

# Residential Application Form

For your application to be processed you must answer all questions  
(Including the reverse side)



## A. AGENT DETAILS

### Westside Real Estate

**Address:** 1A Alfrieda Street, St.Albans VIC 3021  
**Phone:** (03) 9364 1188  
**Fax:** (03) 9364 1177  
**Email:** info@westsiderealestate.com.au  
**Web:** www.westsiderealestate.com.au

**Property Manager:**

## B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

Postcode

2. Lease commencement date?

Day  Month  Year

3. Lease term?

Years  Months

3a. Weekly rent amount

\$  per week

4. How many tenants will occupy the property?

Adults  Children  Ages of Children

## C. PERSONAL DETAILS

5. Please give us your details

Mr  Ms  Miss  Mrs  Other   
Surname Given Name/s

Date of Birth

Driver's licence number

Driver's licence expiry date

Driver's licence state

Passport no.

Passport country

Pension no. (if applicable)

Pension type (if applicable)

6. Please provide your contact details

Home phone no.

Mobile phone no.

Work phone no.

Fax no.

Email address

7. What is your current address?

Postcode

## D. UTILITY CONNECTIONS



myconnect is a FREE & EASY to use utility connection service available for tenants

1300 854 478 enquiry@myconnect.com.au myconnect.com.au

Please select the required utilities:

Water (compulsory)  Electricity  Gas  Telephone  
 Internet  Pay TV  Interpreter required

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

Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 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.

Signature

Date



## E. DISCLAIMER/AUTHORITY

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, the tenant, accept the property in the condition it was in when inspected.

I authorise the Agent to obtain personal information about me from:

- (a) The owner or the Agent of my current or previous residences;
  - (b) My personal referees and employer/s;
  - (c) Any record listing or database of defaults by tenants;
- Any record listing or database of defaults by tenants such as TICA, NTD or TRA for the purpose of checking your tenancy history.

I am aware that I may access my personal information by contacting:

TICA 1902 220 346  
NTD 1300 563 826  
TRA (02) 9363 9244

I am aware that the Agent will use and disclose my personal information within this application in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow trades-people 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 a check with Tenancy Databases
- (h) transfer water account details into my name via MyConnect

I am aware that if information is not provided or I do not consent to the uses to 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.

Signature

Date

**F. APPLICANT HISTORY****8. How long have you lived at your current address?**

	Years		Months
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**9. Why are you leaving this address?**

**10. Landlord/Agent details of this property (if applicable)**

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

\$

**11. What was your previous residential address?**


Postcode

**12. How long did you live at this address?**

	Years		Months
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**13. Landlord/Agent details of this property (if applicable)**

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

\$

Was bond refunded in full?

If not why not?


**Please answer the following questions:****Yes No**

Have you ever been evicted by any landlord or agent?



Have you ever been refused another property?



Are you in debit to another landlord or agent?



Is there any reason that would affect your rent payment?


**G. EMPLOYMENT HISTORY****14. Please provide your employment details**

What is your occupation?

Employer's name (inc. accountant if self employed or institution if student)

Employer's address

Postcode

Contact name

Phone no.



Length of employment

Net Income

	Years		Months
--	-------	--	--------

\$

**15. Please provide your previous employment details**

Occupation?

Employer's name

Length of employment

Net Income

	Years		Months
--	-------	--	--------

\$

**H. CONTACTS / REFERENCES****16. Please provide a contact in case of emergency**

Surname

Given name/s



Relationship to you

Phone no.


**17. Please provide 2 personal references (not related to you)**

1. Surname

Given name/s



Relationship to you

Phone no.



2. Surname

Given name/s



Relationship to you

Phone no.


**I. OTHER INFORMATION****18. Car Registration**

**19. Please provide details of any pets**

Breed/type

Council registration / number

1.

2.

**J. PAYMENT DETAILS****Property Rental**

\$	per week Or	\$	per month
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First payment of rent in advance

Rental Bond (4 weeks rent):

Sub Total

**J. 100 points of ID**

- |   |           |
|---|-----------|
| • Drivers License/Passport  | 30 points |
| • Tenancy Ledger  | 30 points |
| • Bank Statement (2 months)   | 15 points |
| • Current 2 payslips/Centrelink income statement/if business, 2 year tax return | 15 points |
| • Medicare/Healthcard   | 15 points |
| • Utility Bill  | 15 points |

**NOTE: BOTH SIDES OF APPLICATION MUST BE COMPLETED**