

Rental Application Form

Property Address:



CREATE REAL ESTATE

262 Hampshire Rd, Sunshine VIC 3020

Ph: 03 9312 4444

Fax: 03 9364 9444

info@createvic.com.au

IN PROCESSING YOUR RENTAL APPLICATION

We endeavour to process all rental applications as soon as possible. Please ensure that all questions are answered in detail and include all information requested for speedy process.

Successful applicants will receive a phone call confirming their approval. Unsuccessful applicants will receive an SMS message.

SUPPORTING DOCUMENTATION REQUIRED:

- Proof of Current Bank Balance (payslips will not be accepted)
- Rental ledger from current/past Real Estate
- Centrelink Statements (if Applicable) and/or 2 Payslips
- If you are a home owner please supply a copy of a rates notice or sale contract

Please Note: We are unable to process your application without this information.

Please provide us with 100 POINTS of IDENTIFICATION & COPY OF SUPPORT DOCUMENTATION:

ITEM	POINTS	ITEM	POINTS
Current Driver's License	50	Copy of Mobile Phone Account	20
Passport	50	Copy of Medicare Card	20
Proof Of Age Card	50	Concession/Pension Card/Credit Card	10
Student ID Card	50	Copy of Electricity/Gas/Water Account	30 each

100 POINT IDENTIFICATION CHECK

The listed identification has been photocopied and is attached to this application.

Photocopying service (at your request): \$0.50 for Black & White / \$1.00 for Colour (Per Page)

INITIAL PAYMENT OF RENT AND BOARD

Initial payments must be made by bank cheque or money order within 24hr of approval of application. No personal cheques will be accepted.

Keys will not be handed over until the rental agreement has been signed by all applicants and all payments have been received (First Month's Rent & Bond).

IF YOU FILL OUT THE FREE UTILITIES CONNECTION SERVICE (Electricity, Gas, Phone, Broadband, Pay TV)

Please fill out the free utility connection service (MyConnect). If possible, request connection for one day prior to moving in. Connection can be any time on the requested day. The main electrical switch must be OFF. (Sometimes in units a second switchboard is installed - this must be off as well). Connections will not happen if power switch is left ON. Early connections are processed the next business day if lodged before 1pm the day prior.

Your personal information that has been provided to us in the application or collected from other sources is necessary for us to verify your identity and to process/evaluate the application and to manage the rental.

Thank you

Property Management Department

PROPERTY DETAILS — Property you would like to rent if this application is accepted?

Proposed Property: _____ Post Code: _____

Rent Per Week: \$ _____ Bond Amount: \$ _____ Are you a smoker: YES / NO (circle)

Length of rental: _____ Years _____ Months Rental to Commence: ___/___/_____

How many renters will occupy the property?: Adults _____ Children _____ Ages _____

Pets: Yes/No (circle) Types: _____ Reg? Y/N Breed/s: _____ Ages: _____ Inside/outside (circle)

Will you be applying for assistance from Ministry of Housing? YES / NO (circle) Inspected Property YES / NO (circle)

FIRST APPLICANT

First Name _____

Family/Last Name: _____

Drivers Licence #: _____

Expiry Date: ___/___/_____ License State: _____

Vehicle Registration: _____ State: _____

Passport No : _____ Passport country: _____

Pension NO: (if applicable) _____ Type: _____

Phone: _____ Mob Phone: _____

E-Mail: _____

SECOND APPLICANT AND/OR PARTNER

First Name _____

Family/Last Name: _____

Drivers Licence #: _____

Expiry Date: ___/___/_____ License State: _____

Vehicle Registration: _____ State: _____

Passport No : _____ Passport country: _____

Pension NO: (if applicable) _____ Type: _____

Phone: _____ Mob Phone: _____

E-Mail: _____

Current Rental History - Applicant 1

Current Address: _____ Post Code: _____

How long at Current Address?: _____ Years _____ Months

Reason for Leaving: _____

_____ Rent: \$ _____

RRP/Agent?: _____ Ph: _____

Current Rental History - Applicant 2

Current Address: _____ Post Code: _____

How long at Current Address?: _____ Years _____ Months

Reason for Leaving: _____

_____ Rent: \$ _____

RRP/Agent?: _____ Ph: _____

Previous Rental History - Applicant 1

Previous Address: _____ Post Code: _____

How long at previous Address?: _____ Years _____ Months

Reason for Leaving: _____

_____ Rent: \$ _____

RRP/Agent?: _____ Ph: _____

Previous Rental History - Applicant 2

Previous Address: _____ Post Code: _____

How long at previous Address?: _____ Years _____ Months

Reason for Leaving: _____

_____ Rent: \$ _____

RRP/Agent?: _____ Ph: _____

FREE UTILITY CONNECTIONS

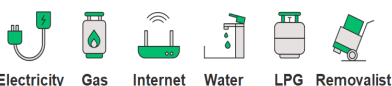


Moving? Connecting your utilities just got ten times easier.

With Ten Ants, all the essential services can be organised for the move to your new place.

Just select the services you want connected and we'll sort the rest - and best of all, it's free!

When you're ready to move, so are we.



1800015699 ✉ tenants@tenantsconnect.com.au

tenantsconnect.com.au

By signing this form, you consent to Ten Ants contacting you to arrange your utility connections. You agree that we may share your personal information with the utility service providers, your real estate agent, and other third-party suppliers. These parties may use this information to contact you directly about their services. Where you have included an alternate contact person, you confirm that you have their permission to do so and you authorise them to act on your behalf to arrange moving, connection and disconnection services, including accepting third party terms. Your personal information (and any alternate contact's) will be handled and collected in accordance with Ten Ants' privacy policy and collection statements (see www.tenantsconnect.com.au/privacy-policy/). Please contact us to request a paper copy. From time to time Ten Ants will let you know about other products and offers. If at any time you decide you don't want to receive these offers from Ten Ants, please let us know. You can do so by emailing tenants@tenantsconnect.com.au. We'll keep providing you with these offers until you tell us otherwise. This is a free service provided by Ten Ants to you. However, utility connection fees and other fees as charged by service providers, may apply. Ten Ants may receive a commission from service providers, and may pay a fee to real estate agents, in relation to the services provided to you. Ten Ants is not liable for any loss or damage to you or any other person in connection with the services provided by a utility service provider (including any delay in the connection of services). Please see the Ten Ants website (tenantsconnect.com.au) to view the full terms and conditions.

Yes, I agree to the above

Signature of The Applicant

Date

Employment History - Applicant 1

Current Occupation: _____
 Nature of your Employment: **FULL TIME / PART TIME/ CASUAL** (circle)
 Current Employer's Name: _____
 Employer's Address: _____
 Contact Name: _____ Phone: _____
 Employment: ___ Yrs ___ Mths Income: \$ _____ Net weekly

Employment History - Applicant 2

Current Occupation: _____
 Nature of your Employment: **FULL TIME / PART TIME/ CASUAL** (circle)
 Current Employer's Name: _____
 Employer's Address: _____
 Contact Name: _____ Phone: _____
 Employment: ___ Yrs ___ Mths Income: \$ _____ Net weekly

Previous Employment History - Applicant 1

Previous Employer: _____
 Occupation: _____
 Address: _____
 Previous Employer's Ph: _____ Time Employed: _____

Previous Employment History - Applicant 2

Previous Employer: _____
 Occupation: _____
 Address: _____
 Previous Employer's Ph: _____ Time Employed: _____

If you are a Student - Applicant 1

Institution: _____ Dept: _____
 Union No: _____ Student ID: _____
 Income Source: _____ Income: \$ _____ Net PW

If you are a Student - Applicant 2

Institution: _____ Dept: _____
 Union No: _____ Student ID: _____
 Income Source: _____ Income: \$ _____ Net PW

If you receive a Centrelink Payment

Type: _____ Cust No: _____
 Amount \$: _____ Per Fortnight

If you receive a Centrelink Payment

Type: _____ Cust No: _____
 Amount \$: _____ Per Fortnight

If Self Employed

Accountant Name: _____ Ph: _____
 Company Name: _____ ABN: _____

If Self Employed

Accountant Name: _____ Ph: _____
 Company Name: _____ ABN: _____

Emergency Contact- Applicant 1

Name: _____
 Address: _____
 Home Phone: _____ Mob Phone: _____
 Relationship to you: _____

Emergency Contact- Applicant 2

Name: _____
 Address: _____
 Home Phone: _____ Mob Phone: _____
 Relationship to you: _____

References - Applicant 1

1) Name: _____
 Address: _____
 Home Phone: _____ Mobile Phone: _____
2) Name: _____
 Address: _____
 Home Phone: _____ Mobile Phone: _____

References - Applicant 2

1) Name: _____
 Address: _____
 Home Phone: _____ Mobile Phone: _____
2) Name: _____
 Address: _____
 Home Phone: _____ Mobile Phone: _____

DECLARATION & AUTHORITY

I hereby offer to rent the property from the owner under lease to be prepared by the Agent. Should this application be accepted by the RRP I agree to enter into a Residential Rental Agreement.

I acknowledge that this application is subject to the approval of the RRP/Owner. I declare that all information contained in this application (including the front page) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I also authorize the Agent to obtain personal information from:

- (a) The owner or the Agent of my current or previous residence.
- (b) My personal referees and employer/s
- (c) Any record listing or database of defaults by Renters
- (d) My Accountant or Payroll officer.

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to the rental default database, and to agents/RRPs of properties I may apply for in the future. I am aware that if the information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the rental of the premises. I am aware the I may access personal information on the contact details above.

I am aware that the Agent will use and disclose my personal information in order to:

- (a) Communicate with the owner and select a renter.
- (b) Prepare lease/rental documents
- (c) Allow tradespeople or equivalent organisations to contact me.
- (d) Lodge/claim/transfer to/from a Bond Authority.
- (e) Refer to Tribunals/Courts & Statutory Authorities where applicable.
- (f) Refer to collection agents/lawyers where applicable.
- (g) Complete a credit check with NTD (National Tenancies Database). If you wish to view your records or the information is not accurate, you can contact NTD on 1300 563 826 or www.ntd.net.au to amend or dispute the record.
- (h) Transfer water account details into my name.
- (i) Connect utilities through MyConnect.

Applicant Signature: _____ Dated: ___/___/___

Applicant/Partner: _____ Dated: ___/___/___