TENANT APPLICATION FORM

Complete this tenant application form pages 1-6 in full for your application to be processed. Please note that this application will not be processed unless all the details have been completed and all requested supporting documents are attached.
Any persons over the age of 18 intending to reside in the residence must complete an application form.
Please make sure all contacts on this application form are aware that they are on here and that Bell Real Estate will be in contact following submission of this application.

PROPERTY APPLYING FOR
Property Address:
_____
_____
Date You Viewed The Property:
_____
Lease Term: _____ Months
_____ Years
Commencement Date:
_____
Rent Amount:
_____
_____
Number Of People To Occupy The Property: _____ Adults
_____ Children
Please Specify Age Of Children Under 18 Years:
_____
Names Of Other Applicants #1:
_____
Names Of Other Applicants #2:
_____
Names Of Other Applicants #3:
_____
Names Of Other Applicants #4:
_____
Do You Have Pets: ☐ Yes ☐ No How Many: _____
Type Of Pet: _____ Breed: _____
Age: _____
Type Of Pet: _____ Breed: _____
Age: _____

PERSONAL DETAILS

Title: Ms ☐ Miss ☐ Mrs ☐ Mr ☐ Other:_____

Full Name:

_____

Current Residential Address:

_____

Date Of Birth: _____/_____/_____

Mobile: _____ Home Phone:

_____

Email:

_____

_____

Driver's License Number: _____

Car Registration Number: _____

LIVING DETAILS

Current Living Address:

_____

_____

Are You The: Owner ☐ Tenant ☐ Boarder ☐

Years At Address:

_____

Name Of Landlord/ Agency:

_____

Contact Person:

_____

Phone Number:

_____

Rent Paid: _____Rent Cycle: Weekly ☐

Fortnightly ☐ Monthly ☐

Was The Bond Repaid In Full: ☐ Yes ☐ No

If no, please provide details:

_____

_____

Previous Living Address:

_____

____

Were You The: Owner ☐ Tenant ☐ Boarder ☐

Years At Address:

_____

Name Of Landlord/ Agency:

_____

Contact Person:

_____

Phone Number:
_____
_____
Rent Paid: _____ Rent Cycle: Weekly ☐
Fortnightly ☐ Monthly ☐
Was The Bond Repaid In Full: ☐ Yes ☐ No
If no, please provide details:
_____
_____

STUDY AND CENTRELINK INFO
Are You Currently Studying: ☐ Yes ☐ No
Course Name:
_____
Completion Date:
_____
Do You Currently Receive A Centrelink Payment: Yes ☐ No ☐
What Payment Do You Receive:
_____
Income Per Fortnight:
$_____

EMPLOYMENT DETAILS
Current Employer:
_____
Position Held:
_____
Company Address:
_____
Contact Name:
_____
Work Phone:
_____
Length Of Employment: _____ Months
_____ Years
Net Income: _____Per Week or
_____Per Month

If Self Employed, Please Complete The Following:
Company Name:
_____
Position Held:
_____

ABN:

_____

Company Address:

_____

Business Type:

_____

Length Of Employment: _____ Months

_____ Years

Net Income: _____Per Week or

_____Per Month

Accountants Name:

_____

Accountants Contact Number:

_____

Previous Employer:

_____

Position Held:

_____

Company Address:

_____

Contact Name:

_____

Work Phone:

_____

Length Of Employment: _____ Months

_____ Years

Net Income: _____Per Week or

_____Per Month

If Previously Self Employed, Please Complete The Following:

Company Name:

_____

Position Held:

_____

ABN:

_____

Company Address:

_____

Business Type:

_____

Length Of Employment: _____ Months

_____ Years

Net Income: _____Per Week or
_____Per Month
Accountants Name:
_____
Accountants Contact Number:
_____

PERSONAL REFERENCES
1. Reference Name:
_____
Occupation:
_____
Relationship To You:
_____
Length Known This Reference: _____ Months
_____ Years
Contact Number:
_____
Email Address:
_____

2. Reference Name:
_____
Occupation:
_____
Relationship To You:
_____
Length Known This Reference: _____ Months
_____ Years
Contact Number:
_____
Email Address:
_____

Next Of Kin (Not Living With You)
Name:
_____
Address:
_____
Contact Number:
_____
Email Address:
_____

Relationship To You:

_____

DOCUMENTS REQUIRED

No Processing Will Be Completed Without The Following: (Photocopying is available at reception at Bell Real Estate, Belgrave)

- ✓ Drivers License/Passport
- ✓ Medicare Card
- ✓ Copy Of A Bill/Account-With Current Address (electricity/gas/phone etc)
- ✓ Pay Slips (Last 3 Months If Possible)
- ✓ Centrelink Statement (If Receiving Centrelink)
- ✓ Tax Return (If Self Employed)
- ✓ Rental Receipts (Last 3 Months If Possible) or Tenancy Ledger

Extra Optional Items To Strengthen Your Application

- ✓ Motor Vehicle Registration
- ✓ Bank Statement

UTILITY CONNECTION

Connectnow is a free moving home service. Connectnow is an easy to use service that helps you find suppliers in your area and arrange services all at once. This service extends to connections for: electricity, gas, internet, phone, pay TV, and much more.

Their service is free to use so you can get all the benefits of connecting and arranging your services in the one place without any cost.

Connectnow will contact you within one business day of receiving your online application form from Bell Real Estate, it is important to answer this call as they will be need your details to connect the water in your name, even if you choose not to use them for your other utilities.

If your electricity is not connected by the agreed connection date connectnow will arrange suitable accommodation and cover reasonable out-of-pocket expenses providing that it was connectnow's error that caused the inconvenience. If a supplier error is the cause of the non-connection, connectnow will work with you to seek appropriate remedial actions.

Connectnow is a free service for consumers. However, to be able to offer a free service connectnow has entered into agreements with several suppliers. Under some of these agreements, connectnow is entitled to receive a small commission when a consumer takes up the service using our website or call centre.

By signing this application, you consent to Bell Real Estate referring my information to connectnow.

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.

RENT PAYMENT

If your application is successful, you will make rental and other payments to the agency by the Agent's preferred payment method of Direct Deposit or by alternative method offered by the agency.
You acknowledge that due to bank processing times, payments made via Direct Deposit are required to be paid 4 business days prior to the due date.
You understand that Chandler & Co will also offer me an alternate facility to pay rental and other payments to the agency by - PERSONAL CHEQUE. Personal cheques must be accompanied by a signed agreement confirming liability for any dishonored cheque fees.
You acknowledge that it is the office's policy to not accept cash as a method for rental and other payments because of risks associated with cash payments and keeping cash on premises.

Signed by Applicant:

_____

Print Name:

_____
Date: _____

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 for a period of 30 days, before shredding it for privacy reasons.

SUCCESSFUL APPLICATIONS

Should your application be successful you will be notified by phone and requested to confirm your tenancy. We require the first month's rent to be paid in full within 48 hours to secure the tenancy. We will supply you with these amounts via a confirmation email. Keys will only be handed out when all parties have signed the tenancy agreement, Bond

Lodgment 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.

TENANCY PRIVACY STATEMENT

Your application cannot be accepted unless the form 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.

As professional property managers, Bell Real Estate collects personal information about you, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises which 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, Tenancy Databases, other real estate agents and landlords, utilities companies such as gas, electricity etc., banks – for rental payment facilities and financial records, employers – for reference purposes.

You authorise Bell Real Estate 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 relevant Tenancy Databases 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 the National Tenancy Database.

If a landlord or estate agent lodges 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 (i.e., by contacting the person who listed them or the database operator).

PLEASE NOTE

1. This application is subject to the owner's approval and may take 5-10 days to process.
2. All applicants over the age of 18 must complete an application form.
3. Initial bond payment must be paid in the form of a bank cheque or money order made payable to the Residential Tenancies Bond Authority (personal cheques or cash will not be accepted).
4. Initial rental payments must be paid by bank cheque or money order made payable to Bell Real Estate Belgrave.
5. Subsequent payments will be made by direct debit into Bell Real Estate's nominated trust account.
6. The applicant hereby agrees to a credit check being carried out by the Equifax National Tenancy Database.
7. The applicant acknowledges that the property is in a reasonably clean condition and in good repair as inspected.

Signed by Applicant:

_____
_____

Print Name:

_____
Date: _____