

TENANCY APPLICATION FORM

This tenancy application can not be processed until ALL pages are completed and signed.

100 Point of Identification Check - NEEDS TO ACCOMPANY THIS APPLICATION.

The following identification has been photocopied and is attached to this application
At least one (1) form of identification must be a photo ID.

Type	Points
Drivers Licence	<input type="checkbox"/> 40 points
Passport	<input type="checkbox"/> 40 points
Birth Certificate	<input type="checkbox"/> 30 points
Other Photo ID	<input type="checkbox"/> 30 points
Current Wage Advice	<input type="checkbox"/> 20 points
Previous tenancy reference	<input type="checkbox"/> 20 points
Previous 2 rent receipts	<input type="checkbox"/> 20 points
Motor vehicle registration certificate	<input type="checkbox"/> 10 points
Bank Statement	<input type="checkbox"/> 10 points
Telephone Account	<input type="checkbox"/> 10 points
Electricity Account	<input type="checkbox"/> 10 points
Gas Account	<input type="checkbox"/> 10 points

Property Address: _____

Collection Statement

We collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested, and if the risk is considered acceptable, to providing you with the lease/tenancy of the premises.

To carry out this role and during the term your tenancy, we will disclose your personal information to:

- The landlord
- The landlord's lawyer
- The landlord's mortgagee
- Referees you have nominated
- Organisations/ Trade people required to carry out maintenance to the premises
- Rental Bond Authorities
- Residential Tenancy Tribunals/ Courts
- Collection Agents
- Other Real Estate Agents and Landlords

We also collect your personal information to

- Enable us, or the Landlord's Lawyers, to prepare the lease/tenancy documents on the premises.
- Allot organizations/trades people to contact you in relation to maintenance matters relating to the premises.
- Pay/release rental bonds to /from Rental Bond Authorities(where applicable)
- Refer to Collection Agents/Lawyers (where default/enforcement action is required)
- Provide confirmation details for organization contacting us on your behalf

You may gain access to the information that we have collected about you, by contact us as below. If any of the information we are holding is inaccurate, we will correct it for you. We will not charge you for making a request for access. However, we may charge you if we incur costs in providing access to this information.

Real estate and tax law requires some of this information to be collected. If the information is not provided, SOUTHERN BRIGHT may not be able to act effectively on your behalf or at all.

Contact Details:

Should you have any queries, please do not hesitate to contact us:

Telephone: 03 9620 3188

Facsimile: 03 9923 2723

Email: info@southernbright.com

In person/ Mail: Suite 104, 2 Queen Street, Melbourne VIC 3000

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

Signed: _____

Print name: _____

Date: _____

RESIDENTIAL TENANCY APPLICATION FORM

Each applicant should complete all sections and provide copies of identification (total 100 points) for your application to be processed.

1. Property Applying For

Address _____

Suburb _____

Post Code _____

Lease Term _____

Years _____

Months _____

Date Property to be occupied _____

/

/

Rental Amount \$ _____

Per Week or

\$

Per Calendar Month _____

No. of Persons Occupying Adults _____

Children _____

Please specify the ages of any children _____

Do you have any Pet? Yes _____

No. _____

Numbers of Pet: _____

2. Personal Details

Title _____

First Name _____

Surname _____

Date of Birth _____

/

/

Current Address _____

Suburb _____

Post Code _____

Drivers Licence Number _____

State of Issue _____

Alternate ID (eg Passport) _____

No. _____

Pension Type _____

No. _____

Home Phone Number _____

Mobile Number _____

Email _____

Occupation _____

3. Emergency Contact

Please provide an emergency contact not residing with you

First Name _____

Surname _____

Relationship _____

Phone _____

Address _____

4. Current Situation

Are you the Owner Renter _____

How long have you lived at your current address? _____

Years _____

Months _____

Name of Landlord/Agent (If applicable) _____

Phone Number _____

Rent Paid per month _____

Reasons for leaving _____

5. Previous Rental History

Previous Address _____

Suburb _____

Post Code _____

How long have you lived at your current address? _____

Years _____

Months _____

Name of Landlord/Managing Agent/Selling Agent _____

Phone Number _____

Rent Paid per month _____

Reasons for leaving _____

Was bond repaid in full? Yes No If No, please specify _____

6. Current Employment Details

Occupation _____

Employers Name _____

Employment Address _____

Suburb _____

Post Code _____

Contact Name _____

Contact Number: _____

Length at current employment _____

Years _____

Months _____

Net Income \$ _____

Per Week \$ _____

Per month\$ _____

SOUTHERN BRIGHT REALTY

Licensed Estate Agent

PLEASE RETURN THIS FORM TO SOUTHERN BRIGHT:

FAX: 03 9923 2723

EMAIL: info@southernbright.com

MAIL: Suite 104, 2 Queen Street, Melbourne VIC 3000

7. Previous Employment Details

Occupation

Employers Name

Employment Address

Suburb

Post Code

Contact Name

Contact Number:

Length at previous employment

Years

Months

Net Income \$

Per Week \$

Per month

8. If a student, please complete the following

Place of Study

Course being undertaken

Enrolment Number

Parents Name

Ph:

Campus Contact

Ph:

Course Co-ordinator

Ph:

Income

Parents Overseas Address

9. Personal Referees

1. Reference Name

Occupation

Relationship

Phone

2. Reference Name

Occupation

Relationship

Phone

3. Reference Name

Occupation

Relationship

Phone

10. Utility Connection Services



myconnect

MyConnect is a FREE & EASY to use utility connection service available for tenants

Electricity

Gas

Telephone

Internet

Pay TV

Water

Phone : 1300 854 478

enquiry@myconnect.com.au

Fax : 1300 854 479

www.myconnect.com.au

If this section is complete, I:

consent to the disclosure of information on this form to myconnect ABN 34121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent; acknowledge the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities.

Signature

Date

10. Declaration

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 owner or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997.

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 authorise the agent to obtain details of my credit worthiness from, the owner or agent of my current or previous residence, my personal referees, 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 any person whom the agent reasonably considers has an interest receiving such information

Signed:

Date

/

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