



Residential Tenancy Application Form

Shop 12, 46 Outlook Drive,
Dandenong North VIC 3175
☎ 03 9795 8889
📠 03 9795 8869
📧 reception@boutiqueestate.com.au

Personal Details

Title	First name
Last name	
Date of birth	/ /
Driver license number	State of issue
Car registration number	
Alternative ID	No.
Home	Mobile
Email	
Date property inspected:	

Current Situation

Current address	
Suburb	Post code
Are you the <input type="checkbox"/> Owner <input type="checkbox"/> Renter <input type="checkbox"/> Other:	
How long have you lived at your current address?	
Years	Months
Name of Landlord/ Agent	
Phone number	
Rent paid per week	
Reason for leaving	
If selling, please provide agent details	
Was bond repaid in full? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please specify:	

Current Employment Details or Centrelink Details

Occupation	
Employer name	
Employer phone number	
Employment address	
Manager name	
Phone	
Length of current employment	Years Months
Net income \$	Per week Per month

Next Kin

Emergency contact	Relationship
Address	
Mobile	Home Phone

Other Information

Number of persons occupying property	Adults Children
Please specify the age of any children	
Do you have any pets? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please specify below:	
Age:	Type: Breed:
Indoor/Outdoor:	
Do you smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Property Applying For

Address		
Suburb	Post Code	
Lease term	Years	Months
Date property to be occupied / /		
Rent payable for property (per week) \$		
Name(s) of other applicants to occupy property		
Notes		

Previous Rental History (including overseas if applicable)

Are you the <input type="checkbox"/> Owner <input type="checkbox"/> Renter <input type="checkbox"/> Other:		
Previous address		
Suburb		
How long did you live at the previous address?	Years	Month
Name of landlord/ managing agent/ selling agent		
Phone number	Rent paid per week	
Reason for leaving		
Was bond repaid in full? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please specify:		

Previous Employment Details

Occupation		
Employer name		
Employment address		
Suburb	Post code	
Employer phone number		
Contact name	Phone	
Length of employment	Years	
Months		
Net income \$	Per week	Per month
Year of termination		

Personal Referees

Reference name	Phone
Occupation/ Relationship	
Reference name	Phone
Occupation/ Relationship	

If Self-Employed, please complete the following

Company name		
Company address		
Suburb	Post code	
Business type		
Position held		
Accountant	Phone	
Net income \$	Per week	Per month

Please Note:

1. The monthly calendar rental amount is calculated as per the Victorian Civil and Administrative Tribunal's instructions.
The formula is as follows
The weekly rental amount, divided by 7 days, multiplied by 365 days, divided by 12 months.
2. Should your application be successful, the Lease Agreement and the Bond (equal to one calendar month's rent) MUST be signed/paid within 24 hours of being accepted. The bond must be either a bank cheque or money order made payable to the RTBA. The property will remain advertised on both the internet and rental list until this has been completed.

Additional Information

Photographic identification must be submitted with each application.

To assist in reducing application processing time, please include payslips and bank statements along with your application.

Privacy Statement

The personal information you provide in this application or collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the applicant in this applications and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including Landlords and their advisers, referees, other agents and third party operators of tenancy reference databases.

This privacy statement explains how the Agent and Owner use and disclose personal information which they hold about you and the privacy rights you have in relation to that information. A reference in tis privacy statement to:

How the Owner and Agent may use your personal information.

The Owner and Agent may each use your personal information in connection with:

- (a) their business, including in connection with
 - (i) the purchase, development, sale and leasing of land, including the building;
 - (ii) the proposed sale of an interest in the Owner of Agent's business;
 - (iii) raising finance in connection with the matters specified in paragraph (i);
 - (iv) the management of the building and the Owner's portfolio of land;
 - (v) internal reporting;
 - (vi) reporting to related entities, financiers, and advisors, and
 - (vii) direct marketing (such as newsletters), and
- (b) the management and administration of the lease
- (c) processing of application details through a tenancy database

To whom Owner and Agent may disclose your personal information.

The Owner and Agent may disclose your personal information, if they consider it is necessary to do so:

- (a) if required by law; or
- (b) to any one or more of the following
 - (i) their related entities;

- (ii) persons in connection with a proposed sale of an interest in the Owner or Agent's business (including purchasers of the building);
 - (iii) any agents engaged by the Owner and notified to you;
 - (iv) contractors and service providers involved in the management and maintenance of the building or any works in connection with the building;
 - (v) professional advisors in connection with the lease, the premises or the building;
 - (vi) the Owner's financiers;
 - (vii) the Owner's corporation and, if relevant, the building management committee for the building, any of whom may be located outside Australia
- (c) tenancy databases

Your rights: You need not give the Agent any of the personal information it requests. However, without this information, the Owner and Agent may not be able to provide you with the service you require. You may request access at any time to personal information which the Owner or Agent hold about you and ask them to correct it if you believe it is incorrect or out of date.

Privacy Act Acknowledgement

I authorise you to give information to and obtain information from all credit providers and references named in this application.

I confirm that I have read and understand the Privacy Policy that the lessor/agent has made available to me.

I/we have been advised that a Consumer Affairs Booklet can be obtained from Office of Fair Trading or Rental Bond Office.

Applicant name:

Applicant signature:

Date:

Current address:

Attachments Required

Please make sure that all below requested documents are attached with the tenancy application form. Missing documents might delay the process of your application.

Please provide us with 100 points of identification with the preferred options below:

Driver's Licence - 50 pts

Passport - 50 pts

(If an international passport, please provide your visa as well)

Proof of Age Card - 50 pts

Student ID Card - 50 pts

Medicare Card - 20 pts

Concession/ Pension Card - 10 pts

Copy of Mobile Phone Account - 20 pts

Copy of Gas/ Water/ Electricity Account - 30 each pts

Required Documents:

2x recent pay slips

Recent bank statement



Please complete all sections of this application to enable us to connect your utilities.

Applicant Details

Mr Ms Miss Mrs Other Given Name/s: _____

Surname: _____ Date of Birth: ____/____/____

Phone Number: _____ Mobile Number: _____

ID number: _____ Type if ID: _____

Expiry date: ____/____/____ State/country of issue: _____

Property Details

Property Manager: _____

New Property Address: _____

Move in date: ____/____/____

Connection date: ____/____/____

FREE UTILITY CONNECTIONS - This is a Free Service that quickly connects your utilities



Phone: 1300 400 600

Fax: 1300 326 468

YourPorter is a FREE service connecting utilities and other services.

If the Agent approves this application, YourPorter will connect your water for the purpose of usage charges at your new property on behalf of the Real Estate Agent. YourPorter will be contacting you by phone, SMS, or email for the purposes of assisting you to connect your utilities within 24 hours of receiving this application for next business day connection.

- Electricity
- Gas
- Water
- Telephone
- Internet
- Pay TV
- Car
- Life
- Health
- Home & Contents
- Home Loans

DECLARATION AND ACCEPTANCE:

I/We consent to the disclosure of this application form (including any personal information contained in this form) to YourPorter Pty Ltd (ABN 36 252 576 050) for the purpose of allowing YourPorter and its service providers to contact me for the connection of services as offered by YourPorter.

I/We acknowledge that if I/We do not provide my/our personal information, YourPorter will not be able to provide these services to me/us. YourPorter will ensure that my/our personal information is collected, used, held and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

I/We acknowledge that YourPorter may receive a benefit in relation to the connection of any of the services listed above. I/We consent to YourPorter contacting me by phone or SMS in relation to the connection of the services listed above. I/We acknowledge that this consent permits YourPorter to contact me even if the numbers listed on this application are listed on the Do Not Call Register. YourPorter will otherwise collect, hold, use and disclose personal information in accordance with their privacy policies, which are available at www.yourporter.com.au/general/privacy-policy/. YourPorter is a free service, but I/We acknowledge that standard connection fees may apply for services connected (in addition to the ongoing service fees).

I/We acknowledge that neither YourPorter nor the Agent accept any responsibility for any delay in or failure to arrange or provide for any connection of a service or for any loss, damage, cost or expense in connection with such delay or failure. By signing this application, I/We understand YourPorter is a value add product and that I/We are under no obligation to use YourPorter.

Signature: _____

Date: ____/____/____