

Completing Application Form

When completing and submitting this application form for a rental property it is important that the following requirements are adhered to or your application will not be submitted or processed:

Every Person over the age of 18 years is to complete an application form.

- The application form must be fully completed and signed in all of the designated areas of the application.
- It is Compulsory to provide Photo I.D. that is clear and legible to read (Divers license or passport)
- It is Compulsory to provide proof of Income that is clear and legible to read. If employed you must provide a pay slip, if you receive income from Centrelink you must provide a Centrelink statement or if you are self employed you must provide a current bank statement and the most recent tax return along with your accountants contact details.
- If you are currently renting through a private landlord you must provide evidence of your rental payment history along with your private landlords contact details.
If you're currently renting through a Real Estate Agent you must provide a copy of your rental payment ledger/rental history report.
- If you are a home owner you must provide proof of ownership such as a rates notice
- You are required to provide details of your employment, including the name of your employer/manager and the telephone number and address of the business.
- If you are a home owner and have recently sold your house please provide details of your selling agent; they can be used as your reference.
- If you are currently unemployed or receiving any form of income from Centrelink we require a 'Statement of Entitlements Document Only' which you can obtain from Centrelink.
- Please attach any reference that you believe may assist you and add merit to your application.
- **The Tenancy Privacy Statement MUST BE SIGNED to enable your application to be processed.**
- **The "Notice of usual use of database" form on the back page must also be signed of the application cannot be processed.**

Processing of Applications

We aim to process applications within in 24 hours. Please keep in mind that the processing of the application may take up to 2-3 business working days due to the checking numerous references that may not be contactable. Please make sure your references are aware of their inclusion on your rental application and that the contact details provided for your references are correct and able to be contacted on those details. It is in your best interest to provide business hours contact details for all references.

When we have completed reference checking the application is then discussed with the landlord/owner. The landlord may also take time to deliberate on the decision.

We will contact you to advise if your application is successful or unsuccessful. Your application is regarded as a confidential document. If your application has been unsuccessful it will be destroyed. Please advise our office if you wish to be considered for an alternative property and we will hold the application on file for 30 days before destroying the document.

If you are the approved applicant you will also need to confirm that there is a telephone line, electricity and gas connected at the property Fine Point Real Estate will take care of connecting the water on your behalf with Barwon water.

If you are the successful applicant please note two weeks rent is to be paid in 24 hours to secure the property

PLEASE KEEP THIS PAGE AS YOUR OWN REFERENCE

Fine Point Real Estate Pty Ltd
ABN: 76 611 861 584
Mobile: 0425 440 075
Address: PO BOX 10, CORIO, VIC 3214
Email: msteans@finepointrealestate.com.au
WEB: www.finepointrealestate.com.au

Tenancy Privacy Statement
Privacy Act 1988, Collection, use and disclosure of personal Information

This form is to be accompanied by an application for Tenancy.

Your application for Tenancy cannot be accepted unless this has been completed in full and signed.

The personal information the prospective tenant provides in this application or that which is collected from other sources is necessary for the Agent 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 media organizations, 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 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 and the privacy policy of realestate.com can be viewed at www.realestate.com.au.

The Agent will only disclose information in the 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 the Agent at the address and contact numbers contained in this Application or the REIV on (03) 9205 6666. The Applicant can also correct this information if it is inaccurate incomplete or out of date.

If the information is not provided, the Agent may not be able to process the application.

The Agent may also be obliged to use and disclose the Applicants personal information under Victorian and / or Commonwealth laws. The applicant may access their personal information by contacting the agent at the address set out above during normal business hours 9:00am – 5:00pm, Monday to Friday.

The main Consequence for the Applicant if all or part of their personal information is not provided is this application will not be considered by the Agent and/or the Landlord of the property.

The Applicant agrees to the collection, use and disclosure of their personal information for the purposes set out above.

Electronic Transactions (Victoria) Act 2000

The applicant consents to any information required by law are provided to the Applicant / being provided means of an electronic communication to the Applicants email address set out above.

The applicant confirms the content of this application is accurate and acknowledges it will be relied upon by the agent and the landlord in considering this application and also in entering into residential tenancy agreements, if the application is accepted.

PLEASE NOTE:

- This application is subject to the owner's approval and may take 2-3 days to approve.
- All Applicants over the age of 18 must sign an application form.
- Initial bond payment must be paid in the form of a money order ONLY to the RTBA.
- Initial Rental payments must be paid by EFT via agent rental code & agent bank account.

Unsuccessful Applications

Should your application be unsuccessful you will be advised. However if you wish to apply for another property we will hold over you application for 30 days upon your request.

Successful Applications

Should your application be successful you will be notified by phone and requested to confirm your tenancy. We require a minimum of 2 weeks rent to be paid within 24 hours of the confirmation to secure your tenancy and withdraw the property from all advertising. 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 the Agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason.

Print Name

Client Signs

Agent Signs

Date

CONFIDENTIAL TENANCY APPLICATION FORM

Property Address

Term of Lease **Start Date** **Rent \$**..... p/wk

Surname **First Name**

Phone Numbers (h)..... (w) (m)

Email Address Date of Birth / /

Driver's Licence # Make & Model Registration #

Current Address

† **Agent** † **Private Landlord** † **Family** **Period of Occupancy**

Name: **Phone:** **Rent \$**..... per week

Reason for leaving

Previous Address

† **Agent** † **Private Landlord** † **Family** **Period of Occupancy**

Name: **Phone:** **Rent \$**..... per week

Reason for leaving

EMPLOYMENT: † **Full Time** † **Part Time** † **Casual**

Occupation **Duration of Employment** w / m / y

Employer **Phone #**

Address **Net Income \$**..... w / f / m / y

Any additional income (give details)

CENTRELINK:

Type of payment **Customer Reference #** **Amount \$**..... w / f / m

Children † Yes † No **Will they be living with you?** † Yes † No **Age(s)**

Pets † Yes † No **Breed(s)** **Age(s)**

Next of Kin (must not be someone living with you)

Name **Relationship**

Address **Contact Numbers**

REFEREE # 1

Personal † Professional **Known for how long?**

Name **Relationship**

Address **Contact Numbers**

REFEREE # 2

Personal † Professional **Known for how long?**

Name **Relationship**

Address **Contact Numbers**

Bond supplied by: † **Dept of Human Services**

† **Self** † **Other**.....

PLEASE PROVIDE 100 POINTS OF IDENTIFICATION

Birth Certificate	50	†	Tax Return (if self employed)	25
Driver's Licence	50	†	Council / Water Rates (if owner occupier)	25
Passport	50		Copy of Gas/Water/electricity account	25
Proof of Age Card	50	†	Copy of Bank Card / Bank Statement	20
Student ID Card	50	†	Copy of Mobile Phone Account	20
Copy of Medicare Card	20	†	Payslip or Centrelink Income Statement	10
Concession / Pension Card	10			

This form is designed to help the Landlord and Agent choose who will rent the nominated premises. This form is not, nor does it form any part of, a tenancy agreement. The rights and obligations of tenants and landlord are governed by the Residential Tenancies Act 1997.

Applicants must be considered in accordance with the Equal Opportunity Act 1995. There must be no discrimination based on: age, sex, marital, parental or carer status, pregnancy, sexual orientation, disabilities, physical features, race, religious, political or industrial activities or beliefs or personal association with someone else who may be treated unfairly on the basis of any of the above.

- No fees or can be charge for this application.
- Information supplied on this form is strictly confidential.
- Landlords / agents may use it to perform a rental history check but cannot provide it to any third party unless they have written approval from the applicant.
- If this application is unsuccessful this form and any copies will be destroyed.
- If you need any help with this application, Call the Consumer Affairs Victoria helpline on 1300 55 81 81 or visit consumer.vic.gov.au/renting.

Information for applicants

Each prospective tenant should complete a Residential Tenancy application form.

You should contact the agent two business days after lodging your application to see if you were successful.

If the application is successful, you will be required to:

- Produce a drivers licence or passport for identification purposes
- Pay one month's rent in advance
- Pay the bond amount listed on this form
- Complete a residential tenancy agreement and condition report
- Remember, it is your responsibility to have all services such as telephone, gas, and electricity connected in your name to coincide with your date of occupation. Fine Point property will take care of connecting the water on your behalf.
- It is also your responsibility to insure your possessions. The landlord's insurance policy does not cover your possessions.

Telephone interpreter Service

If you have difficulty understanding English, contact the translating and interpreting service (TIS) on 131 450 (for the cost of a local call) and ask to be put through to an information officer at Consumers Affairs' Victoria on 1300 55 51 81.

DISCLAIMER AUTHORITY:

I, the said applicant, do solemnly and sincerely declare that:

- The information contained in this application is true and correct and that all the information was given of my own free will. I further authorise the letting agent to conduct any enquiries and / or searches with regard to the information and references supplied in this application.
- I am over 18 years of age and eligible to enter into this agreement.
- I have been informed, understand and agree that the rental for the said property is to be \$.....p/wk and is within my means of support.
- The rental for the said property is to be paid every week / fortnight / calendar month and is to be two (2) weeks in advance at all times.
- My payments of rent shall be paid by direct debit starting from the first possible date. I understand that my payments must come from one (1) designated account for this property.

I have been informed, understand and agree that:

- Should there be a requirement to commence proceedings for the recovery of rent, repairs and/or damage to the aforesaid property during the term or at the expiration of the Tenancy Agreement, all costs associated with these proceedings shall be able to be recovered from me, the tenant.
- I have been informed, understand and agree that should this application not be accepted, the agent is not required or obliged to disclose why or supply any reason for the rejection of this application.
- That the agent subscribes to the TICA Tenant Database, and applicants may be checked on this Database.
If the applicant would like to contact TICA, this can be done by phoning 1902 220 346, or PO Box 120, Concord NSW 2137.

I (Name of applicant) acknowledge that I have read & understood the contents of this Privacy Collection Notice.

.....
Applicant to sign

.... / /

Date