

## Residential Tenancy Application Form

For your application to be processed you must complete all sections (including the reverse side)



### A. AGENT DETAILS

208 Hall Street  
Spotswood VIC 3015  
T: 0403 536 390  
E: rentals@compassea.com.au  
W: www.compassea.com.au

### B. PROPERTY DETAILS

Address of the property you would like to rent

	Postcode

Rent Per Week

\$
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Commencement Date

	Day		Month		Year
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Lease Term

	Year/s		Months
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How many people will normally occupy the property?

	Adults		Children		Ages
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### C. PERSONAL DETAILS

☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other

Given Name

Surname

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Date of Birth

Driver's Licence Number

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Driver's Licence Expiry Date

Driver's Licence State

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Passport Number

Passport Country

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Pension no. (if applicable)

Pension Type (if applicable)

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Contact Details

Home Phone Number

Mobile Phone Number

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Work Phone Number

Fax Number

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Email Address

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Current Address

Postcode

Property Manager:

### D. UTILITY CONNECTION

**myconnect**

A FREE utility connection service.

Please tick utilities as required

☐ Electricity ☐ Gas ☐ Telephone ☐ Internet

☒ Water ☐ Pay TV

Phone : 1300 854 478 enquiry@myconnect.com.au  
Fax : 1300 854 479 www.myconnect.com.au

If this section is complete, I:

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; acknowledge 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.

Signature

Date

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### 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 in to 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 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 such as NTD, TICA or TRA for the purpose of checking your tenancy history;

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

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

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy 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 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 NTD (National Tenancies Database)
- (h) transfer water account details into my name

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

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**F. RENTAL HISTORY**

How long have you lived at your current address?



Years



Months

Why are you leaving this address?

Landlord/Agent details of this property (if applicable)

Name of Landlord or Agent

Landlord/Agent's Phone Number

Weekly Rent Paid

\$

Previous Residential Address

Postcode

How long did you live at this address?



Years



Months

Landlord/Agent details of this property (if applicable)

Name of Landlord or Agent

Landlord/Agent's Phone Number

Weekly Rent Paid

\$

Was bond refunded in full?

If not why not?

**G. EMPLOYMENT DETAILS**

Please provide your employment details

Occupation

What is the nature of your employment?  
(FULL TIME/PART TIME/CASUAL)

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

Employer's Address

Postcode

Contact Name

Phone Number

Length of Employment



Years



Months

Net Income

Please provide your previous employment details

Occupation

Employer's Name

Phone Number

Length of Employment



Years



Months

Net Income

**H. CONTACTS/REFERENCES**

Please provide an emergency contact

Surname

Given Name

Relationship to You

Phone Number



Please provide 2 personal references (not related to you)

1. Surname

Given Name

Relationship to you

Phone Number



2. Surname

Given Name

Relationship to you

Phone Number


**I. OTHER INFORMATION**

Car registration

Make/Type

Details of Any Pets

Breed/Type

Council Registration/Number

Do you smoke? ☐ Yes ☐ No**PLEASE NOTE**

Initial payments must be made by cash, bank cheque or money order within 24 hours after approval of application. No personal cheques will be accepted.

Keys will not be handed over until the lease agreement has been signed by all applicants.

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 and the agent should any circumstances arise whereby the property is not available for occupation on the due date.

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

- ☐ The Age    ☐ The Internet    ☐ Local Paper  
☐ Board    ☐ Counter List    ☐ Relocation Company  
☐ Referral    ☐ Other: \_\_\_\_\_

**PLEASE PROVIDE US WITH 100 POINTS OF ID**

Driver's Licence	50 points
Passport	50
Proof of Age Card	50
Student ID Card	50
Copy of Mobile Phone Account	20
Copy of Medicare Card	20
Concession / Pension Card	10
Copy of Gas/Water/Electricity Account	30 each

**OFFICE USE ONLY**

Property Rental

Per week

Per month