

## Residential Application Form

For your application to be processed you must answer all questions (including the reverse side).

**A. PROPERTY DETAILS**

1. What is the address of the property you would like to rent?  
  
 Postcode

Second preference rental address  
  
 Postcode

2. Have you inspected the property?  Yes  No

3. Do you accept the property in its current condition?  Yes  No

4. Lease commencement date?  5. Lease Term?  Years  Months

6. Property Rental?  
\$  per week \$  per calendar month

7. How many people will normally occupy the property?  
 Adults  Children Ages:

8. Do you smoke?  Yes  No

9. Please provide details of any pets.  
Breed / Type  Council registration number

10. How did you find out about the property?  
 Internet  Board  Relocation Company  Referral  
 Other (please specify)

**B. PERSONAL DETAILS**

11. Please give us your details.  
 Dr  Mr  Mrs  Ms  Miss  Other  
Surname  First name

Date of birth  Driver's licence number

Driver's licence state  Driver's licence expiry

Passport number  Passport country

12. Please provide your contact details.  
Home phone number  Mobile phone number

Work phone number

Email address

**C. IF YOU ARE A STUDENT, PLEASE COMPLETE THE FOLLOWING**

13. Name of Institution.

14. Course Undertaken.

15. Enrolment number.  16. Course Co-ordinator.


17. Source of income support.

**D. SOCIAL SECURITY INFORMATION**

18. Type.

\$  per week \$  per calendar month

**E. UTILITY CONNECTIONS**



**on the move**

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.

**YES!!** I would like On The Move to contact me.

**Water** (Standard connection for all applications).

**ELECTRICITY, GAS, TELEPHONE, INTERNET, FOXTEL  
TENANT'S INSURANCE**

**Ph: 1300 850 360 Fax: 1300 661 160**

**Terms & Conditions** - By ticking the box above 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 your Agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees and bonds may apply.

**F. DECLARATION OF APPLICANT**

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 (including the reverse side) 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 organisations/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 Phone 1300 563 826 – Email [info@ntd.net.au](mailto:info@ntd.net.au))
- (h) transfer water account details into my name

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 have read, understood and agree to the Tenant Privacy Statement provided to me.

If Section E is completed, I consent to the disclosure of this page of the application form to On The Move for the purpose of enabling On The Move to offer the connection and disconnection services to me. 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 I have read and understood this privacy statement.

Print Name

Signature  Date

**G. APPLICANT RENTAL HISTORY**

19. What is your current address?

  
 Postcode

20. How long have you lived at this address?

 Years  Months

21. Why are you leaving this address?

22. Is the property at this address:

 Rented ► Go to question 23     Owned ► Go to question 24

 Other - Please provide details

23. Please tell us about this rented property.

Name of agent

Landlord/agent's address

Landlord/agent's phone number

Weekly rent paid

\$

24. What was your previous residential address?

25. How long did you live at this address?

 Years  Months

26. Why did you leave this address?

27. Was this property:

 Rented ► Go to question 28     Owned ► Go to question 29

 Other - Please provide details

28. Please give us further information about this rented property.

Name of landlord or agent

Landlord/agent's phone number

Weekly rent paid

\$

Was bond refunded in full?     YES     NO

If NO, why?

**H. EMPLOYMENT HISTORY**

29. Please provide your employment details.

What is your occupation?

What is the nature of your employment?

 FULL-TIME     PART-TIME     CASUAL

Employer's name (inc. accountant if self-employed or institution if a student)

Employer's address

Postcode

Employer Contact

Phone number (landline)



Length of Employment

Net Income (annual)

 Years     Months

\$

**I. PREVIOUS EMPLOYMENT DETAILS**

30. Please provide your previous employment details.

What is your occupation?

What is the nature of your employment?

 FULL-TIME     PART-TIME     CASUAL

Employer's name (inc. accountant if self-employed or institution if a student)

Employer's address

Postcode

Employer Contact

Phone number (landline)


**J. EMERGENCY CONTACT**

31. Please provide a contact in case of emergency.

Name

Surname



Relationship to you

Phone / Mobile


**K. REFERENCES**

32. Please provide two personal references (not related to you).

1. Name

Surname



Relationship to you

Phone / Mobile



2. Name

Surname



Relationship to you

Phone / Mobile


**L. OTHER INFORMATION**

33. Car Registration.

**PLEASE NOTE**

Initial payments must be made by bank cheque or money order within 24 hours after approval of application. No personal cheques or cash accepted for rent or bond. Our methods for rental payments are Direct Debit, DEFT or BPay. Please advise your Property Manager upon approval what you choice will be.

Keys will not be handed over until the lease agreement has been signed by all parties and first month rent and bond has been paid.

This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the landlord and the agent should any circumstances arise whereby the property is not available for occupation on the due date.

**PLEASE PROVIDE US WITH 100 POINTS OF ID**

Applicants must supply a minimum of two (2) types of identification from the list below with a minimum of 100 points. ID must include at least 1 type of Photo ID plus ID that contains the applicants current residential address and date of birth.

Driver's Licence or Passport	50
Proof of Age Card (Keypass)	50
Student ID Card	50
Copy of Mobile Phone Account	50
Copy of Medicare Card	20
Concession / Pension Card	10
Copy of Gas / Water / Electricity Account	30 each