

NOTE: To complete your application for this property; please complete in full with signature and attached documentation. Fax to 03 5282 1933 or send a scanned signed copy to [rentals@burnsarcher.com.au](mailto:rentals@burnsarcher.com.au)

## Tenancy Application Form

### RENTAL APPLICATION GUIDELINES – A Message to all prospective tenants

- Please be assured that all information provided in your application will remain confidential and not discussed with any other party with the exceptions of the owner and as required for the purpose of processing your application.
- Please allow one business day to process your application. Processing does not always take this long, however, the property owner must be consulted prior to the decision being made and they are not always immediately accessible. Delays may also be incurred if the application is not completed correctly.
- For identification purposes, please supply a photocopy of your current drivers licence or passport.
- How to calculate the monthly rental payable .Weekly rental/7 days of the week x 365 days of the year/12 months.  
Note: Monthly rental is calculated to the next dollar
- Within 24 hours upon confirmation of approval you will be required to pay the first month's rent and bond by either bank cheques or money orders in our office. Failure to do so may result in the next applicant being given preference or the property re-listed.
- All future rental payments are only accepted by direct debit through iPay rent either a cheque or savings. If you are successful please ensure you bring a bank statement to confirm correct bank account details to the sign up as you are required to complete a direct debit authorization form at this point.
- It is your responsibility to arrange to have all services connected in your name to coincide with your date of occupation. Please see information sheet given once deposit has been paid.
- The tenant acknowledges that the premises are a "Smoke Free Zone" and will ensure they and their invitees do not smoke inside the premises.
- Ask for help if you are not sure. Rental property management is an important part of our business. We are conscious of developing a professional relationship with all of our tenants. We are here to help you. If you are unsure or concerned about any aspect of this application, your call is welcome.

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

Print Name: \_\_\_\_\_

### PROPERTY DETAILS

Address of Property: \_\_\_\_\_

Lease Commencement date: \_\_\_\_\_ Lease Term: \_\_\_\_\_ Rent per week: \_\_\_\_\_

No. occupying the property: \_\_\_\_\_ Ages of children to occupy the property: \_\_\_\_\_

## Tenancy Application Form

### PERSONAL DETAILS

Given Name(s): \_\_\_\_\_ Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Current Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Drivers Licence No.: \_\_\_\_\_ Drivers Licence State: \_\_\_\_\_

Passport No.: \_\_\_\_\_ Passport Country: \_\_\_\_\_

Do you have any pets:  Yes  No If Yes, details of Pets: \_\_\_\_\_

Does the pet live inside or outside:  Yes  No. If yes, details: \_\_\_\_\_

### NEXT OF KIN / EMERGENCY CONTACT

Given Name(s): \_\_\_\_\_ Surname: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

### CURRENT LIVING ARRANGEMENTS

Length of time at current address: \_\_\_\_\_ Rent paid: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Name of Landlord/Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

### PREVIOUS LIVING ARRANGEMENTS – WHERE YOU HAVE BEEN IN THE ABOVE PROPERTY LESS THAN 2 YEARS

Previous Address: \_\_\_\_\_

Length of time at above address: \_\_\_\_\_ Rent Paid: \_\_\_\_\_

Name of Landlord/Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

### CURRENT EMPLOYMENT

Occupation: \_\_\_\_\_ Current Employer: \_\_\_\_\_

Employers Address: \_\_\_\_\_

Contact Name (pay roll/ manager): \_\_\_\_\_ Contact Number: \_\_\_\_\_

Length of Employment: \_\_\_\_\_ Net Income: \_\_\_\_\_ F-Time / P-Time / Casual

### SELF EMPLOYMENT DETAILS

Company Name: \_\_\_\_\_ Business Type: \_\_\_\_\_

Business Address: \_\_\_\_\_

Position Held: \_\_\_\_\_ ABN: \_\_\_\_\_

Accountant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Net Income: \_\_\_\_\_

**PREVIOUS EMPLOYMENT-IF YOU'RE EMPLOYEMNT IS LESS THAN 2 YEARS**

Occupation: \_\_\_\_\_ Previous Employer: \_\_\_\_\_  
 Employers Address: \_\_\_\_\_  
 Contact Name (pay roll/ manager): \_\_\_\_\_ Contact Number: \_\_\_\_\_

**CENTRELINK OR GOVERNMENT PAYMENTS**

Type of payment: \_\_\_\_\_ Customer Ref No: \_\_\_\_\_  
 Amount per fortnight: \_\_\_\_\_  
 Attach a copy of statement:

**DETAILS OF STUDY**

Place of Study: \_\_\_\_\_ Course Name: \_\_\_\_\_  
 Course Length: \_\_\_\_\_ Enrolment/Student No: \_\_\_\_\_  
 Campus Contact: \_\_\_\_\_ Contact Number: \_\_\_\_\_

**REFEREES- NOT NEXT OF KIN**

Referees Name: \_\_\_\_\_ How known: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Referees Name: \_\_\_\_\_ How known: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

**PROOF OF IDENTIFICATION – PLEASE PROVIDE 100 POINTS OF ID & ITEMS IN BOLD ARE REQUIRED**

Item	Tick	Initial	Item	Tick	Initial
Drivers Licence – 50 points			Medicare Card – 20 points		
Passport – 30 points			Bank Card – 10 points		
Other Photo ID -10 points			<b>Centrelink Statement</b>		
<b>4 weeks of Payslips</b>			<b>Bank Statement</b>		
<b>Previous Tenancy</b>			<b>Copy of Gas/Electricity bill</b>		
			<b>Rates Notice (if own home)</b>		

APPLICATIONS WILL NOT BE PROCESSED WITHOUT A COPY OF THE FOLLOWING DOCUMENTATION BELOW

**RENT PAYMENTS**

After this initial payment our preferred method of rent payment is iPay Rent. Please refer to the attached Benefits to Tenants flyer which outlines why iPay Rent is our safest and most secure option for paying rent.  
 Please bring your banking details to your lease signing appointment, so if you choose iPay Rent as your preferred method for rent payment, we can set it up during this appointment.  
 iPay Rent allows tenants to pay rent via direct debit, credit card, phone or internet banking as well as BPAY and payments at Australia Post. Your property manager will go into more detail about this payment method if you are approved for this property.  
 Tenants are charged for the use of the iPay Rent service by a third party payment processor (IP Payments).  
 The Fees for the use of the service are outlined below:

Bank Account	\$1.65 inc GST	BPAY	\$3.00 inc GST
Credit Card	2.2% inc GST	Australia Post	\$1.65 inc GST

Due to banking processing times, iPay Rent funds do not clear into our bank account immediately; it takes 4 business days to clear. Please factor this into your Commencement Date for rent payments. You can learn more about this banking process by referring to the attached Bank Settlement Time Explanation flyer.

Your other payment options are cheque (bank, personal or money order) or deduction from pay.

We hope this information is of value to you. If there is anything we can do to make the 'moving in' process easier for you, please let us know.

**TENANCY DISCLOSURE STATEMENT**

The information on this form is being collected by Burns Archer Realty. It is a condition of the application for the tenancy that you consent to the collection and use of this information by Burns Archer Realty of your personal information. We require this information so that we may consider your application to tenant/lease a property. We may provide this information and any or all the information provide to us by any party to any third parties including landlords, landlords agents and solicitors and various government or statutory authorities in the interests of openness and transparency between all parties concerned. We may also contact personal and credit referees you nominate and exchange personal information according to normal commercial practice. 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 Burns Archer Realty. It is your responsibility to ensure information you provide to us is correct at all times. To view our full privacy statement please visit our website at [burnsarcher.com.au](http://burnsarcher.com.au).

**NTD DISCLOSURE STATEMENT**

You can contact National Tenancy Database Pty. Ltd. (ABN 65 079 105 025) by:  
Telephone: D3 8629 1682 In Person: Level 34, 140 Williams Street  
Facsimile: D3 8629 1628 Melbourne VIC 3000  
Email: [info@ntd.net.au](mailto:info@ntd.net.au) Mail: PO Box 156, Collins St West,  
Visit website: [vwww.ntd.net.au](http://vwww.ntd.net.au) Melbourne VIC 8007.  
NTD collects your personal information to provide to its members historical tenancy and public record information on individuals and companies who / which lease residential and commercial property from or through licensed real estate agent members of NTD.  
NTD also provides credit information on companies / directors applying for commercial leases.  
The real estate agent / property manager will advise NTD of your conduct throughout the lease / tenancy and that information will form part of your tenant history.  
NTD usually discloses information to:  
- Licensed real estate agent members  
- National Tenancy Database is a division of Veda Advantage Information Services and Solutions Limited. , Collection House Limited (ABN 26 000 602 862) and its subsidiaries and related entities  
- Credit Bureaus  
If your perusal information is not provided to NTD the real estate/ property manager will not be able to carry out their professional responsibilities and will not be able to provide you with a lease/tenancy of the property.

I confirm that I have been notified of the tenancy database contact details & the reason for use.

Signed \_\_\_\_\_

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

Print Name: \_\_\_\_\_

**DECLARARTION**

1. 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 should the premises not be ready for occupation on the date for whatever reason.
2. The tenant is responsible for the connection and payment of gas, electricity, and telephone and water consumption. Burns Archer Realty cannot confirm that any phone lines to the property are operable or able to be reconnected. It is the tenant's responsibility to check with the telephone provider before proceeding with the tenancy to confirm the situation with the telephone line. Ensuring the main switch is in the off position for power connection remains the responsibility of the tenant.
3. I acknowledge that I have read and understood the privacy statements on this page.
4. During my inspection of this property I found it to be in reasonably clean condition and I accept the property in the current condition.

If this is not the case, please indicate any items you would like attended to prior to your tenancy. I acknowledge that these items are subject to the owner's approval:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Burns Archer Realty  
1/1-11 Station Lake Road  
Lara VIC 3212  
Phone: 03 5282 1999  
Fax: 03 5282 1933  
Email: [jennifer@burnsarcher.com.au](mailto:jennifer@burnsarcher.com.au)



**UTILITY CONNECTIONS**



P: 1300 554 323 | F: 1300 889 598  
[www.connectnow.com.au](http://www.connectnow.com.au)

**Moving home has never been easier**

Connectnow is dedicated to helping you move home more easily. We can connect your utilities including electricity, gas, phone, internet and pay TV to a broad choice of leading providers. We can also organise your disconnections and offer a range of additional services, such as cleaning and food services, removalists and vehicle hire.

What's more, you pay no extra charges as a result of using the connectnow service. We will make all reasonable efforts to contact you within 1 working day of receiving this application to explain the details of the services offered. If we are unable to contact you within this period please call 1300 554 323 to ensure your services can be addressed by the required date.

**DECLARATION AND EXECUTION/PRIVACY NOTICE:** By signing this application and ticking the 'YES' box below, I consent to the collection of my personal information by Connectnow Pty Ltd (ABN 79 097 398 662) ("connectnow") for the purposes of contacting me to talk about arranging the connection and disconnection of moving and utility services and related services and to inform me about other products and services that may compliment my home/lifestyle needs; consent to the disclosure by connectnow of my personal information contained in this application to other parties, including the relevant third party service providers, connectnow's related companies and third parties who provide connectnow with services in connection with the ordinary operation and administration of connectnow's business or where otherwise required or authorised by law; understand that protecting my privacy is important to connectnow and that I can obtain further details about how connectnow manages my personal information, including how I may access and seek correction of my personal information, how I may complain about a breach of my privacy and how connectnow will deal with that complaint, by viewing connectnow's Privacy Policy at [www.connectnow.com.au](http://www.connectnow.com.au) or contacting their Privacy Officer at [info@connectnow.com.au](mailto:info@connectnow.com.au); understand that whilst connectnow is unlikely to disclose my personal information to recipients located overseas, connectnow is not responsible for the privacy practices of any third party service providers, and accordingly, I accept that it is my responsibility to check the privacy policies of the relevant service providers if I wish to obtain further information about how they manage personal information (including whether or not they are likely to disclose such information to overseas recipients); understand that my consent to receive such marketing materials will continue until I opt-out by contacting [info@connectnow.com.au](mailto:info@connectnow.com.au); understand that the connection and disconnection of moving and utility services and related services (collectively referred to as "the nominated services") will only be initiated once a connectnow representative has discussed the details with me and obtained my consent to the terms and conditions of supply of the relevant service providers; acknowledge that, to the extent permitted by law, neither connectnow nor my real estate agent accepts liability for loss caused by delay in, or failure to, connect and disconnect or provide the nominated services; acknowledge that the nominated services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated service providers bind me and that after hours connections may incur additional service fees from utility providers; authorise the obtaining of a National Metering Identifier or a Metering Installation Registration Number for my residential address to obtain supply details; understand that it is the responsibility of the customer/homeowner to ensure that the electricity main switch is in the 'Off Position' for the required timeframe on the day of connection of the nominated utility services and that there is easy access to the meters; understand that connectnow may be paid a fee by the service provider and may pay a fee to a real estate agent in respect of the provision of the services provided to me by connectnow. By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements and other undertakings set out in this application form on behalf of all applicants listed on this application form. Where I have nominated an alternative contact person on this application, I authorise connectnow to speak to them about my move and connection and disconnection needs if connectnow is unable to contact me directly.

**Yes, I consent to connectnow contacting me to organise my move home services and other products and services to suit my home or lifestyle needs**

Signed: \_\_\_\_\_ Date \_\_\_\_\_ **PM ID: 26707**

**Where did you first see the property advertised?**

<input type="checkbox"/> <a href="http://www.realestate.com.au">www.realestate.com.au</a>	<input type="checkbox"/> <a href="http://www.domain.com.au">www.domain.com.au</a>
<input type="checkbox"/> <a href="http://www.burnsarcher.com.au">www.burnsarcher.com.au</a>	<input type="checkbox"/> The Weekly Review
<input type="checkbox"/> <a href="http://www.homehound.com.au">www.homehound.com.au</a>	<input type="checkbox"/> Other

**UNSUCCESSFUL APPLICATIONS**

Should your application be unsuccessful you will be advised. However, should you wish to apply for another property we will hold over your application for you for a period of 14 days.

