



**first
national**
REAL ESTATE

| Alexander's

TENANCY APPLICATION

*For this tenancy application to be accepted
(1) **each** page must be fully completed and signed
(2) a copy of your photo ID must be attached*

107 GAVAN STREET,
BRIGHT VIC 3741

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Licensed Estate Agents • Auctioneers • Property Managers



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Agent Name: Alexander's First National Real Estate

ABN: 98 085 246 279

Address: 107 Gavan St, BRIGHT 3741

Phone No: 03 5755 1944 **Fax No:** 03 5755 1183

Email: mail@brightfirstnational.com.au

Web: www.brightfirstnational.com.au

Residential Tenancy Application Form

Please fully complete and sign every page of this application. For your application to be processed it must be fully completed.

1. Property Applying For

Address _____

Suburb _____ Post Code _____

Lease Term _____ Years _____ Months _____

Proposed Date to Commence Lease _____ / _____ / _____
(Must complete a specific date do not use ASAP)

Rent per week _____ Bond _____

Name(s) of other Applicants to Occupy Property _____

2. Personal Details

Title _____ First Name _____ Initial _____

Last Name _____

Date of Birth _____ / _____ / _____

Current Address _____

Suburb _____ Post Code _____

Drivers Licence Number _____ State of Issue _____
(photocopy required before application will be processed)

Car Registration Number _____

Alternate ID (eg passport) _____ No. _____

Pension Type _____ No. _____

Home Phone Number _____

Mobile Phone Number _____

Email _____

Occupation _____

Employers Name _____

Employer Phone Number _____

Please provide a contact number you are available on all day

Contact number: _____

Signed:

Date:

3. Current Situation

Are you the Owner Renter

How long have you lived at your current address? _____ Years
Months _____

Name of Landlord/Agent (If applicable) _____

Phone Number _____

Rent Paid per month _____

Reason for leaving _____

Was bond repaid in full? Yes No, If No, please specify

4. Previous Rental History

Were you the Owner Renter

Previous Address _____

Suburb _____ Post Code _____

How long have you lived at your previous address? _____ Years
Months _____

Name of Landlord/Managing Agent/Selling Agent _____

Phone Number _____

Rent Paid per month _____

Reason for leaving _____

Was bond repaid in full? Yes No, If No, please specify

5. Other Information

Number of persons occupying property _____ Adults _____ Children _____

Please specify the ages of any children. _____

Do you have pets? Yes No, If Yes, please specify

6. Next Kin

Emergency Contact _____ Relationship _____

Address _____ Ph: _____

Mobile _____ Other _____

7. Current Employment Details

Employment Address _____

Suburb/Town _____ Post Code _____

Contact Name _____

Length at current employment _____ Years _____ Months _____

Net Income \$ _____ Per Week \$ _____ Per Month \$ _____

8. Previous Employment Details

Occupation _____

Employers Name _____

Employment Address _____

Suburb/Town _____ Post Code _____

Employer Phone Number _____

Contact Name _____

Length at previous employment _____ Years _____ Months _____

Net Income \$ _____ Per Week \$ _____ Per Month \$ _____

9. If self-employed, please complete the following

Company Name _____

Company Address _____

Suburb/Town _____ Post Code _____

Business Type _____

A.B.N. _____

12. Declaration

I acknowledge that this is an application to lease this property and that my application is subject to 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 subject to approval from the owner/landlord. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

Accountant Name _____

Accountant Phone _____

Solicitor Name _____

10. Personal Referees

1. Reference name _____

Occupation _____

Relationship _____ Phone _____

2. Reference name _____

Occupation _____

Relationship _____ Phone _____

11. If Student, please complete the following

Place of Study _____

Course being undertaken _____

Course Length _____

Enrolment Number _____

Parents Name _____ Ph: _____

Campus Contact _____ Ph: _____

Course Co-ordinator _____ Ph: _____

Income: _____

I authorise the Agent to obtain details of my credit worthiness from, the owner or Agent of my current or previous residence, my personal referees, any record, listing or database of 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.

Signed: _____ **Date** / / _____

Residential Tenancy Application Form

Please fully complete and sign every page of this application. For your application to be processed it must be fully completed.

The personal information the prospective tenant provides in this application or that which is collected from other sources is necessary for Alexander's First National Real Estate to verify the Applicant's identity and to process and evaluate the application and to manage the tenancy if the Agent has been engaged to manage the Property.

The personal information collected about the Applicant may be disclosed, by use of the internet or otherwise, to other parties, including, the landlord, tradespeople, referees, solicitors, financial institutions, parties engaged to evaluate the property, bodies corporate, other agents, clients of the Agent both existing and potential, third party operators of tenancy reference databases, government and statutory bodies, media organisations and other third parties as required by law. Information already held on tenancy reference databases may also be disclosed to the Agent and/or landlord. Unless you advise the Agent to the contrary, the Agent may also disclose such information to The Real Estate Institute of Victoria Ltd (REIV) for the purpose of documenting all leasing data in the area for the benefit of its members as part of membership services and for others in the property or related industries, and so as to assist them in continuing to provide the best possible service to their clients. In providing this information, you agree to its use, unless you advise the Agent differently. The privacy policy of the REIV can be viewed on its website, www.reiv.com.au

Alexander's First National Real Estate will only disclose information in this way to other parties to achieve the purposes specified above or as otherwise allowed under the Privacy Act.

If the Applicant would like to access this information they can do so by contacting Alexander's First National Real Estate 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.

If the information is not provided, Alexander's First National Real Estate may not be able to process the application.

PLEASE NOTE:

1. This application is subject to the owner's approval and may take 2-3 days to process.
2. All applicants must complete an application form.
3. Initial bond payment must be paid in the form of a cheque or money order made payable to the **Residential Tenancies Bond Authority** (cash will not be accepted).
4. Initial rental payments must be paid on or before commencement of tenancy.
5. The applicant hereby agrees to a credit check being carried out by the National Tenancy Database.

The applicant acknowledges that the property is in a reasonably clean condition and in good repair as inspected.

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 the 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.

SUCCESSFUL APPLICATIONS

Should your application be successful you will be notified by phone and requested to confirm your tenancy. Prior to your commencement date all tenants must sign the tenancy agreement and pay the first 2 weeks rent and the full bond. 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 Lodgement 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.

Signing of tenancy agreements and the payment of the first 2 weeks rent can be undertaken at the office.

Signed by the:

Applicant _____

Print Name _____

Date _____

Witness _____