

RESIDENTIAL TENANCY APPLICATION

One Application Per Person.
Please complete the form in full using BLOCK LETTERS. Incomplete applications cannot be processed.

To assist you in ensuring your application is processed in an expedient manner, please return your application to the applicable Guardian office and ensure that you:

- Attach copies of all necessary documentation
- Complete the application in full, including contact details of referees
- Sign and date the Terms & Conditions where indicated.

Failure to complete your application in full and return with required documentation will delay processing and could result in the property being leased to another applicant.

We recommend that you advise your current and previous agent (property owner) that we will be contacting them to confirm details of your tenancy.

Initial rent payments must be made by bank cheque, money order or DEFT – we DO NOT accept cash or personal cheques. Guardian prefers future rental payments to be made via Bpay to ensure monies can be easily identified and allocated to your ledger to avoid any unnecessary issues arising.

100 point identification must be supplied when submitting your application.

All items in List A must be provided (one piece of Photo ID must be supplied)			
List A		List B	
Driver licence, showing current address; or	50 points	Last 4 rent receipts/mortgage payments	15 points
Passport; or		Birth Certificate	15 points
Proof of Age Card		Recent utilities acc - current address	15 points
Proof of Income: minimum 2 recent payslips, Centrelink statement or bank statement	20 points	Rates Notice - current address	15 points
		Medicare Card	15 points
		Student Visa	15 points
If self employed, recent tax return or P&L statement	20 points	Bank/credit cards with signature	15 points

Information about your application and tenancy databases

Tenancy databases are used to protect a property owner’s investment. Guardian Property use TICA to check the rental history of all applicants.

If you are listed on a tenancy database that we use, we are required by law to let you know and provide you with the contact details of the database operator so you can find out information about your listing.

If you would like more information about tenancy database laws please visit www.consumer.vic.gov.au or call 1300 558 181.

Residential Tenancy Application



Property Details

Application Address	
What date did you inspect the Property?	
Weekly Rent \$	Bond (equivalent to 4 weeks rent) \$
Commencement Date	Preferred Lease Term
Adults	Children
Vehicles	Pets
How did you find out about this property?	

Personal Details

Full Name	Sex	Male / Female
Date of Birth	Smoker	Yes / No
Drivers Licence	State Issued	Expiry
All Day Phone/Mobile	Home/Work Phone	
Email		
Current Address		
Postal Address		
Emergency Contact		
Relationship	Phone	
Contact Address		

Other Occupants

Number of other Occupants		
Is anyone applying to reside at the property a smoker?		Yes / No
Name	Age	On Lease?
Name	Age	On Lease?
Name	Age	On Lease?
Name	Age	On Lease?

Vehicles

Primary Vehicle	Make	Registration
Other Vehicle		

Current Address

Current Address	
Occupancy Length	Weekly Rent
Agent/Landlord	
Email	Phone
Was Bond fully refunded?	

Previous Address

Previous Address	
Occupancy Length	Weekly Rent
Agent/Landlord	
Email	Phone
Was Bond fully refunded?	

Other Details

Applications pending on other properties?
Has your tenancy ever been terminated?
Are you in debt to another landlord or agent?
Deductions ever taken from your Bond?
Anything affecting future rental payments?
Considering buying a property soon?
Do you currently own a property?

Current Employment

Company Name		
Company Address		
Industry	Position/Occupation	
Manager	Phone	
Email		
Nature of Employment	Part time / full time /contractor /casual / not employed / self-employed / student	
Length of Employment		
From Date	To Date	
Annual Salary \$	Net Monthly \$	Net Weekly \$

Previous Employment (If Current employment is under 12 months)

Company Name		
Company Address		
Industry	Position/Occupation	
Manager	Phone	
Email		
Nature of Employment	Part time / full time /contractor /casual / not employed / self-employed / student	
Length of Employment		
From Date	To Date	
Annual Salary \$	Net Monthly \$	Net Weekly \$

Additional Income

Centrelink Payments	Net Weekly:
Other Income	Net Weekly:
Other Income	Net Weekly

Pets

Type/Breed	Age	Reg No
Type/Breed	Age	Reg No

References (Cannot be relatives, partner or other applicants)

Referee Name	Phone	Relationship
Email		
Referee Name	Phone	Relationship
Email		
Referee Name	Phone	Relationship
Email		



Let **On The Move** reduce your stress and save you time by arranging your utility connections at the property... at no extra cost!

We will contact you within 24 hours to confirm.

Ph: 1300 850 360 Fax: 1300 661 160

ELECTRICITY | PHONE | GAS | INTERNET | PAY TV

DECLARATION:

I consent to the disclosure of this page of the Tenancy Application Form to On The Move for the purpose of contacting me with regards to services related to moving home.

I acknowledge that neither the Agent nor On The Move accept any responsibility for the delay in, or failure to arrange or provide for any connection or disconnection of a utility, or for any such loss in connection such delay or failure.

I acknowledge that the Agent and On The Move may receive a benefit in relation to any services organise.

By signing this application form, I acknowledge that I am the client or have obtained permission from the client to be contacted by On The Move.

Terms & Conditions

By signing below, I acknowledge that I have read, understood and agree with the following Terms & Conditions.

I acknowledge that the agent in question cannot confirm that any phones lines to the property are operable or able to be reconnected and that it is my responsibility to check with the telephone provider before proceeding with the tenancy to confirm the situation with the telephone line.

I agree to provide proof of income as part of this Application such as recent income verification pay slips, accountant letter or Centrelink statements.

I understand that should my application be conditionally accepted, that the Agency (on behalf of the lessor) will require me to peruse the terms of the Tenancy Agreement, execute all relevant documents and facilitate payment for any applicable monies (rent and bond) within 24 hours.

I provide consent for the Agency as part of application processing to contact all necessary people (such as referees, other agents, tenancy databases) to verify the Application information provided and I understand that all Federal Privacy Act requirements will be adhered to by the Agency.

I consent to my information being passed on during the tenancy (should it commence) and after the tenancy if required to other third parties which include, however are not limited to, tradespeople/contractors, salespeople, bodies corporate, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act and any other relevant information. The Lessor of the property will be provided all relevant information. The agreement, should it commence is a contract between the lessor and the tenant and as such, personal information will be passed on to the lessor as the owner of the property.

I understand that should my application be denied by the lessor, that there is no legal requirement to disclose reasons as to why. I also understand that my application and personal information will be disposed of within 4 weeks in accordance with the Privacy Act guidelines. (If you would like a copy of the agency privacy policy, please request one from our staff).

Name of Applicant	
Signature	Date: