

# Rental Application Form



Thank you for your application on one of our rental properties. As a valued client and to ensure that your application is attended to promptly please ensure the following;

\* Application will only be processed providing all information is supplied such as the following;

- Proof of income** – pay slips, bank statements, employer letter, Centrelink statement
- Proof of current address** – telephone bills, water rates, electricity, gas, mobile phone account, tenancy agreement, council rates notice
- Rental receipts** – last 4 receipts, tenant ledger (from current real estate agent), proof of mortgage payments.
- Photo identification** – drivers license, passport
- Other identification** – Medicare cards, pensioner card
- References** – personal, rental and employment
- Bond refund history**

\* Each applicant over the age of 18 must complete a separate application form.

\* In most instances, we are able to process your application within 48 -72 hours and advise you by telephone. If we are unable to contact all of your referees, this process may take longer

## 100 Point Identification Must Be Provided

Drivers License	<input type="checkbox"/> 40pts	Birth Certificate	<input type="checkbox"/> 30pts
Other Photo ID	<input type="checkbox"/> 30pts	Current Wages Advice	<input type="checkbox"/> 20pts
Previous Tenancy Reference	<input type="checkbox"/> 20pts	Previous Rent Receipt	<input type="checkbox"/> 20pts
Bank Statement	<input type="checkbox"/> 10pts	Motor Vehicle Registration Certificate	<input type="checkbox"/> 10pts
Telephone Account	<input type="checkbox"/> 10pts	Electricity Account	<input type="checkbox"/> 10pts
Gas Account	<input type="checkbox"/> 10pts	Passport	<input type="checkbox"/> 30pts

## Rental Payments & Collection Of Keys

- \* All rental payments are by calendar month basis by direct debit (No personal cheques will be accepted)
- \* Initial rental payment must be by cash, bank cheque or money order payable within 24-48 hours of approval.
- \* No keys will be handed over until the lease agreement has been signed by all applicants and all monies 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 or the agent should any circumstances arise whereby the property is not available for occupation on the due date.
- \* You will need to arrange an appointment to collect keys

## Default In Rent Payments

- \* Default in rent or breach of your tenancy agreement, will result in details being listed with NTD (National Tenancy Database)
- \* Once listed, the information will remain on file.
- \* Late rental payments will not be tolerated and will result in an Application to VCAT on the 15th day of arrears and a NOTICE TO VACATE issued.

# Residential Application Form

For your application to be processed you must answer all questions.  
A photocopy of your current driver's license (front & back) is required



## A. AGENT DETAILS

### Mancini Real Estate

Phone: (03) 9398 6366  
 Fax: (03) 9398 4623  
 Email: rentals@mancini.com.au  
 Website: www.mancini.com.au

## B. PROPERTY DETAILS

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

Property Address	Weekly Rent
1.	
2.	
3.	

2. Lease commencement date?

Day   
  Month   
  Year

3. Lease term?

Months

Per Week                      per Month                      Bond  
 \$                       \$                       \$

4. How many people will normally occupy the property?

Adults   
  Children   
  Children's Ages

## C. PERSONAL DETAILS

5. Please provide us your details

Mr     Ms     Miss     Mrs     Other   
 Surname                                      Given name/s

Date of Birth                      Driver's licence number  
                     

Passport no.                      Passport country  
                     

Pension type (if applicable)                      Pension income \$ (if applicable)  
                     

6. Please provide your contact details

Home phone no.                      Mobile phone no.  
                     

Work phone no.                      Fax no.  
                     

Email address

7. What is your current address?

Postcode

## OFFICE USE ONLY

Property Manager's name

Application sent to On The Move  Online/Faxed   
 Date

## D. UTILITY CONNECTIONS

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



FAX 1300 661 160

- Electricity   
  Gas   
  Phone   
  Internet  
 Pay TV   
  Water

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

**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. I consent to the disclosure of this page of the application form to **On The Move** ABN 84 101 648 257 for the purpose of enabling **On The Move** to offer the connection and disconnection services to me.

## E. 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 (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;
- (d) Pay slips and bank statements

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/trades people 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)

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.

I acknowledge that I have read and understood the privacy statement and declaration.

Signature                       Date

**F. APPLICANT HISTORY**

8. How long have you lived at your current address?

	Years		Months
--	-------	--	--------

9. Why are you leaving this address?

10. Please provide details about this property.

Name of landlord or agent (if applicable)

Landlord/agent's phone no.

Weekly rent paid

 \$

Landlord / Agent's fax no

11. What was your previous residential address?  
(if current address is temporary)

Postcode

12. How long did you live at this address?

	Years		Months
--	-------	--	--------

13. Please provide further details about this property.

Name of landlord or Agent (if applicable)

Landlord/ agent's phone no.

Weekly rent paid



Landlord / Agent's Fax no

**G. EMPLOYMENT HISTORY**

14. Please provide your employment details

What is your occupation?

What is the nature of your employment?  
(FULL TIME / PART TIME / CASUAL)

Employer's name (include accountant if self employed /institution if a student)

Employer's address

Postcode

Contact name

Phone no.



Length of employment

Net income (per week)


 \$

Years

Months

15. Please provide other/previous employment details if any

Occupation

Was it full time/part time/casual



Employer's name (include accountant if self employed /institution if a student)

Employer's address

Postcode

Contact name

Phone no



Length of employment

Net income (per week)

Years

Months

 \$
**H. CONTACTS / REFERENCES**

16. Please provide a contact in case of emergency

Surname

Given name/s



Relationship to you

Phone no.



17. Please provide 2 personal references (not related to you)

Surname

Given name/s



Relationship to you

Phone no.



Surname

Given name/s



Relationship to you

Phone no.


**I. OTHER INFORMATION**

17. Car Registration

Make &amp; Model



18. Please provide details of any pets:

Breed / Age

Council registration / number

1.

2.

**J. IDENTIFICATION CHECK****REQUIRED DOCUMENTS** (Mandatory to have proof of income & photo ID)

- |   |     |    |
|---|-----|----|
| 1. PHOTO ID (passport/drivers licence)  | YES | NO |
| 2. Proof of Income                      | YES | NO |
| 3. Most recent Bank Statement           | YES | NO |
| 4. Last FOUR Rent Receipts              | YES | NO |
| 5. Previous Bills (Telstra/ Power Bill) | YES | NO |

**K. PLEASE NOTE**

Once your application has been approved, an appointment will be made to sign the leases and pay the bond and first month's rent within 48 hours of acceptance.

Initial payment must be made in cash or money order only, **NO PERSONAL CHEQUES WILL BE ACCEPTED** for the initial payment.

Keys will not be handed over until the commencement of the lease agreement which needs to be signed by all applicants and all monies paid.

This application is accepted subject to the availability of the property at the commencement of the lease and no action shall be taken by the applicant against the landlord or the agent should any circumstances arise whereby the property is not available at the commencement of the lease agreement.