

**TENANCY APPLICATION FORM**

Property:	Application Date: ___/___/_____
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Proposed Lease Term:	Proposed Tenancy Starting Date: ___/___/_____
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**Office Use Only**

Sign Up Date: --___/___/_____	Time: _____ am/pm
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Weekly Rent: \$	Monthly Rent: \$
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1st Month's Rent: \$	Cheque / Money Order / Cash
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**Applicant 1 Information**

Full Name:	
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Date of Birth: ___/___/_____	Phone:
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Email:	Mobile:
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**Current Address**

City:	State:	Post Code:
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Own Rent (please circle)	Monthly Payment or Rent: \$	How Long:
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Agent/Landlord Name:	Phone:
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Reason for Leaving:	Bond Refunded: YES / NO
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**Previous Address**

City:	State:	Post Code:
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Own Rent (please circle)	Monthly Payment or Rent: \$	How Long:
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Agent/Landlord Name:	Phone:
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Reason for Leaving:	Bond Refunded: YES / NO
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Drivers Licence	State:	Vehicle Rego:
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Passport #:	Country:	Expiry Date: ___/___/_____
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**Employment Information**

**Current Employer**

Employer Address:	How Long
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Phone:	Email:	Fax:
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Position:	Hourly Salary (please circle)	Annual Income: \$
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**CONNECT** A Free Service – Connecting Your Utilities Has Never Been Easier

New Key Connect is a simple and convenient time saving service assisting you with your Telephone, Electricity and Gas Connections. This is a value added service independent of your tenancy application – you are not obligated to use New Key Connect. If you would like New Key Connect to contact you to discuss any of the above services, please tick the box and a New Key Connect representative will make all reasonable efforts to make contact with you, within one working day of receiving an application. If we are unable to contact you within this period please contact New Key Connect on (03) 9354 4999 to ensure connection can be completed by your requested date. It is the responsibility of the Tenant to ensure that the Main Electricity Switch is on the "Off Position" between 7am & 7pm on the day connection is required and that there is easy access to the property. Whilst the connect service is FREE, standard service provider connection fees and charges still apply. You pay NO extra charges as a result of using the New Key Connect service.

Call me to connect  Yes

Emergency Contact		
Name of Family Member NOT Residing with you:		
Address:		City:
State:	Postcode:	Phone:
Relationship:		
References		
Name	Address	Phone
I authorize the verification of the provider on this form. I have received a copy of this application. Signature of Applicant: _____ Date: ___/___/_____		
Applicant 2 Information		
Full Name:		
Date of Birth: ___/___/_____	Phone:	
Email:	Mobile:	
Current Address		
City:	State:	Post Code:
Own Rent (please circle)	Monthly Payment or Rent: \$	How Long:
Agent/Landlord Name:		Phone:
Reason for Leaving:		Bond Refunded: YES / NO
Previous Address		
City:	State:	Post Code:
Own Rent (please circle)	Monthly Payment or Rent: \$	How Long:
Agent/Landlord Name:		Phone:
Reason for Leaving:		Bond Refunded: YES / NO
Drivers Licence	State:	Vehicle Rego:
Passport #:	Country:	Expiry Date: ___/___/_____
Employment Information		
Current Employer		
Employer Address:		How Long
Phone:	Email:	Fax:
Position:	Hourly Salary (please circle)	Annual Income: \$
Emergency Contact		
Name of Family Member NOT Residing with you:		
Address:		City:
State:	Postcode:	Phone:
Relationship:		

**References**

Name	Address	Phone

I authorize the verification of the provider on this form. I have received a copy of this application.  
 Signature of Applicant: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_

**Other Persons to Occupy not on Lease**

Name	Age (Children)

Pets - how many and type \_\_\_\_\_ Inside / Outside (circle)

**Declaration**

I/We understand and accept this property is offered subject to the owner’s approval and no action shall be taken by the applicant against the landlord’s agent should any circumstances arise whereby the property is not available for occupation on the expected date.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_

Signature of Co-Applicant \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_

**Commencing Tenancy**

1. A property must be secured within 24 hours of it being offered by delivery of a Security Deposit and one month’s rent. If a deposit is not forthcoming the Property will not be held and will be open to other applicants.
2. A SECURITY DEPOSIT (BOND), equal to 1 months’ rent must be paid in the form of a bank cheque or Money Order (via Australia Post), made payable to the RESIDENTIAL TENANCIES BOND AUTHORITY (RTBA). Please note that the RTBA do NOT ACCEPT personal cheques.
3. INITIAL RENTAL PAYMENT must be paid by either cash, Bank Cheque or Money Order made payable to NEW KEY REAL ESTATE. (Personal Cheques are not accepted).  
Subsequent Rental Payments must be made via DIRECT DEBIT.
4. All approved tenants must sign a LEASE AGREEMENT, BOND LODGEMENT form, DIRECT DEBIT form and Keys receipt form prior to collecting keys.

**Applicants for Tenancy & Management of Property Privacy Act (Commonwealth) 1988 Collection Notice**

The personal information the prospective tenant provides in this application or that which is collected from other sources is necessary for the Agent to verify the Applicant’s identity and to process and evaluate the application and to manage the tenancy if the Agent has been engaged to manage the Property.

The personal information collected about the Applicant may be disclosed, by use of the internet or otherwise, to other parties, including media organizations, the Landlord, trades-people, referees, solicitors, financial institutions, parties engaged to evaluate the property, bodies corporate,, other agents, clients of the Agent both existing and potential, third party operators of tenancy reference databases, government and statutory bodies and other third parties as required by law. Information already held on tenancy reference databases may also be disclosed to the Agent and/or landlord. Unless you advise the Agent to the contrary, the Agent may also disclose such information to the Real Estate Institute of Victoria Ltd (REIV) for the purpose of documenting all leasing data in the area for the benefit of its members as part of membership services and possible service to their clients. In providing information, you agree to its use, unless you advise the Agent to the contrary. The privacy policy of the REIV can be viewed at [www.reiv.com.au](http://www.reiv.com.au) and the privacy policy of realestateview can be viewed on its website [www.realestateview.com.au](http://www.realestateview.com.au) The Agent will only discuss information in this way to other parties to achieve the purposes specified above or otherwise allowed under the Privacy Act.

If the Applicants would like to discuss this information they can do so by contacting the Agent at the address and contact contained in this application or the REIV on 03 9205 6666. The Applicant can also correct information if it is inaccurate, incomplete or out of date. If the information is not provided, the Agent may not be able to process the application.

I/We acknowledge that I/We have read and understood the contents of this Privacy Collection Notice.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_



414 Bell Street  
PASCOE VALE SOUTH VIC 3044

p: 03 9354 4999  
f: 03 9354 3615  
e: [info@newkeyrealestate.com.au](mailto:info@newkeyrealestate.com.au)

## **DOCUMENTATIONS TO BE SUBMITTED WITH YOUR APPLICATION**

**Please Note:** Before any application will be considered, each application must complete and submit all documentations as required below to the Property Manager. It is the tenant's responsibility to provide photocopies of the required documentation for each applicant.

1. **Proof of identification (only one required)**
  - Driver's licence or
  - Passport
2. **Proof of income**
  - Two copies of current payslips or
  - Centrelink Income Statement
3. **References**
  - Reference from previous Landlord/Agent or
  - Rent receipts from previous tenancy
4. **Bank Statement**
  - Most recent bank statement of each applicant

## **APPLICATION INSTRUCTIONS**

1. All details are to be printed clearly and completed in full.
2. Your application can only be processed on the understanding that you accept the property in its current condition.
3. Should your application be successful, we require the following:
  - i. The first months rent payable by cash, bank cheque or money order (made payable to **New Key Real Estate**) only upon signing of the lease agreement and before handover of any keys.
  - ii. The security deposit/Bond amount totalling one month's rent is to be paid separately by money order or bank cheque **ONLY** (made payable to RTBA (Residential Tenancies Bond Authority)) within 24 hours after the approval of application.
4. If the required amount is not received within 24 hours the property will then be put back on the market for the next application or tenant/s to take.