

TENANCY APPLICATION FORM

To ensure your rental Application can be processed promptly please complete all details thoroughly and ensure all the required documentation is attached. All applicants over the age of 18 must complete a separate application. Applications and supporting documentation may be faxed to our Warragul, Leongatha or Foster offices.

FOSTER OFFICE
8 Station Road
Foster Victoria 3960

Ph: (03) 5682 2800

Fax: (03) 5682 1016

E: propertymanager@sej.com.au

LEONGATHA OFFICE
South Gippsland Highway
Leongatha Victoria 3953

Ph: 03 5662 4033

Fax: 03 5662 2353

E: leongatha@sej.com.au

WARRAGUL OFFICE
Cnr Queen & Smith Streets
Warragul Victoria 3820

Ph: 03 5622 3800

Fax: 03 5622 1244

E: warragul@sej.com.au

Along with your application you must provide:

- Proof of income/ability to pay rent:
Last 2 pay slips, copy of bank statement, or employer letter, or Centrelink statement.
- Proof of current address:
Copy of telephone/water/power or gas bill, council rates notice or current lease agreement.
- Copy of photo identification:
Copy of Drivers License or Passport.
- Copy of other identification:
Copy of Medicare card, health care card, student card.
- References:
Personal (character) reference, rental reference and employment reference.

Should you have any further queries, please don't hesitate to contact us directly.

Kind regards

Property Management Department
SEJ Real Estate

Residential Tenancy Application Form

Please complete both sides of this form for your application to be processed.

1. Property Applying For

Address _____

Suburb _____ Postcode _____

Lease Term _____ Years _____ Months _____

Date Property to be occupied _____ / _____ / _____

Rent Payable for Property _____

Name(s) of other Applicants to Occupy Property _____

Property Manager _____ ID _____

2. If self-employed, please complete the following

Company Name _____

Company Address _____

Suburb _____ Postcode _____

Business Type _____

Position Held _____

A.B.N. _____

Accountant Name _____

Accountant Phone _____

Solicitor Name _____

Solicitor Phone _____

3. Personal Details

Title _____ First Name _____ Initial _____

Last Name _____

Date of Birth _____ / _____ / _____

Current Address _____

Suburb _____ Postcode _____

Drivers Licence Number _____ State of Issue _____

Car Registration Number _____

Alternate ID (eg passport) _____ No _____

Pension Type _____ No _____

Home Phone Number _____

Mobile Phone Number _____

Email _____

Occupation _____

Employers Name _____

Employer Phone Number _____

Please provide a contact number you are available on all day

Contact number: _____

4. Utility Connection Services

connectnow.

We get things sorted.

P: 1300 554 323 | F: 1300 889 598
www.connectnow.com.au



Moving home has never been easier

Connectnow is dedicated to helping you move home more easily. We can connect your utilities including electricity, gas, phone, internet and pay TV to a broad choice of leading providers. We can also organise your disconnections and offer a range of additional services, such as cleaning and food services, removalists and vehicle hire.

What's more, you pay no extra charges as a result of using the connectnow service. We will make all reasonable efforts to contact you within 1 working day of receiving this application to explain the details of the services offered. If we are unable to contact you within this period please call 1300 554 323 to ensure your services can be addressed by the required date.

PRIVACY CONSENT AND TERMS: By signing this form you consent and agree to the following: Connect Now Pty Ltd (ABN 79 097 398 662) ("connectnow") will collect, use and disclose your personal information to contact you (including electronically) about providing moving, connection and disconnection services and to inform you about products and services offered by its related companies and third party suppliers. These other companies may also use your details to contact you directly about their products and services. See connectnow's Privacy Policy for further details, including your rights to access and correct the information held about you at connectnow.com.au. Third party service providers (who may transfer your data overseas) may have their own Privacy Policy, which you can request from them. You consent to connectnow continuing to market to you unless you opt out, including by emailing privacy@connectnow.com.au. To the extent permitted by law, connectnow is not responsible or liable for delayed or failed connections or the service providers' connection charges, which you must pay to them directly. Connectnow may be paid a fee by service providers and may pay a fee to real estate agents relating to services provided to you. If you nominate an alternative contact person on this application, you authorise them to act on your behalf to arrange moving, connection and disconnection services, including accepting third party terms. You warrant that you are authorised to make this application on behalf of all applicants and alternative contact persons listed and that each person has consented and agreed to the handling of their personal information on the same terms as you have

YES I accept the Terms. Please call me to connect my new home services

Signed: _____

Date: _____

PM ID: _____

5. Current Situation

Are you the Owner Renter

Duration at your current address? _____ Years _____ Months

Name of Landlord/Agent (If applicable) _____

Phone Number _____

Rent Paid per month _____

Reason for leaving _____

Was bond repaid in full? Yes No, If No, please specify _____

6. Previous Rental History

Were you the Owner Renter

Previous Address _____

Suburb _____ Postcode _____

Duration at your previous address _____ Years _____ Months

Name of Landlord/Managing Agent/Selling Agent _____

Phone Number _____

Rent Paid per month _____

Reason for leaving _____

Was bond repaid in full? Yes No If No, please specify _____

7. Other Information

Number of persons occupying property _____ Adults _____ Children _____

Please specify the ages of any children. _____

Do you have pets? No Yes, if Yes, please specify _____

Type of pet _____ Breed of pet _____

8. Next of Kin

Emergency Contact _____ Relationship _____

Address _____ Ph _____

Mobile _____ Other _____

13. How did you find out about this property? (Please Tick)

RENT LIST OFFICE FOR LEASE BOARD NEWS PAPER INTERNET OTHER: _____

14. Declaration

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 2010. I acknowledge that I will be required to pay rental in advance and a rental bond, and that this application is subject to approval from 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.

9. Current Employment Details

Employment Address _____

Suburb _____ Postcode _____

Contact Name _____

Length at current employment _____ Years _____ Months _____

Net Income \$ _____ Per Week \$ _____ Per Month _____

10. Previous Employment Details

Occupation _____

Employers Name _____

Employment Address _____

Suburb _____ Postcode _____

Employer Phone Number _____

Contact Name _____

Length at previous employment _____ Years _____ Months _____

Net Income \$ _____ Per Week \$ _____ Per Month _____

11. Personal Referees

1. Reference name _____

Occupation _____

Relationship _____ Ph _____

2. Reference name _____

Occupation _____

Relationship _____ Ph _____

12. If Student, please complete the following

Place of Study _____

Course being undertaken _____

Course Length _____

Enrolment Number _____

Parents Name _____ Ph _____

Campus Contact _____ Ph _____

Course Co-ordinator _____ Ph _____

Income: _____

Parents Address Overseas: _____

I authorise the Agent to obtain details of my credit worthiness from, the owner or Agent of my current or previous residence, my personal referees, any record, listing or database of defaults by tenants. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information.

Signed: _____ Date / /

Tenancy Privacy Statement

Please complete both sides of this form for your application to be processed.

This form is to be accompanied by an Application for Tenancy. Your Application for Tenancy cannot be accepted unless this has been completed in full and signed.

Due to changes in the Privacy laws, from 21st December 2001, all real estate agencies must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional property managers. Please take the time to read this Privacy Statement carefully, and once completed return it to this office with your tenancy application.

As professional property managers, **SEJ Real Estate Leongatha** collects personal information about you. To ascertain what personal information we have about you, you can contact us by the following ways:

Address: Sth Gippsland Hwy, Leongatha 3953

Phone: 03 5662 4033

Fax: 03 5662 2353

Email: leongatha@sej.com.au

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested, and if the risk is considered acceptable, to provide you with a lease/tenancy of the premises.

To carry out this role, and during the term of your tenancy, we usually disclose your personal information to the following:

The landlord, the landlord's lawyers, the landlord's mortgagee – for mortgage purposes, referees you have nominated, organisations/tradespeople required to carry out maintenance to the premises, rental bond authorities, Residential Tenancies Tribunals/Courts, collection agencies, National Tenancies Database Pty Ltd, Remington White, other real estate agents and landlords, utilities companies such as gas, electricity, water connection, telephone connection, banks – for rental payment facilities and financial records, employers – for reference purposes.

PLEASE NOTE:

1. This application is subject to the owner's approval and may take 2-3 days to process.
2. All applicants must complete an application form.
3. Ensure your email address is correct so that we can invite you to use the NSW Fair Trading Rental Bonds Online service for payment of your initial bond.
4. Initial rental payments must be paid in cash to **SEJ Real Estate Leongatha**.
5. The applicant hereby agrees to a credit check being carried out by the National Tenancy Database.
6. The applicant acknowledges that the property is in a reasonably clean condition and in good repair as inspected.

TENANCY ACCEPTANCE

We understand that finding and selecting a rental property is often difficult. We will process your application as quickly as possible, but please remember we may be processing many applications at the same time. To assist us please fill out ALL required details on the application and ensure your completed application is returned to our office as quickly as possible.

UNSUCCESSFUL APPLICATIONS

Should your application be unsuccessful you will be advised. However, should you wish to apply for another property we will hold over your application for you.

SUCCESSFUL APPLICATIONS

Should your application be successful you will be notified by phone and requested to confirm your tenancy. We require the leases to be signed and the bond to be paid in full to secure the tenancy. The property manager will supply you with these amounts at the confirmation of your tenancy. Keys will only be handed out when all parties have signed the tenancy agreement, Bond Lodgement Form, all monies have been paid and the tenancy has commenced. No action will be taken against the landlord or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason.

Signing of tenancy agreements and the payment of the bond can be undertaken at the office indicated by your property manager. It is a policy of **SEJ Real Estate Leongatha** that all rental payments are made via cash, cheque, direct debit or rent card as payment of monthly rent.

Signed by the:

Applicant

Print Name

Date

Witness
