

Residential Application Form

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



ACN 138 140 539 - ABN 31 138 140 539

A. AGENT DETAILS

Keith Williams Estate Agency Morwell
196-198 Commercial Road Morwell VIC 3840 (PO BOX 32)
Phone: (03) 5133 7777
Fax: (03) 5134 3634
Email: morwell@keithwilliamsmorwell.com.au
Web: www.keithwilliamsmorwell.com.au

PLEASE NOTE: Acceptance of this tenancy application will not be acknowledged until **ALL** pages are completed and signed. Once all information is received, references will be confirmed and landlord instructions obtained. There is no set time for this process, as it is solely dependent on your referees/landlord availability and then we will contact you as soon as it is possible during business hours.

B. PROPERTY ADVERTISED

1) _____
2) _____
3) _____
4) _____

C. PERSONAL DETAILS

Title:
 Mr Ms Miss Mrs Other

Given Name/s _____ Surname _____

Date of Birth _____

Home phone number _____ Mobile phone number _____

Work phone number _____

Email address _____

D. IDENTIFICATION

Driver's Licence Number _____ State _____

Other _____

Passport Medicare Key Card Health Care Card Bank Card

E. PETS

Do you have any pets? Yes No

Type of Pet _____ Breed of Pet _____

Age of Pet _____ Indoor/Outdoor _____

F. UTILITY CONNECTIONS

on the move

We will reduce your stress and save you time by arranging your utility connections. We will contact you within 2 hours.

ELECTRICITY, GAS, TELEPHONE, INTERNET, FOXTEL
Ph: 1300 850 360 Fax: 1300 661 160

YES!! I would like On The Move to contact me.

WATER (standard connection with all applications)

Terms & Conditions - By ticking the box above, you are consenting to On The Move contacting you to arrange your services. On The Move may need to disclose personal information to utility companies to arrange your services. Please see On The Move's Privacy Policy at www.onthemove.com.au. On The Move and your Agent may receive a benefit for arranging your services. On The Move & your agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees & bonds may apply.

G. NEXT OF KIN/EMERGENCY CONTACTS (not living with you)

1. Surname	Given name/s
_____	_____
Relationship to you	Mobile Phone number
_____	_____
Home Phone Number	Work Phone number
_____	_____
Address	

H. APPLICATION DETAILS

Number of persons to occupy property _____ Adults _____ Children _____

Specify Ages of Children _____

Full Names of all Adults to occupy property _____

Preferred Lease Term _____ 6 months _____ 12 months _____

Preferred Lease Start Date _____

Ministry of Housing Bond _____ Yes _____ No _____

I. INCOME DETAILS

Employer's Company/Business Name _____

Employer's address _____

Occupation _____

Contact name _____ Phone number _____

Length of employment _____ Net Income _____
_____ Years _____ Months \$ _____

J. CENTRELINK INCOME

Type of benefit received _____ Net income received per fortnight _____
\$ _____

Note: A copy of your Income Statement (available by request from Centrelink) must be provided.

TENANT DECLARATION

I acknowledge that this is an application to lease this property and that my application is subject to my inspection, 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 true and correct and given of my own free will.

I declare that I am not bankrupt.

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

Signed: _____ Date: ___/___/___

Tenancy Privacy Statement

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 of 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.

As professional property managers, Keith Williams Estate Agency (Morwell) collects personal information about you. To ascertain what personal information we have about you, you can contact via phone, facsimile, email or in person, please find contact details on the front cover of this application form. 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 the 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, National Tenancies Database, other real estate agents and landlords, utility companies such as gas, electricity, water connection, banks-for rental payment facilities and financial records, employers-for reference purposes.



GPO BOX 13294 George St
Brisbane QLD 4003

Phone: 1300 563 826
Fax: 07 3009 0619
Email: info@ntd.net.au

Keith Williams Estate Agency Morwell subscribes to the National Tenancy Database and your information may be used in a National Tenancy Database Check. This will be used in the assessment of your application.

Signed by the:

Applicant: _____

Witness: _____

Print Name: _____

Print Name: _____

Date: _____

PLEASE NOTE

1. This application is subject to the owner's approval and may take several days to process.
2. All applicants 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 in cash, bank cheque or money order to Keith Williams Estate Agency (Morwell).
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 reasonable clean condition and in good repair as inspected.

TENANCY ACCEPTANCE

We understand that finding and selecting a 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 for 28 days after which it will be destroyed.

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 Lodgment Form, all monies have been paid and the tenancy has commenced. No action will be taken against the landlord or agent should the premises be unavailable for occupation on the date for whatever reason.

Signing of tenancy agreements and the payment of the bond will be undertaken at our office. It is a policy of Keith Williams Estate Agency (Morwell) that all rental payments are made via cash, cheque or rent card as payment of monthly rent.

OFFICE USE ONLY

Date application form received: _____ Time: _____

Received by (staff member): _____

Attention to (Property Manager): _____

Copy of ID attached

Copy of proof of income attached

Form completed in full and declaration signed

Privacy statement acknowledged and signed



LICENSED ESTATE AGENTS • AUCTIONEERS
PROPERTY MANAGERS • BUSINESS SALES
ACN 138 140 539 ABN 31 138 140 539

Morwell Property Sales & Rental Pty Ltd trading as Keith Williams Estate Agency (Morwell)
Registered Office: 196-198 Commercial Road Morwell 3840
PO Box 32
Telephone: (03) 5133 7777 Fax: (03) 5134 3634
Internet: www.keithwilliamsmorwell.com.au
Email: morwell@keithwilliamsmorwell.com.au
Director: Chris Davis, Licensed Estate Agent, Officer in Effective Control

OUR REFERENCE:

To All Prospective Tenants

PLEASE NOTE:

Applications will not be processed unless the following is provided:

- 3 references (not to be family or friends)
- Next of kin contact (not to be living with you)
- Employment details (if applicable) - please provide either 2 current pay slips or copy of bank statement that clearly shows your wage payments from employer. If commencing a new job, please provide a copy of the Letter of Offer from your new employer
- If you have rented through Department of Housing, please provide your rental payment ledger
- If you are currently or have previously rented through an agent, please provide a copy of your payment ledger
- Full rental history (if applicable) including dates and contact phone numbers for agent/landlord
- Centrelink payments (if applicable) - please provide current Income Statement from Centrelink
- Ensure both *Tenant Declaration* and *Tenant Privacy Statement* on the application form are signed, dated and witnessed
- Please complete the preferred lease term and lease start date on application form
- 100 points of Identification, as listed below
- If emailing your application through, please ensure identification is photocopied both front and back and is clear. If no photo ID can be provided, a full birth certificate must be provided instead

Please be advised that a separate application must be completed for each adult that will be occupying the property.

100 Point Identification (must have at least one of the items listed with "*" next to the points:

- Drivers Licence	40 Points*	- Council or Water Rates	15 Points
- Passport (current)	70 Points*	- Medicare Card	25 Points
- Proof of Age card	40 Points*	- Birth Certificate	25 Points
- Tenancy History Ledger	20 Points	- Health Care Card	25 Points
- Previous Tenancy Agreement	20 Points	- Pension Card	25 Points
- Previous Four Rent Receipts	20 Points	- Rental Bond Receipt	20 Points
- Telephone Account (current address)	15 Points	- Pay Slip Advice	20 Points
- Electricity Account (current address)	15 Points	- Motor Vehicle Registration	15 Points
- Gas Account (current address)	15 Points		
- Bank or Credit Card Statements	25 Points		

Keith Williams Estate Agency Morwell