



## Residential Tenancy Application Form

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

### 1. Agent Details

**Chess Property Consultants**  
102 Main Street  
Romsey Vic 3434  
Tel: 03 5429 5544  
Fax: 03 5429 6699  
Email: [info@chessproperty.com.au](mailto:info@chessproperty.com.au)  
Web: [www.chessproperty.com.au](http://www.chessproperty.com.au)

### 2. Property Details

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Electricity Meter No \_\_\_\_\_

Lease Term \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_

Date Property is to be occupied \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Number of other Applicants to Occupy the Property \_\_\_\_\_

Adults \_\_\_\_\_ Children \_\_\_\_\_

### 3. Personal Details

Title \_\_\_\_\_ First Name \_\_\_\_\_ Initial \_\_\_\_\_

Last Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Age (Years / Months) \_\_\_\_\_

Drivers Licence Number \_\_\_\_\_ State of Issue \_\_\_\_\_

Alternate ID (eg passport) \_\_\_\_\_ No

Pension Type (if applicable) \_\_\_\_\_ No

Please provide contact details

Home Ph \_\_\_\_\_ Mobile Ph \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_ Work No \_\_\_\_\_

Current Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

### 4. Emergency Contact

Please provide an emergency contact not residing with you

First Name \_\_\_\_\_ Surname \_\_\_\_\_

Relationship \_\_\_\_\_ Phone No \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

### 5. Payment Details

Property Rental \$ \_\_\_\_\_ Per Week or \$ \_\_\_\_\_ Per Month

First Payment of rent in advance \$ \_\_\_\_\_

Rental Bond (1 Month Rent) \$ \_\_\_\_\_

Sub Total \$ \_\_\_\_\_

### 6. Utility Connections



# myconnect

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

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

Yes, Please Contact Me

Unless I have opted out below, 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.

Tick here to opt out

### 7. 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 1997.

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.

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 and TICA which lists 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 including TICA.

If a landlord or estate agent finds details of a prospective tenant on a database, they must advise the tenant in writing, within seven days, of:

- the name of the database and the person who listed the information
- the tenant's information held in the database
- how the tenant can check, change or remove the listing (ie, by contacting the person who listed them or the database operator).

Signed: \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**8. Applicant History**

How long have you lived at your current address?      Years      Months

Name of Landlord/Agent (If applicable) \_\_\_\_\_

Phone No \_\_\_\_\_

Rent Paid per month \$ \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Was bond repaid in full?  Yes  No If No, please specify why: \_\_\_\_\_

What was your previous residential address? \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

How long have you lived at your current address?      Years      Months

Name of Landlord/Agent (If applicable) \_\_\_\_\_

Phone No \_\_\_\_\_

Rent Paid per month \$ \_\_\_\_\_

Reason for leaving \$ \_\_\_\_\_

Was bond repaid in full?  Yes  No If No, please specify why: \_\_\_\_\_**9. Employment Details**

Occupation \_\_\_\_\_

Employers Name \_\_\_\_\_

Employment Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Employer Phone No \_\_\_\_\_

Contact Name \_\_\_\_\_

Length at previous employment      Years      Months

Net Income \$      Per Week      \$      Per Month

**10. Previous Employment Details**

Occupation \_\_\_\_\_

Employers Name \_\_\_\_\_

Employment Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Employer Phone No \_\_\_\_\_

Contact Name \_\_\_\_\_

Length at previous employment      Years      Months

Net Income \$      Per Week      \$      Per Month

**16. How did you find out about this property? (Please Tick)**RENT LIST  INTERNET  OFFICE  FOR LEASE BOARD  OTHER \_\_\_\_\_**ID REQUIRED (100 points) The application will not be processed until 100 points achieved, photocopies MUST be attached to application.**

Drivers Licence (40 points)

Copy birth certificate (20 points)

Reference from owner/land lord (20 points)

Passport (40 points)

Medicare Card (20 points)

Student ID or Concession Card (20 points)

Proof of Age Card (40 points)

Utility bills/bank statements (30 points)

Current motor vehicle registration (10 points)

**11. Social Security Benefits**

Type \_\_\_\_\_

\$      Per Week      \$      Per Month

**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 \_\_\_\_\_

**13. Other information**

Car Registration \_\_\_\_\_

Do you have pets?  Yes  No If Yes, please specify: \_\_\_\_\_**14. Personal Referees**

1. Reference name \_\_\_\_\_

Occupation \_\_\_\_\_

Relationship \_\_\_\_\_ Phone No \_\_\_\_\_

Notes \_\_\_\_\_

1. Reference name \_\_\_\_\_

Occupation \_\_\_\_\_

Relationship \_\_\_\_\_ Phone No \_\_\_\_\_

Notes \_\_\_\_\_

**15. Office Use Only**

Lease Start Date      /      /

Car Space/Garage \_\_\_\_\_

Landlord's Name \_\_\_\_\_

Lease to be signed on \_\_\_\_\_

Signed: \_\_\_\_\_ Date      /      /