

# TENANT APPLICATION INFORMATION

Tenant to  
Retain

## PLEASE ENSURE THAT ALL ID IS PHOTOCOPIED PRIOR TO SUBMITTING YOUR APPLICATION

Applications will not be processed unless ALL information is  
supplied and the NTD privacy disclaimer is signed  
Each applicant must complete a separate application

### PAYMENT OF RENT

It is our company policy that all rental payments are to be made via RentPay or Grantham Real Estate Direct Debit. RentPay offers three (3) payment methods. Option 1: Payment of rent by utilising the telephone and internet to make payments, Option 2: Direct Debit whereby your account is debited on the same day each month and Option 3: BPay direct from your bank account by phone or internet. This will be discussed with you further, should your application proceed. Personal cheques will only be accepted where previously agreed with by Grantham Real Estate Property Management.

### PHOTO IDENTIFICATION

When returning your application, you **must** submit a form of photo identification.

### REQUIRED SUPPORTING DOCUMENTS

You will be required to submit supporting documents with your application. Your application will not be processed if all documents are not given. Our office will require you to submit a minimum of 100 points for your application to be considered.

**100 point check - Should you be unable to meet the 100 point check criteria, please speak with the property manager**

50 points	Photo Identification (Passport, Drivers License, 18+ Card)
40 points	Bond Refund History (Refer to Bond Board)
40 points	Proof of regular payments (Tenant Ledger, Mortgage Payments)
20 points	Birth Certificate
20 points	Min. 2 references from previous Agent/Landlord
20 points	Current Motor Vehicle Rego Papers
10 points	Proof of current address (copy of Phone or Electricity Account)
10 points	Other Identification (Medicare Card, Bank Card etc)
10 points	Written references (Personal, Employment etc)

### PROCESSING AN APPLICATION

In most instances, we are able to process your application within 24 hours and advise you by telephone. If we are unable to contact all of your referees, this process may take longer.

### SECURING THE PROPERTY - PAYMENT OF SECURITY DEPOSIT

Once the application has been approved you will be required to pay a security deposit equivalent to one months rent to secure the property. This must be paid by Money Order or Bank Cheque, payable to the R.T.B.A. (Personal cheques and cash will not be accepted when paying the initial monies).

### PAYMENT OF FIRST MONTHS RENT

Prior to taking possession of the property, we require one month's rent to be paid by either bank cheque or money order, payable to Grantham Real Estate (Personal cheques and cash will not be accepted when paying the initial monies).

# APPLICATION FOR RESIDENTIAL TENANCY

The 4 pages of this application **MUST BE COMPLETED** in full & **SIGNED** or your application **WILL NOT** be processed

RENTAL PROPERTY: \_\_\_\_\_

Rent \$ \_\_\_\_\_ + Bond \$ \_\_\_\_\_

Commencement Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## OFFICE USE ONLY

Date received \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_am/pm

Application signed & all details complete

Photocopy Tenants ID 100 point check

## APPLICANTS DETAILS

Full Name	Dr / Mr / Mrs / Miss / Ms		
Are you known by another name	D.O.B. / /		
Contact No. Home	Work	Mobile	
Email Address	Fax No		
Number of dependants to reside in property	Total occupants		
Age of dependants	<b>(You must list ALL occupants names below)</b>		
Car Registration	Drivers Licence No.	Licensed State	
Passport No.	18+ Card No.	Other ID	
No. of cars to be kept at property	Are all cars registered Yes No		
Will a boat trailer van motorbike be kept at the property Yes No			
Pets (Check with agent) Yes No	Number	Type & Breed	
Are the pets registered with the council Yes No	Are you a smoker Yes No		

\* Full name of all persons other than applicant wishing to occupy the premises (if applicable)

## CURRENT ADDRESS DETAILS

Address	Rented \$	per week	Owned
Name of Real Estate Agent or Landlord			
Address of Real Estate Agent or Landlord			
Phone	Period of occupancy / / to / /		
Reason for leaving			
Do you expect the bond to be refunded in full Yes No If no, why			

## PREVIOUS ADDRESS DETAILS

Address.....Rented \$ p/w Owned

name of Real Estate Agent or landlord

Period of occupancy / / to / / Reason for leaving:

Was the bond refunded: Yes No If no why?

**PERSONAL OR BUSINESS REFERENCES - Does not include relatives (This must be completed in full)**

Name	Address
Phone	Relationship
Name	Address
Phone	Relationship
Name	Address
Phone	Relationship

**NEXT OF KIN – Not living with you**

Name	Relationship	
Address	Home Ph	Mobile

**CURRENT EMPLOYER & INCOME DETAILS – ALL INCOME IS NET OR TAKE HOME “PER WEEK “**

Occupation	Period of employment			
Company Name				
Address				
Contact Person	Phone			
Full - time	Part - time	Casual (	hours per week)	Weekly wage (net) \$

**PREVIOUS EMPLOYER & INCOME DETAILS – ALL INCOME IS NET OR TAKE HOME “PER WEEK “**

Occupation	Period of employment			
Company Name				
Address				
Contact Person	Phone			
Full - time	Part - time	Casual (	hours per week)	Weekly wage (net) \$

**OTHER INCOME DETAILS – ALL INCOME IS NET OR TAKE HOME “PER WEEK “**

Student	Name of College, TAFE, UNI	Austudy \$
Student Identification No.	Overseas Student Yes No	Visa Expiry Date / /
Pensioner	Type	Allowance \$
Unemployment benefit		Allowance \$
Self Employed	Name of Business	Wage \$
Address		Phone
How long established	ACN No.	ABN No.
Accountant Name		Phone
Other type of Income (ie. Savings or Investments)		Other Income \$

**QUESTIONS**

Have you ever been evicted or are you in debt to another Landlord or Agent Yes No

If yes, give details \_\_\_\_\_





## CHECKS

# TENANT DATABASE

Our agency utilises National Tenancy Database (NTD) for tenant screening purposes. When processing your application form, our agency will conduct the necessary tenant checks with this company. In accordance with current legislation requirements if a breach or default occurs with your tenancy, the details of such breach or default may be listed on this database for other agents to access when you apply for future properties.

If you have any questions relating to this service or your personal information that may be held you can contact the company with all enquires to 1300 526 836 or [www.ntd.net.au](http://www.ntd.net.au)

## TERMS AND CONDITIONS AUTHORITY AND PRIVACY DISCLAIMER

Applicant's Name/s: \_\_\_\_\_

RENTAL PROPERTY: \_\_\_\_\_

### GENERAL TERMS AND CONDITIONS

I/we, (the applicant/s), do solemnly and sincerely declare that the information provided is true and correct and has been supplied of my own free will.

I/we, agree that we have inspected the above listed rental property and wish to take a tenancy of such premises for a period of \_\_\_\_\_ months/years from \_\_\_\_/\_\_\_\_/\_\_\_\_ at a rental of \$\_\_\_\_\_ per week. The rent to be paid is within my means and I agree to pay a bond of \$\_\_\_\_\_.

I/we agree that once the application has been approved I agree to pay one month's rent to secure the property. In this instance that being \$\_\_\_\_\_. I agree that the property will be advertised and marketed until the requested rent has been paid and the Tenancy Agreement has been signed by all parties.

I/we, agree that in the event that the application is successful, acceptance is communicated and the rent has been paid, but I decide not to proceed, I agree that this money will be forfeited to the lessor. Upon communication of acceptance of this application by the agent, I agree that I will enter into a written Tenancy Agreement in accordance with legislation requirements.

I/we, agree that I will not be entitled to occupation of the premises until:

- (i) vacant possession is provided by the current occupant/s of the premises
- (ii) the tenancy agreement is signed by the applicant/s; and
- (iii) the payment of all monies due are paid by the applicant/s in cleared funds prior to occupation of the premises

I/we, the applicant, **accept** that if the application is rejected, the agent is not legally obliged to give a reason. If the application is declined, your details will be held on file for one month. Following this period all details held will be disposed of.

I/we, agree that acceptance of this application may be subject to a satisfactory report as to the applicant's creditworthiness. **Initial** : \_\_\_\_\_

### PRIVACY TERMS AND CONDITIONS

I/we, understand that you as the managing agent for the owner of the property and have collected this information for the specific purpose of checking identification, character, creditworthiness and determining if the applicant/s will be suitable tenant/s for the property.

## Privacy terms and conditions

I/we, understand that the agent is bound by the Privacy Act and the Australian Privacy Principles (APPs) and **authority** is hereby given to the agent to check credit references, identity checks, current and past employment details, current and previous rental references from an owner or agent, any record listing or tenant database agency, personal references, current or previous sales representatives involved in a property transaction and any other searches that may verify the information provided by me in accordance with legislation requirements.

I/we, **authorise** the agent to collect, use and disclose personal information to:

- (a) communicate with the owner (relevant to the premises) during the tenant selection process as well as any other matter arising during and at the end of tenancy
- (b) prepare agreements and tenancy documents
- (c) allow tradespeople or equivalent organisations to contact me
- (d) lodge, claim or transfer (to or from) a Bond Authority
- (e) refer to Tribunals and/or Courts & Statutory Authorities (where applicable)
- (f) refer to Collection Agents and Lawyers (where applicable)
- (g) lodge Insurance claims (where applicable)
- (h) communicate with Body Corporate or Strata Groups (relevant to the premises)
- (i) utility connection providers, where the applicant has opted for such a service
- (i) undertake any act, process or communication with any other third party as required by the agent or owner relating to the administration of the premises and use of the Agent's services.

I/we, understand that once a tenancy has been entered into our personal information (such as names, contact details and any other details contained on this application or which can be obtain from a public source) can or will be kept or stored in files or a data entry computer format.

I/we, agree that once a tenancy agreement has been entered into that should there be a failure to comply with the obligations under the agreement; the failure to comply may be disclosed to third party operators of tenant database registers and/or agent in accordance with legislation requirements.

I/we, agree that we have been provided with the Tenant Database Agency details (including the name and contact numbers) that may be accessed by our agency during the application process.

The applicant/s have the right to access personal information held by our agency and may request correction or amendment of any inaccurate, incomplete, out of date or irrelevant information.

I/we, authorise the agent to send information to our contact details to promote, market or sell rental properties, sale properties or information in general that relates to the real estate industry. Tick here if you do not wish to receive this information.

A full copy of our Privacy Policy can be accessed at [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au)

***[Each applicant must read and initial every page of this application as acceptance of the information provided]***

Applicant 1 Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Agent to Witness: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Initial : \_\_\_\_\_