

# Tenancy Application Form

Applicant's Name:

Property Address:



**Extons Real Estate**

106-108 Belmore Street Yarrowonga VIC 3730

Phone: (03) 5743 1400

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[propertymanagement@extonsrealestate.com.au](mailto:propertymanagement@extonsrealestate.com.au)

**Extons**  
real estate

## 100 POINTS OF IDENTIFICATION

EACH APPLICANT MUST PROVIDE 100 POINTS OF I.D INCLUDING 1 FORM OF PHOTO I.D AND PROOF OF INCOME

✓	ITEM	POINTS
<input type="checkbox"/>	Driver's Licence	40
<input type="checkbox"/>	Original Birth Certificate	40
<input type="checkbox"/>	Photo I.D – Key Pass / Passport / P.O.A	40
<input type="checkbox"/>	Medicare Card / Health Care Card	10
<input type="checkbox"/>	Bank Card	10
<input type="checkbox"/>	Proof of Income – Bank Statement / Pay slip	10
<input type="checkbox"/>	Rental Ledger / Rental Receipt	10
<input type="checkbox"/>	Utility Bill	10
<input type="checkbox"/>	Rego Papers	10

### PROPERTY DETAILS

Property Address: \_\_\_\_\_

Weekly Rent: \$ \_\_\_\_\_

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

Tenancy Term: 6 months ☐ 12 months ☐

### PERSONAL DETAILS

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

Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Home Number: \_\_\_\_\_

Work Number: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Do you smoke? ☐ Yes ☐ No

Licence Number: \_\_\_\_\_ State: \_\_\_\_\_

Licence State: \_\_\_\_\_

Number of Cars: \_\_\_\_\_

Car Rego/s: \_\_\_\_\_

Children: ☐ No ☐ Yes – Ages: \_\_\_\_\_

Do you own a Lawn Mower? ☐ Yes ☐ No

Email Address: \_\_\_\_\_

### OTHER PEOPLE WHO WILL OCCUPY THE PREMISES

1. Name: \_\_\_\_\_ Age: \_\_\_\_\_

Relationship: \_\_\_\_\_ On lease? ☐ Yes ☐ No

2. Name: \_\_\_\_\_ Age: \_\_\_\_\_

Relationship: \_\_\_\_\_ On lease? ☐ Yes ☐ No

3. Name: \_\_\_\_\_ Age: \_\_\_\_\_

Relationship: \_\_\_\_\_ On lease? ☐ Yes ☐ No

4. Name: \_\_\_\_\_ Age: \_\_\_\_\_

Relationship: \_\_\_\_\_ On lease? ☐ Yes ☐ No

5. Name: \_\_\_\_\_ Age: \_\_\_\_\_

Relationship: \_\_\_\_\_ On lease? ☐ Yes ☐ No

### IF YOU HAVE PETS

1. Name: \_\_\_\_\_

Breed: \_\_\_\_\_ Age: \_\_\_\_\_

Desexed: ☐ Yes ☐ No Are they: ☐ Inside ☐ Outside

2. Name: \_\_\_\_\_

Breed: \_\_\_\_\_ Age: \_\_\_\_\_

Desexed: ☐ Yes ☐ No Are they: ☐ Inside ☐ Outside

3. Name: \_\_\_\_\_

Breed: \_\_\_\_\_ Age: \_\_\_\_\_

Desexed: ☐ Yes ☐ No Are they: ☐ Inside ☐ Outside

**CURRENT RENTAL INFORMATION**

Current Property Address: \_\_\_\_\_  
\_\_\_\_\_  
Landlord / Agency: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Period of Tenancy: \_\_\_\_\_  
Weekly Rent: \$ \_\_\_\_\_ Bond: \$ \_\_\_\_\_  
Did you receive any notices: ☐ Yes ☐ No  
If YES, what for: \_\_\_\_\_  
Bond Refunded: ☐ Yes ☐ No  
If NO, what for: \_\_\_\_\_  
Reason for vacating: \_\_\_\_\_  
\_\_\_\_\_

**PREVIOUS RENTAL INFORMATION**

Previous Property Address: \_\_\_\_\_  
\_\_\_\_\_  
Landlord / Agency: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Period of Tenancy: \_\_\_\_\_  
Weekly Rent: \$ \_\_\_\_\_ Bond: \$ \_\_\_\_\_  
Did you receive any notices: ☐ Yes ☐ No  
If YES, what for: \_\_\_\_\_  
Bond Refunded: ☐ Yes ☐ No  
If NO, what for: \_\_\_\_\_  
Reason for vacating: \_\_\_\_\_  
\_\_\_\_\_

**CURRENT EMPLOYMENT DETAILS**

Business: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
\_\_\_\_\_  
Position: ☐ Full Time ☐ Part Time ☐ Casual  
Contact Person / Boss: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Length of Employment: \_\_\_\_\_  
Net Weekly Income: \$ \_\_\_\_\_

**PREVIOUS EMPLOYMENT DETAILS**

Business: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
\_\_\_\_\_  
Position: ☐ Full Time ☐ Part Time ☐ Casual  
Contact Person / Boss: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Length of Employment: \_\_\_\_\_  
Net Weekly Income: \$ \_\_\_\_\_

**CENTRELINK DETAILS**

Centrelink Number: \_\_\_\_\_  
Amount per week: \$ \_\_\_\_\_  
Type of Payments / Benefits: \_\_\_\_\_  
\_\_\_\_\_

**PERSONAL REFERENCES**

*Please do not list relatives or relations - These must be independent references*

**1. Name:** \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
**2. Name:** \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
**3. Name:** \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Relationship: \_\_\_\_\_

**NEXT OF KIN (that does not live with you)**

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_  
**Phone Number:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Relationship:** \_\_\_\_\_

**HOW DID YOU FIND OUT ABOUT THIS PROPERTY?**

☐ Rental List ☐ realestate.com.au ☐ extonsrealestate.com ☐ Referral ☐ A friend ☐ Other: \_\_\_\_\_



## FREE UTILITY CONNECTION SERVICE

### myconnect

myconnect is a FREE and easy to use utility connection service



☒ **Yes, Please Contact Me**

☐ **Interpreter required**

Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 34121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect 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 services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

☐ **Tick here to opt out**

Phone: 1300 854 478

Fax: 1300 854 479

Email: enquiry@myconnect.com.au

Web: www.myconnect.com.au



## PRIVACY 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;

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 credit checks

(h) Transfer water account details into my name

(i) Our Agency uses national tenancy data bases to check previous rental history. These can include, but are not limited to National Tenancy Database NTD and Tenancy Information Centre Australia TICA. These databases are used to check tenants' previous rental and credit history.

TICA can be contacted on 1902 220 346 @ a cost of \$5.45 per minute. NTD can be contacted on 1300 563 826, should you wish to contact them yourself. I am aware that if information is not provided or I do not consent to the uses to which personal information is used, 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.

I, \_\_\_\_\_, **Acknowledge that I have read and understood the contents of this Privacy Notice.**

Signed

X

Date

On approval 1 weeks holding deposit must be made payable within 24 hours of being accepted. The property will remain on the rental list and we will continue to accept rental applications and process them until this deposit is paid. On signing of the lease 2 weeks rent (minimum), and 1 Calendar month's rent must be paid, each separately by bank cheque or money order. No personal cheques or cash is accepted for rent or bond and keys will not be handed over until the lease agreement has been signed by all parties and the Advance rent and Bond has been paid. This 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 or the agent should any circumstances arise whereby the property is not available for occupation on the due date.

Please note all bonds must be paid in the form of a bank cheque to the RTBA (if the property is in VIC) or the RBB (if the property is in NSW)

I, \_\_\_\_\_, **have read and accept all of the above conditions and agree to the terms and conditions of this application.**

Signed

X

Date

**1 Weeks Rent**

\$

**2 Weeks Rent**

\$

**Bond (must be bank cheque)**

\$

**TOTAL**

\$