

## APPLICATION FOR TENANCY

Address:

**OFFICE:**

Commencement Date:

Term: \_\_\_\_\_ months

Rent P/wk: \$

P/mth: \$

Bond: \$

Name of other applicants to occupy the property:

Property Manager:

### PERSONAL DETAILS

Given Name:

Family Name:

Date of Birth:

Current Address:

Suburb:

Drivers Licence No:

Expiry:

State of Issue:

Car Registration:

Passport No:

Expiry:

Country of Issue:

Pension Type:

Number:

Home Phone:

Mobile:

Business Phone:

Email:

Occupation:

### UTILITY CONNECTIONS & RELOCATIONS

- Water   
  Electricity   
  Gas  
 Telephone   
  Broadband   
  Foxtel



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 2 hours to confirm.

Ph: 1300 850 360    Fax: 1300 661 160

**Terms & Conditions** - By not ticking the box below, 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](http://www.onthemove.com.au).

On The Move and your agent may receive a benefit for arranging your services. On The Move and Woodards do not accept responsibility for any delay or failure to connect your services. Standard connection fee & bonds may apply. On The Move will contact you to connect the water as a minimum on behalf of Woodards.

- No, I will connect the required utilities of my own accord but acknowledge that if the property has a separate water meter, my contact details must be given to the relevant water provider, who will read the meter and commence billing.

**CURRENT SITUATION**

Do you Rent  Own

How long have you lived at this current address: years months

Name of Landlord/Agent (if applicable)

Phone number: Rent paid per month: \$

Reason for leaving:

**PREVIOUS RENTAL HISTORY**

Did you Rent  Own

Previous address: Suburb:

How long have did you live at your previous address:

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)

**OTHER INFORMATION**

Number of persons occupying property Adults Children

Ages of children:

Do you have pets? Yes  No  (if yes please specify)

Are you applying for Bond assistance from Director of Housing (DOH): Yes  No

**NEXT OF KIN (name of relative)**

Emergency contact: Relationship:

Address:

Phone: Mobile: Other:

**CURRENT EMPLOYMENT DETAILS**

Business name & address:

Contact name: Phone:

Term of employment: Position held:

Income per annum: \$

Self employed: Yes  No  (if Yes complete details below) A.B.N:

Business type:

Accountant name: Phone:

Solicitor name: Phone:

## PREVIOUS EMPLOYMENT DETAILS

Business name & address:

Contact name:

Phone:

Term of employment:

Position held:

Income per annum: \$

Self employed: Yes  No  (if Yes complete details below) A.B.N:

Business type:

Accountant name:

Phone:

Solicitor name:

Phone:

## PERSONAL REFEREES

1. Reference name:

Phone:

Relationship:

Occupation:

2. Reference name:

Phone:

Relationship:

Occupation:

3. Reference name:

Phone:

Relationship:

Occupation:

## IF A STUDENT PLEASE COMPLETE

Place of Study

Course:

Enrolment number:

Course length:

What year are you in:

Campus contact:

Phone:

Course Co-Ordinator:

Phone:

Parents name(s):

Phone:

Parents address:

Are you receiving financial support Yes  No  (if Yes, from where?)

## SOURCE OF ENQUIRY

Rental List  Internet  For Lease Board  Referral  Other  (please specify)

## TENANCY PRIVACY STATEMENT

The information on this form is being collected by Woodards. By signing this application you consent to the collection and use of this personal information by Woodards. We require this information about you to assess the risk in providing you with the lease/tenancy of the premises you have applied for and if the risk is considered acceptable.

To carry out this role any or all of the information provided to us by you may be disclosed to a third party according to normal commercial practice including but not limited to The Landlord, The Landlords lawyer or Mortgagee, referees/next of kin you have nominated, organisations/tradespeople required to carry out maintenance to the premises, RTBA (rent bond authority) Residential Tenancy Tribunal/courts/statutory authorities, Collection Agents (where applicable) National Tenancy Database Pty Ltd (NTD) (ABN 65 079 105 025), other Real Estate Agents in the interests of openness and transparency between all parties.

Applicants please note that rental payments to Woodards are via Direct Debit Only\*

Your personal information will be added to our database and may be used for the secondary purpose of providing you with further information about properties and services offered by Woodards. It is your responsibility to ensure that this information is correct at all times.

To ascertain what personal information we have about you, or provide correct information, you can contact us in the following ways:-

Telephone: 03 9805 1111  
Facsimile: 03 9805 1199

Email: nmclean@woodards.com.au  
By Mail: 3/277 Camberwell Road Camberwell

To view our full privacy statement please refer to our website [www.woodards.com.au](http://www.woodards.com.au)

I acknowledge that I have read and understood Woodards Privacy Policy and reason for use.

## DECLARATION

THE APPLICANT HEREBY AGREES TO:

1. Woodards policy is that rental payments are made via \* Direct Debit \* excluding Doncaster, Oakleigh & Carnegie Offices
2. All applicants must complete an application form and provide 100 points of ID.
3. Bond payment must be made in the form of a bank cheque or money order made payable to RTBA (Residential Tenancies Bond Authority). Personal cheques or cash will not be accepted
4. Initial Rent payment must be made in the form of a bank cheque or money order made payable to **Woodards** personal cheques or cash will not be accepted
5. The applicant hereby agrees to a credit check being carried out via the National Tenancy Database (NTD). Applicants can access their personal information by contacting:- **National Tenancy Database (NTD) [www.ntd.net.au](http://www.ntd.net.au) or 138332**
6. The applicant acknowledges that the rented premises is a "smoke free zone" and will ensure they and their guests do not smoke inside the premises
7. The applicant acknowledges that:

I have inspected the property and it is in a reasonably clean condition and in good repair as inspected.

If this is not the case please indicate any items you would like attended to prior to your tenancy.

**Please note that these items are subject to the owner's approval.**

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 further acknowledge that this application to lease this property is subject to the owner's approval AND the availability of the premises on the due date. 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.

I acknowledge that I will be required to pay rental in advance and a bond. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will.

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 or listing or database of defaults by tenants. If I default under this rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonable considers has an interest in receiving such information. I confirm that I have been notified of the tenancy database contact details and reason for use.

Should your application be successful you will be notified by phone and/or email and requested to confirm your tenancy. We require **FULL BOND** to be paid and bond lodgement form to be completed within 24 hours of confirmation of your tenancy. Prior to your commencement date all tenants must have signed the tenancy agreement and paid the first months rental (please allow ½ hour for this appointment). 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.

I acknowledge that I have read and understood Woodards Declaration and Privacy Policy and reason for its use.

Applicant: \_\_\_\_\_ Witness: \_\_\_\_\_  
Signed as acknowledgement of the above privacy statement and declaration

Date: \_\_\_\_\_ Date: \_\_\_\_\_