



**Colin Knight Real Estate**  
**60 Doncaster Rd**  
**Balwyn North Vic 3104**  
**Ph: 03 9859 8746**  
**Fax: 03 9859 3399**

# Tenancy Application Form

## RENTAL PROPERTY DETAILS:

**Address:** .....  
 ..... Postcode: .....  
 Rental Amount \$ ..... Weekly OR \$ ..... Monthly  
 Bond Amount \$ ..... Payable to RTBA  
 Preferred Tenancy start date: ..... / ..... / ..... Term: ..... mths  
**How many people will reside at the property?**  
 Adults: ..... Children: ..... Age of Children: .....  
 Pets? If yes, how many? ..... Type/breed? .....

**OFFICE USE ONLY** Lease Connect Date: .... / ..... / .....  
**PROPERTY MANAGER:** .....

## APPLICANT DETAILS

Title: ..... **Family or Surname:** .....  
**Given Name/s:** .....  
 Date of Birth: ..... / ..... / ..... Home Ph: .....  
 Work Ph: ..... Mobile Ph: .....  
 Email address: .....  
 Australian Driver's Licence No: .....  
 State: ..... Expiry date: .....  
 Passport No (if applicable): .....  
 Country: ..... Expiry date: .....  
 Pension No (if applicable): .....  
 Type: ..... Expiry date: .....  
**Own Motor Vehicle?**     Yes     No  
 Car Make/Model: ..... Car Rego: .....

## CURRENT ADDRESS: .....

..... Postcode: .....  
 How long at this address: ..... years ..... months  
 If Rented - Rent paid \$ ..... per week  
**Current landlord/agent:** .....  
**Phone no. of landlord/agent:** .....  
 Reason for leaving: .....

## PREVIOUS ADDRESS: .....

..... Postcode: .....  
 How long at this address: ..... years ..... months  
 Previous landlord/agent: .....  
 Phone no. of landlord/agent: .....  
 Reason for leaving: .....

## CURRENT EMPLOYER: .....

Occupation: .....  
 Full time     Part time     Casual  
 Length of Employment: ..... years ..... months  
**Net Income per week:** \$ .....  
 Address: .....  
 ..... Postcode: .....

**Contact person:** ..... **Phone:** .....  
*(If self, employed, please list Accountant's contact details)*

## PREVIOUS EMPLOYER: .....

Length of employment: ..... years ..... months  
 Address: .....  
 ..... Postcode: .....  
**Contact person:** .....  
**Phone:** .....



- ★ FREE service
- ★ One Stop shop
- ★ No obligation
- ★ Quality suppliers

**FAX: 1300 661 160**

Let **On The Move** reduce your stress and save you time by arranging to connect your requested services on your moving day. Just tick the box below and we will contact you regarding your **GAS, ELECTRICITY, WATER, PHONE, INTERNET, FOXTEL.**

**Yes! I would like On The Move to contact me to arrange my connections.**

Terms & Conditions – By ticking this box, you are consenting to On The Move contacting you to arrange your services. On The Move may need to disclose personal information about you to utility companies to arrange your services. On The Move and your Agent do not accept responsibility for any delay or failure to connect/disconnect your services. On The Move and your Agent may receive a benefit for arranging your services. We will provide your new telephone number to your Agent unless otherwise advised. Standard connection fees and bonds apply.

**PHONE: 1300 850 360**

**PLEASE PROVIDE 2 CHARACTER REFERENCES:**

1. Name:.....

Relation to the applicant: .....

Home Ph:..... Work Ph: .....

Mobile Ph:.....

2. Name: .....

Relation to the applicant: .....

Home Ph:..... Work Ph: .....

Mobile Ph:.....

**If you receive a Centrelink Payment:**

*(Copy of most recent payment statement to be supplied)*

Type of payment: .....

Customer Reference Number (CRN):.....

Amount Received \$.....per fortnight

**EMERGENCY CONTACT / NEXT OF KIN:**

1. Name:.....

Relationship to the applicant:.....

Address: .....

Home Ph:..... Mobile Ph: .....

2. Name: .....

Relationship to the applicant:.....

Address: .....

Home Ph:..... Mobile Ph: .....

**IF YOU ARE A STUDENT:**

Name of Institution:.....

Faculty / Department: .....

Student Identification (ID) Number: .....

Income source:..... Net weekly income: \$.....

**DECLARATION**

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancies Agreement pursuant to the Residential Tenancies Act 1997.

I acknowledge that this application is subject to the approval of 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.

I authorise 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 tenants;

If I default under a rental agreement, the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

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

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow organizations/tradespeople to contact me
- (d) lodge/claim/transfer to/from the Residential Tenancies 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)
- (h) transfer water account details into my name
- (i) complete a credit check with applicable tenancy database

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. 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 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. I also acknowledge that my rental payments will be paid via "Direct Debit" from my nominated financial institution directly to Colin Knight Real Estate.

I am aware that if 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 lease/tenancy of the premises. I am aware that I may access personal information on the contact details above.

If I have ticked YES for **On The Move** services, I consent to the disclosure of this page of the application form to **On The Move** (On The Move Pty Ltd ABN 24 634 310 965) for the purpose of enabling **On The Move** to offer the connection and disconnection services to me. Where **On The Move** is requested to arrange for the provision of the services, I consent to **On The Move** disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I acknowledge that neither **On The Move** nor the Agent accept any responsibility for any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. I acknowledge that the Agent, its employees and **On The Move** may receive a benefit in relation to the connection of a utility service.

I hereby declare that all information provided on this application is true and correct.

**I acknowledge that I have read and understood this privacy statement.**

Signed: .....

Print name: .....

Date: .....