

Residential Tenancy Application Schedule



1. AGENT: Company Name/Legal Entity:
Street 1:
Street 2:
Suburb: State: Postcode:
ABN (if applicable): RLA No:
Telephone: W: F:
M:
Email:

2. PREMISES:
Street 1:
Street 2:
Suburb: State: Postcode:

3. RENT:
Amount: \$ per week
Frequency: Payable in advance: Weekly Fortnightly Calendar monthly

4. SECURITY BOND:
\$

5. TENANCY
 6 months 12 months Other Date able to occupy / /

6. APPLICANT:
 Mr Mrs Ms Miss Date of Birth
Full Name:
Joint Application with:

7. CONTACT DETAILS:
Telephone: W: H:
M: F:
Email:

8. IDENTIFICATION:
Drivers Licence No: Car Registration No:
Passport No:
Pension No. and Type:

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9. EMPLOYMENT:

Occupation:

Business Name:

Street 1:

Street 2:

Suburb: State: Postcode:

Supervisor/Manager: Telephone:

Length of Service: years months

Gross Weekly Income: \$

Other Income/Source:

*Name of Accountant: Telephone:

**Previous Employment: Telephone:

Occupation:

Business Name:

Street 1:

Street 2:

Suburb: State: Postcode:

*** If Self Employed**

**** If current employment is less than 2 years**

10. IF NOT CURRENTLY EMPLOYED:

Income / Source:

Amount: \$ per * week / fortnight / annum

Source of Income: (Specify e.g. Centrelink, pension, other)

11. STUDENT:

College/TAFE/University: Student No:

Faculty/Course:

Income / Source:

Amount: \$ per * week / fortnight / annum

Source of Income: (Specify e.g. Centrelink, pension, other)

* Strike out as applicable

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12. RENTAL HISTORY:

Current Landlord/ Agent:

Name:

Street 1:

Street 2:

Suburb: State: Postcode:

Telephone:

Current Rent: \$ per week Length of time at current address: years months

Reason for Vacating:

Current Address:

Street 1:

Street 2:

Suburb: State: Postcode:

*** Previous Landlord/ Agent:

Name:

Address:

Telephone:

Property Rented:

*** If less than 2 years at current address

13. PERSONAL/BUSINESS REFEREES:

Name: Telephone:

Relationship:

Name: Telephone:

Relationship:

14. RELATIVES (closest relative not residing with you):

Name:

Street 1:

Street 2:

Suburb: State: Postcode:

Telephone: W: H:

M: F:

Relationship:

15. OTHER OCCUPANTS (Full details of all persons who will reside at the property):

Note: All persons over 18 years must complete a separate Application

Name: Age:

Name: Age:

Name: Age:

Name: Age:

Name: Age:

Name: Age:

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16. PETS:

Do you have any pets? Yes No

If yes, provide details:

17. FOR STATISTICAL PURPOSES ONLY:

Please indicate where you saw this Property advertised?

Advertiser

Window Display

Signboard

Catalogue

Website (specify)

Other (specify)

IMPORTANT INFORMATION FOR TENANTS

1. TENANT COSTS:

Note: Tenants are required to pay additional costs for services as indicated

All water usage costs adjusted for the period of tenancy

All water usage costs in excess of kL per annum, with such allowance to be adjusted for the period of tenancy

All water supply charges adjusted for the period of tenancy

No charge for water

Other (specify)

Electricity Gas Telephone Other (specify)

If the Property is not individually metered for a service, the Tenant must pay an apportionment of the cost of the service as set out below:

2. RENT PAYMENT METHOD:

The Applicant/s understand that the Agent will accept rent payments in the following form/s:

Cash

Bank Deposit Book

Direct Debit

Rent Card

Bank Cheque

Internet Transfer

Credit Card

Other

3. EXCLUSIONS (IF ANY):

List any Property which is not included in the Tenancy:

4. ACKNOWLEDGMENT:

In making this Application the Applicant/s acknowledge that the Landlord and/ or Agent do not represent or guarantee that a telephone line or television aerial is connected to the Premises, even if one or more telephone / aerial outlet plug/s is located in the premises.

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Residential Tenancy Application Terms and Conditions



1. APPLICATION

The Applicant applies to the Agent to let the Property in accordance with the Terms and Conditions of this Application

2. APPLICANT'S OBLIGATIONS

2.1 The Applicant warrants that:

- 2.1.1 it has the legal capacity to enter into the formal REISA Residential Tenancy Agreement ("Residential Tenancy Agreement") which was made available to the Applicant by the Agent for inspection;
- 2.1.2 all information provided to the Agent in relation to this Application is true and correct and the Applicant undertakes to promptly advise the Agent of any change to that information;

2.2 The Applicant acknowledges that:

- 2.2.1 it must sign the Residential Tenancy Agreement as soon as reasonably practicable following acceptance of this Application by the Landlord;
- 2.2.2 it is not entitled to take possession of the Property until the Residential Tenancy Agreement is signed by the Applicant and returned to the Agent;
- 2.2.3 it agrees to pay the Rent during the Term in accordance with this Application and the Residential Tenancy Agreement;
- 2.2.4 it must provide the Security Bond plus an amount equal to two (2) weeks' rent in cash or by bank cheque before taking possession of the Property.

3. AUTHORITY

3.1 The Applicant authorises the Agent:

- 3.1.1 to make all necessary enquiries to verify the information provided by the Applicant in this Application;
- 3.1.2 to provide information related to the Applicant's tenancy of the Property to any Registered Agent who is authorised by the Applicant to enquire about that matter;

3.2 The Applicant authorises their current employer, previous employer (if applicable), accountant (if applicable), current landlord/agent (if applicable), previous landlord/agent (if applicable), and referees as set out in this Application to disclose details of its tenancy, employment and/or character to the Agent for the purpose of processing this Application.

4. INCONSISTENCY

Subject to clauses 2.2.2 and 2.2.4 of this Application, if there is any inconsistency between the terms of this Application and the Residential Tenancy Agreement the terms of the Residential Tenancy Agreement prevail.

5. PRIVACY ACT 1988

- 5.1 The personal information the Applicant provides in this Application or collected from other sources is necessary for the Agent to verify the Applicant's identity to process and evaluate the Application and to manage the tenancy. Personal information collected about this Applicant in this Application and during the course of the tenancy (if this Application is approved) may be disclosed for the purpose for which it was collected to other parties including to the Landlord, referees, other agents, and third party operators of tenancy reference databases.
- 5.2 Information already held on tenancy reference databases may also be disclosed to the Agent and/or Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement, this fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and/or other agents.
- 5.3 If the Applicant would like to access this information, they can do so by contacting the Agent at the address and contact numbers contained in this Application. The Applicant can also correct this information if it is inaccurate, incomplete or out-of date.

FULL NAME OF APPLICANT:

SIGNATURE OF APPLICANT: _____

DATE: / / 20

Note:

- 1. All items on this Application must be completed in full.
- 2. REISA recommends that you should not sign any document unless you are satisfied that you understand its terms.
- 3. Use of this Agreement by a non-member of REISA is a breach of Copyright.

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100 POINT IDENTIFICATION CHECK

100 points of identification needs to accompany this Application.

(please attach relevant copies)

At least one (1) form of identification must be photographic.

TYPE	POINTS	
Drivers Licence	40	<input type="checkbox"/>
Passport	40	<input type="checkbox"/>
Birth Certificate	30	<input type="checkbox"/>
Student Card	30	<input type="checkbox"/>
Other Photo ID	30	<input type="checkbox"/>
Current Wage Advice	20	<input type="checkbox"/>
Previous Tenancy Reference	20	<input type="checkbox"/>
Previous Rental Payment History	20	<input type="checkbox"/>
Motor Vehicle Registration Certificate	10	<input type="checkbox"/>
Bank Statement	10	<input type="checkbox"/>
Telephone Account	10	<input type="checkbox"/>
Electricity Account	10	<input type="checkbox"/>
Gas Account	10	<input type="checkbox"/>
TOTAL	<input type="text"/>	

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Residential Tenancy Application Tenant Reference Check



TO: * Agent/Landlord Fax no:

Email:

The Applicant has provided your details as a current or previous *Agent/Landlord and has authorised us to request information about the tenancy from you. Please return the completed form by fax to (08)

or email:

APPLICANT(S):

PROPERTY RENTED:

I / We, the above named applicant(s) agree for the information to be released.

SIGNATURE OF APPLICANT:

_____ DATE: / / 20

PERIOD OF RENTAL: DATE: / / 20 TO: / / 20

RENT PAID PER WEEK: \$

WAS THE APPLICANT THE LEASEHOLDER OR OCCUPANT? Leaseholder Occupant

WAS THE RENT EVER IN ARREARS: Yes No If yes, please provide details:

WAS ANY NOTICE TO REMEDY ISSUED? Yes No If yes, please provide details:

WAS THE PROPERTY KEPT IN A CLEAN AND TIDY MANNER? Yes No

WERE ANY PETS KEPT? Yes No

WERE THERE ANY PROBLEMS? Yes No If yes, please provide details:

WAS THE GARDEN SATISFACTORILY MAINTAINED? Yes No

WERE THERE ANY DEDUCTIONS FROM THE BOND OR DISPUTES AT THIS TIME? Yes No If yes, please provide details:

WOULD YOU RENT TO THE APPLICANT(S) AGAIN? Yes No

ANY OTHER RELEVANT INFORMATION:

Thank you for your assistance.

_____ DATE: / / 20

Signature of Property Manager

Full Name of Property Manager

INITIALS

Utility connections - A FREE of charge service to help connect you

www.realestate.com.au/connect/agent/CLIBLA

Step 1

Choose service

- Electricity**
- Gas**
- Phone**
- Internet**
- Pay TV**

Step 2

Choose provider

- Origin** **AGL**
- Telstra**
- Telstra**
- Foxtel**

Step 3

Requested connection date

NO FIXED TERMS
on electricity & gas plans
so you are not locked in.*

** Note, you may be charged fees such as a disconnection fee when exiting your contract. You may also be charged fees by your current energy provider when exiting your existing plan.*

How Connection services from realestate.com.au works

1. Select the utilities and enter requested connection dates
2. Sign your consent on the next page
3. Your Agent will submit your request to us
4. We will lodge your connection requests with the utility companies
5. For phone and internet requests, we will call you to walk through the options
6. We will send confirmation to you and your Agent

Terms and conditions

This is an OPTIONAL connection service to assist you to obtain energy and/or telecommunications services for your new residence. One of realestate.com.au's service providers Fast Connect Pty Ltd (telephone: 1300 661 464) (the "Service Provider") is the marketer of energy and telecommunications services provided by various retailers, and will assist realestate.com.au to provide this connection service to you.

If you have ticked one of the boxes above, you consent to realestate.com.au and its Service Provider using your personal information provided by you in this form in accordance with the Privacy Collection Statement below including using those details to contact you by phone, SMS and email in relation to the selected product(s). You acknowledge that realestate.com.au and its Service Provider may receive commissions or fees from your selected retailer(s), that commissions or fees may be paid between realestate.com.au and its Service Provider, and that your real estate agent may receive commissions or fees from realestate.com.au or its Service Provider, in each case for arranging provision of the requested services.

You may prefer to obtain services under different terms and conditions, or from different retailers, to those set out above. However, the above products are the only ones that are available as part of this connection service. You acknowledge that if you select one of the services above and the relevant retailer agrees to provide that service to you, then you will enter into a contract with that retailer for the provision of that service. Retailers retain discretion in relation to accepting your request for products or services - acceptance may be affected by factors such as a retailer's credit criteria or ability to supply to your selected address.

Energy (Electricity and Gas)

If you have selected an energy product above, you are entitled to be provided with certain information before you enter into a contract for the provision of that electricity or gas. That information is set out in, or accompanies, this form. A summary of some key useful information concerning these contracts is set out below:

Retailer contact details

Origin Energy Ltd.

Level 7, 321 Exhibition St Melbourne VIC 3000
Ph: 132 463 Fax: 1800 132 463
Email: enquiry@originenergy.com.au
This market retail contract is: **Origin Supply**
Electricity and/or Dual Fuel Plan.

If Origin is the existing retailer at your new address, you may be entitled to enter into a standard retail contract with Origin instead of a market retail contract.

AGL Energy Limited

L22, 120 Spencer Street Melbourne VIC 3000
Phone: 131 245 Fax: (03) 8633 6002
Email: enquiries@agl.com.au
This market retail contract is: **AGL Freedom**
Electricity and/or Dual Fuel Plan.

If AGL is the existing retailer at your new address, you may be entitled to enter into a standard retail contract with AGL instead of a market retail contract.

Tariffs and charges	We will email you a link with the prices and charges for your selected product upon receipt of your request for that product and also provide you with an opportunity to opt-out at this time.
Contract term	The contract commences when you satisfy any pre-conditions that may be specified in it. The contract may be terminated by you giving notice of termination or by agreement between you and the retailer. The contract will also end if energy is bought for the premises under a different contract or, in some cases, if the premises are disconnected. In addition, the retailer might be entitled to terminate the contract where you are in breach of it or if you vacate the relevant premises.
Billing and payment arrangements	Bills will be issued at least once every 3 months. You may generally pay your bills in person, by telephone, by mail, by direct debit or by electronic funds transfer. In certain circumstances, you may also be able to pay your bills by using Centrepay.
Concessions or rebates	If you hold a current government concession card you may be entitled to receive a rebate on your bill. Further information about the concessions and rebates that may be available to you can be obtained from the retailer.
Service levels	The service will comply with all laws and regulatory requirements applicable in the state or territory in which the supply address is located.
Cooling off period	If a cooling off period applies to your contract (which will typically be the case only where it is a market retail contract), then you may cancel the contract within 10 business days of receiving the retailer's welcome pack by informing the retailer by telephone or in writing of your intention to cancel the contract.
Electronic transactions	If any requirement in connection with the service is to be met electronically, it will be met in accordance with the contract. You will be recognised as having received the information and be bound by the transaction in accordance with applicable laws, regulatory requirements and the contract.
Complaints	You may complain to the retailer about the Service Provider. Contact the retailer if you wish to do this. If your complaint is not satisfactorily resolved by the retailer, then you may complain to the energy ombudsman.

eBilling and Welcome Pack

Unless you request otherwise, your electricity and/or gas bills will be sent to the email address provided by you in this form.

No, please post these items to me in hard copy to my new address
(please tick)

Explicit Informed Consent

By signing below, I/we understand and agree:

- that I/we have read and accept the prices and charges applicable to the selected energy product;
- that, subject to the terms of the selected contract and any applicable legislation, the selected retailer may vary the energy rates which are used to calculate the applicable usage charges from time to time, and can vary the tariff structure, charges, billing frequency, and the terms of the contract at any time by writing to me/us;
- to become a customer of the selected retailer in accordance with the terms and conditions of the selected contract, including by transferring to that retailer, if the retailer agrees to provide me/us with my/our chosen product on those terms and conditions.

Tenant/Purchaser Signed	Co-Tenant/Co-Purchaser (if any) Signed	Date
X	X	DD/MM/YYYY

Please note, if you select ANY of the products displayed above, you must acknowledge your consent to the above information, our Privacy Collection Statement and you being contacted by our Service Provider in relation to the selected products, by providing your signature.

Privacy Collection Statement

realestate.com.au collects and uses the information in this form to provide the connection service and will disclose this information to its Service Provider and to your chosen energy and telecommunication retailer(s). realestate.com.au may also use the information to promote its other services, and services of trusted third parties. realestate.com.au's Privacy Policy at www.realestate.com.au/privacy further explains how realestate.com.au collects, uses and discloses personal information and how to access, correct or complain about the handling of personal information. You agree that the personal information you provide to us (or authorise to be provided to us) is your information, or information which you have been authorised to provide us. Where you are authorised to provide another individual's information to us, you must inform that individual that their personal information will be used and disclosed by us in accordance with our Privacy Policy www.realestate.com.au/privacy and these terms and conditions.