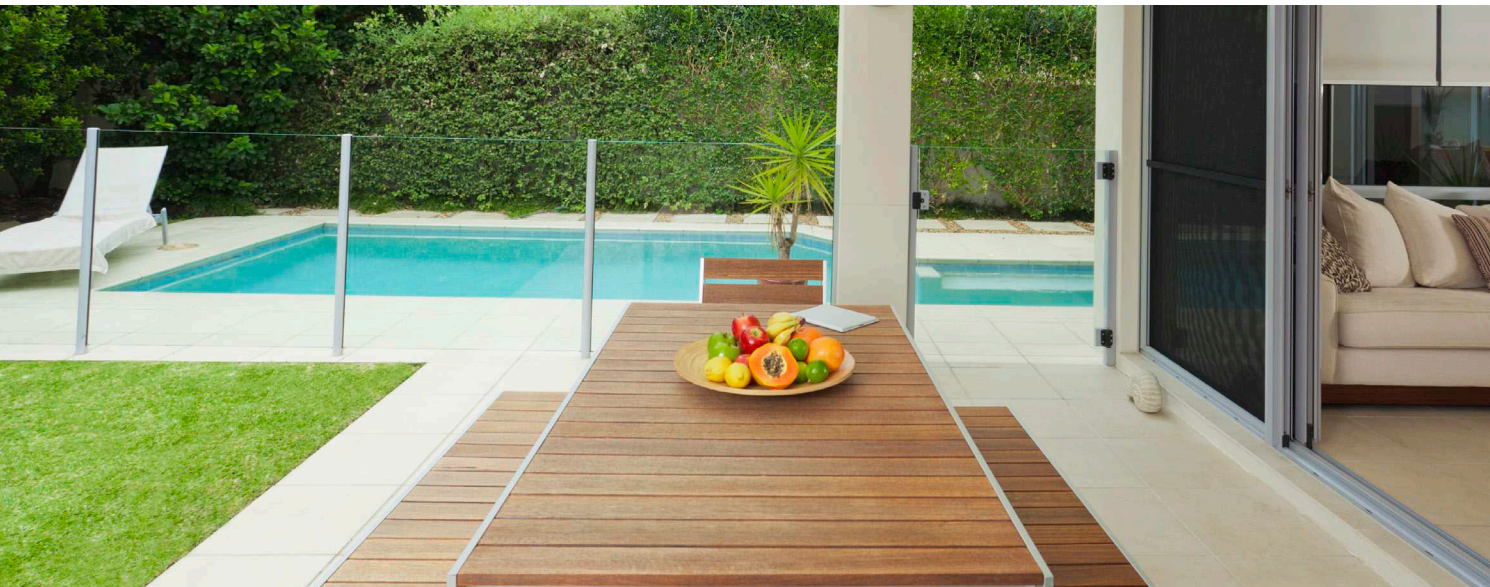


# RENTAL APPLICATION FORM

# DOCUMENTATION READY TO APPLY



- Each adult residing in the property is required to complete this application
- 100 points of identification is required - this must be photo copied and attached to this application. Any photocopying required will be charged at a rate of \$1.00 per page.

ITEM	ITEM	ITEM
CURRENT DRIVER'S LICENSE	70	EMPLOYMENT CONFIRMATION
PASSPORT	40	CENTRELINK PAYMENTS
PREVIOUS 3 RENT RECEIPTS	30	COPY OF BIRTH CERTIFICATE
		GAS, ELEC OR PHONE ACCOUNT
		MEDICARE OR CREDIT CARD
		CAR/MOTORBIKE REGO PAPERS

## ADDITIONS THAT WILL HELP YOUR APPLICATION

- If you have any rental history then please attach rental receipts to establish payment summary.
- Payslips or Bank Statement to provide ability to service the rent
- Proof of employment.
- Act quickly - submit your application as quickly as possible and ensure you have completed all details on the application form.

## ACKNOWLEDGMENTS

Should your application be successful you will be notified by phone and requested to confirm your tenancy.

## SUCCESSFUL APPLICANT

You are required to read and sign the Privacy Statement and Authority on the last page of this application.

## INITIAL FINANCIAL COMMITMENT

Remember that the FULL BOND and one months rental in advance needs to be paid within 24 hours of confirmation of your tenancy.

Please allow a half hour appointment at the Stockdale & Leggo Office with the Property Manager for all documentation to be processed.

In order to make an application, the tenant confirms that they have inspected the property both internally and externally and are satisfied with the condition.

Thank you,

Property Management Team



## **IF YOUR APPLICATION IS APPROVED**

### **STEP 1**

Come into the office to sign the lease agreement within 24 hours of acceptance, or by alternative arrangement as agreed.

### **STEP 2**

Payment of Security Bond - This must be made payable to "The Residential Tenancies Bond Authority" (RTBA). Payment must be by Bank cheque or money order - we do not except cash or personal cheques. A Bond lodgement form needs to be completed.

### **STEP 3**

Organise your utility connections. We can organise this for you as a Free service through Stockdale & Leggo. Just Fill out the free utility connection section and one of our 'The Whole House' customer service representatives will be in contact with you.

### **STEP 4**

Payment of first months rent in advance which your property manager will advise. Rent can be paid by Money Order or Bank cheque.

### **STEP 5**

Keys will be made available on the commencement date once all steps have been completed, all documentation has been duly signed and the first months rent has been paid in advance.

### **STEP 6**

Return signed Condition Report within 3 business days from picking up the keys.

## **FREE UTILITY CONNECTION SERVICE**

If you require electricity, gas, phone, broadband or pay TV connection when you move in, we can help.

Just Fill out the free utility connection section and one of our 'The Whole House' customer service representatives will be in contact with you.

If possible request connection for one day prior to moving in. Connection can be anytime on the requested day.

The main electrical switch must be "OFF" (sometimes in units a second switchboard is installed - this must be "OFF" as well).

Connections will not occur if the power switch is left "ON", on the day of connection.

## **CONTACT US**

For further information on the service, contact 'The Whole House' Customer Service Team on 1300 We Welcome (1300 39 3952663). Alternatively, contact your local office.

# PROPERTY DETAILS

## PROPERTY YOU WOULD LIKE TO RENT

PROPERTY ADDRESS:

RENT PER WEEK: \$

BOND AMOUNT: \$

LENGTH OF TENANCY: Years:                  Months:

TENANCY TO COMMENCE: Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

HOW MANY TENANTS WILL OCCUPY THE PROPERTY? Adults:                  Children:                  Ages:

### FREE UTILITY CONNECTION SERVICES

Our FREE connection service takes the stress out of organising the connections of all your services such as electricity, gas and water whilst finding valuable savings through our strong relationships with our suppliers.

Please tick what services you would like:

- |   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|
| <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>  |
| Electricity   | Gas   | Water   | Internet  | Telephone   | Pay TV  | Insurance   | Removalists   | Cleaning  | Loan Finance  |
|  |  |  |  |  |  |  |  |  |  |

YES, I WOULD LIKE STOCKDALE & LEGGO WELCOME HOME SERVICE TO CONTACT ME ABOUT THE CONNECTION OF MY UTILITIES.

Once 'The Whole House' has received your application we will make all reasonable efforts to contact you within 24 hours of the nearest business day to identify how we can help.

By signing this application, you agree and acknowledge:

1. The Whole House connection services is powered by Compare and Connect Australia Pty Ltd.
2. That you accept the Terms and Conditions that may be accessed at <http://snlwholehouse.compareandconnect.com.au/>
3. We will contact you by telephone, email or text message in order to provide the services requested by you even if your details are registered on the Do Not Call Register.
4. That we may share your details with their suppliers and service providers in order to facilitate the connection and/or disconnection of the requested services.
5. That we may receive a fee from the suppliers and service providers, part of which may be paid to a referral partner, and you are not entitled to any part of any such fee.
6. That we do not accept any liability on behalf of the suppliers and providers.
7. Obtain the National Metering Identifier and/or Meter Installation Reference Number of the properties that you are vacating and/o relocating to.
8. Contact you with future promotions and offers.

By signing this application form you warrant that you are authorised to make this application and provide the invitation, consents, acknowledgments, authorisations and undertakings set out in this application form on behalf of all of the applicants listed herein.

**FIRST APPLICANT:** *(please tick the appropriate box)*

**TITLE:** Mr  Mrs  Miss  Ms  Prof  Dr

**GIVEN NAME:**

**SURNAME:**

**DATE OF BIRTH:** / /

**DRIVERS LICENSE NO:**

**EXPIRY DATE:**

**LICENSE STATE:**

**VEHICLE REG:**

**STATE:**

**PASSPORT NO:**

**PASSPORT COUNTRY:**

**PENSION NO:**

**TYPE:**

**CURRENT ADDRESS:**

**PHONE:**

**MOBILE:**

**EMAIL:**

**YOUR CURRENT ACCOMMODATION:**

**ARE YOU THE:** Owner  Renter

**TIME AT CURRENT ADDRESS:** Years: Months:

**REASON FOR LEAVING:**

**LANDLORD/AGENT NAME:**

**LANDLORD/AGENT CONTACT NUMBER:**

**RENT PER WEEK:**

**BOND REFUNDED:** Yes  No

**IF BOND NOT REFUNDED, WHY?**

**PREVIOUS ACCOMMODATION HISTORY:**

**PREVIOUS ADDRESS:**

**ARE YOU THE:** Owner  Renter

**TIME AT CURRENT ADDRESS:** Years: Months:

**REASON FOR LEAVING:**

**LANDLORD/AGENT NAME:**

**LANDLORD/AGENT CONTACT NUMBER:**

**RENT PER WEEK:**

**BOND REFUNDED:** Yes  No

**IF BOND NOT REFUNDED, WHY?**

**FIRST APPLICANT EMPLOYMENT HISTORY:**

**CURRENT OCCUPATION:**

<b>CURRENT OCCUPATION:</b>	<b>EMPLOYMENT TYPE:</b> <input type="checkbox"/> Full time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual
<b>EMPLOYER NAME:</b>	<b>ADDRESS:</b>
<b>CONTACT NAME:</b>	<b>CONTACT NUMBER:</b>
<b>TIME WITH BUSINESS:</b> Years:       Months:	<b>NET WEEKLY INCOME:</b>

**PREVIOUS EMPLOYMENT HISTORY:**

<b>PREVIOUS EMPLOYER:</b>	<b>OCCUPATION:</b>
<b>ADDRESS:</b>	
<b>CONTACT NUMBER:</b>	<b>TIME WITH BUSINESS:</b> Years:       Months:

**IF SELF EMPLOYED:**

<b>ACCOUNTANT:</b>	<b>ACCOUNTANT EMAIL:</b>
<b>CONTACT NAME:</b>	<b>CONTACT NUMBER:</b>

**IF YOU RECEIVE CENTRELINK PAYMENTS**

<b>TYPE:</b>	<b>CUSTOMER NUMBER:</b>
<b>AMOUNT PER FORTNIGHT:</b>	

**IF YOU HAVE PETS:**

<b>PETS:</b>	<b>TYPES:</b>
<b>BREEDS:</b>	<b>AGES:</b>

**EMERGENCY CONTACT:**

<b>NAME:</b>	<b>CONTACT NUMBER:</b>
<b>RELATIONSHIP:</b>	<b>ADDRESS:</b>

**PLEASE SUPPLY TWO REFERENCES:**

<b>1) NAME:</b>	<b>CONTACT NUMBER:</b>
<b>ADDRESS:</b>	
<b>2) NAME:</b>	<b>CONTACT NUMBER:</b>
<b>ADDRESS:</b>	

**SECOND APPLICANT:** *(please tick the appropriate box)*

<b>TITLE:</b> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Prof <input type="checkbox"/> Dr <input type="checkbox"/>	
<b>GIVEN NAME:</b>	<b>SURNAME:</b>
<b>DATE OF BIRTH:</b> / /	<b>DRIVERS LICENSE NO:</b>
<b>EXPIRY DATE:</b>	<b>LICENSE STATE:</b>
<b>VEHICLE REG:</b>	<b>STATE:</b>
<b>PASSPORT NO:</b>	<b>PASSPORT COUNTRY:</b>
<b>PENSION NO:</b>	<b>TYPE:</b>
<b>CURRENT ADDRESS:</b>	
<b>PHONE:</b>	<b>MOBILE:</b>
<b>EMAIL:</b>	

**YOUR CURRENT ACCOMMODATION:**

<b>ARE YOU THE:</b> Owner <input type="checkbox"/> Renter <input type="checkbox"/>	<b>TIME AT CURRENT ADDRESS:</b> Years: Months:
<b>REASON FOR LEAVING:</b>	
<b>LANDLORD/AGENT NAME:</b>	
<b>LANDLORD/AGENT CONTACT NUMBER:</b>	
<b>RENT PER WEEK:</b>	<b>BOND REFUNDED:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>IF BOND NOT REFUNDED, WHY?</b>	

**PREVIOUS ACCOMMODATION HISTORY:**

<b>PREVIOUS ADDRESS:</b>	
<b>ARE YOU THE:</b> Owner <input type="checkbox"/> Renter <input type="checkbox"/>	<b>TIME AT CURRENT ADDRESS:</b> Years: Months:
<b>REASON FOR LEAVING:</b>	
<b>LANDLORD/AGENT NAME:</b>	
<b>LANDLORD/AGENT CONTACT NUMBER:</b>	
<b>RENT PER WEEK:</b>	<b>BOND REFUNDED:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>IF BOND NOT REFUNDED, WHY?</b>	

**SECOND APPLICANT EMPLOYMENT HISTORY:**

**CURRENT OCCUPATION:**

<b>CURRENT OCCUPATION:</b>	<b>EMPLOYMENT TYPE:</b> <input type="checkbox"/> Full time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual
<b>EMPLOYER NAME:</b>	<b>ADDRESS:</b>
<b>CONTACT NAME:</b>	<b>CONTACT NUMBER:</b>
<b>TIME WITH BUSINESS:</b> Years:       Months:	<b>NET WEEKLY INCOME:</b>

**PREVIOUS EMPLOYMENT HISTORY:**

<b>PREVIOUS EMPLOYER:</b>	<b>OCCUPATION:</b>
<b>ADDRESS:</b>	
<b>CONTACT NUMBER:</b>	<b>TIME WITH BUSINESS:</b> Years:       Months:

**IF SELF EMPLOYED:**

<b>ACCOUNTANT:</b>	<b>ACCOUNTANT EMAIL:</b>
<b>CONTACT NAME:</b>	<b>CONTACT NUMBER:</b>

**IF YOU RECEIVE CENTRELINK PAYMENTS**

<b>TYPE:</b>	<b>CUSTOMER NUMBER:</b>
<b>AMOUNT PER FORTNIGHT:</b>	

**IF YOU HAVE PETS:**

<b>PETS:</b>	<b>TYPES:</b>
<b>BREEDS:</b>	<b>AGES:</b>

**EMERGENCY CONTACT:**

<b>NAME:</b>	<b>CONTACT NUMBER:</b>
<b>RELATIONSHIP:</b>	<b>ADDRESS:</b>

**PLEASE SUPPLY TWO REFERENCES:**

<b>1) NAME:</b>	<b>CONTACT NUMBER:</b>
<b>ADDRESS:</b>	
<b>2) NAME:</b>	<b>CONTACT NUMBER:</b>
<b>ADDRESS:</b>	



# DECLARATION & AUTHORITY

## APPLICANT 1 & APPLICANT 2

1. I hereby offer to rent the property from the owner under lease to be prepared by the Agent. Should this application be accepted by the Landlord I agree to enter into a Residential Tenancy Agreement pursuant to the Residential Tenancies Act 1997.
2. I acknowledge that this application is subject to the approval of the Landlord/Owner. I declare that all information contained in this application (including the front page) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.
3. I also authorise the Agent to obtain personal information from:
  4. The owner or the Agent of my current or previous residence.
  5. My personal referees and employer/s
  6. Any record listing or database of defaults by tenants.
  7. My accountant or Payroll Officer
8. I am aware that the Agent will use and disclose my personal information in accordance with the Privacy Act in order to:
  9. Communicate with the owner and select a tenant.
  10. Prepare lease/tenancy documents.
  11. Allow tradespeople or equivalent organisations to contact me.
  12. Lodge/claim/transfer to/from a Bond Authority.
  13. Refer to Tribunals/Courts & Statutory Authorities where applicable.
  14. Complete a credit check with NTD (National Tenancies Database). You may request copies of your records from NTD on 1300 563 826 or [www.ntd.net.au](http://www.ntd.net.au) to amend or dispute the record.
  15. Transfer water account details into my name.
  16. Connect utilities through Stockdale & Leggo.

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to the tenancy default database, and to agents/landlords of properties I may apply for in the future. I am aware that if the information is not provided or I do not consent to the uses of which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above. The application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the landlord and the agent should any circumstances arise whereby the property is not available for occupation on the due date.

### APPLICANT 1

SIGNATURE:

DATE:

### APPLICANT 2

SIGNATURE:

DATE: