

Residential Tenancy Application Form

Applications will only be processed if the documents have been supplied, fully completed and signed on this form as per application.

Please complete the application thoroughly and follow the important points:

1. Applicant/s must make an appointment or attend one of the open for inspection and inspect the property they wish to apply for.
2. All adults over the age of 18 who will be living at the property must apply.
3. Each applicant is required to submit a separate Residential Tenancy Application Form.
4. 100 points of identification must be applied for each applicant and must be accompanied by a copy of your current Drivers Licence / Passport for Identification purposes. Original documents provided upon signing the Residential Tenancy Agreement.

Please tick the following boxes for the documents which attached with the Residential Tenancy Application Form.

WHAT MAKES UP 100 POINTS	POINTS	Tick Box
Section A		
Photo Drivers Licence	70	<input type="checkbox"/>
Current Passport	70	<input type="checkbox"/>
Birth Certificate	70	<input type="checkbox"/>
Citizenship Certificate	70	<input type="checkbox"/>
Section B – More than one document may be counted, but points scored from a particular source may be counted only once, e.g. if MasterCard and Visa Card issued from the same financial institution, only one may be counted.		
Australian Public Service Employees Card	40	<input type="checkbox"/>
Other Australian Government issue I.D. Card	40	<input type="checkbox"/>
Social Security / Pension Card	40	<input type="checkbox"/>
Tertiary Student Card / Confirmation of Enrolment (COE) Letter	40	<input type="checkbox"/>
Credit / Debit / ATM Card	25	<input type="checkbox"/>
Electoral Roll Records	25	<input type="checkbox"/>
Medicare Card / Private Insurance Card	25	<input type="checkbox"/>
Rates Notice / Utility Bills	25	<input type="checkbox"/>

5. Current Bank Statement and other proof of income to be provided e.g. Employment Letter, three (3) current Payslips Centrelink Statement and if Self-Employed a Tax Return.
6. Home Owners need to provide a copy of their Rates Notice or a letter from the Agent or Solicitor advising they are selling or have sold their home.
7. If you are currently renting through an Agent, please provide copy of Tenant Ledger, clear details of the Name of Agency, Name of the Property Manger and the Rental Property Address.
8. All documentation supplied with application/s must be photocopied prior. Original documentation will be not accepted. **Our agency has a photocopy fee policy, any documentation that may need to be photocopied will be charged at \$4.00 per page.**
9. Applications will be processed and is subject to the owner's approval and the availability of the premises on the due date. All applicants will be notified if their application is successful. For unsuccessful application/s, no explanation will be given and all documents submitted destroyed after 6 weeks. Please allow approximately 24 to 72 hours for the processing of applications. Delays may occur if greater than 2 applicants apply for Tenancy.



HAM KERR PROPERTY
230 Whitehorse Road, BALWYN VIC 3103
Phone:(03) 9830 0990
Fax(03) 9830 0983
Email: mail@hamkerrproperty.com.au
Website: www.hamkerrproperty.com.au
A.B.N: 37 057 681 231

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1. Property Applying For

Address _____

Suburb _____ Post Code _____

Rent payable _____ P.W \$ _____ P.C.M \$ _____

2. Tenancy Requirements

Lease Term _____ Years _____ Months

Commencement Date _____

Occupants _____ Adults (no.) _____ Children & Ages _____

NO PET POLICY: I / We understand that there are to be no pets at the premises. Signed: _____
Date: / /

3. Personal Details

Title _____ First Name _____

Last Name _____

Date of Birth _____

Drivers License No. _____ Expiry Date _____

Alternative ID No. (e.g. passport) _____

Home Phone Number _____

Work Phone Number _____

Mobile Number _____

Email Address _____

4. Next of Kin (In case of Emergency)

Name _____

Relationship _____

Address _____

Phone _____

5. Current Situation

Are you the Owner Tenant

Current Address _____

Suburb _____ Post Code _____

How long have you lived at your current address? _____ Years _____ Months

Name of Landlord/Agency: _____

Name of Property Manager / Sales: _____

Contact Number _____

Rent paid per month _____

Reason for leaving _____

6. Previous Rental History

Were you the Owner Renter

Previous Address _____

How long did you live at this previous address? _____ Years _____ Months

Name of Landlord/Agency: _____

Name of Property Manager / Sales: _____

Contact Number _____

Rent paid per month _____

Reason for leaving _____

Was bond repaid in full **Yes/ No**, if No, please specify reason _____

7. Business/Character Referees

1. Reference Name _____

Relationship _____ Phone _____

2. Reference Name _____

Relationship _____ Phone _____

8. Current Employment Details

Occupation _____

Employer Name _____

Employer Address _____

Suburb _____ Post Code _____

Contact Person _____ Phone _____

Length of employment _____ Years _____ Months _____

Net income Per Week \$ _____ Per Annum \$ _____

9. Previous Employment Details

Employers Name _____

Employer Address _____

Suburb _____ Post Code _____

Contact Name _____ Number _____

Occupation _____

Length of Employment _____ Years _____ Months _____

10. Other Income (Proof Required)

Received From _____

Contact Phone _____

Net Income Per Month \$ _____ Annually \$ _____

11. Bond Constitution – Please complete if more than one applicant

Name _____ Amount \$ _____

Name _____ Amount \$ _____

Name _____ Amount \$ _____

Name _____ Amount \$ _____

12. If self-employed, please complete the following

Company Name _____ A.B.N _____

Company Address _____

Suburb _____ Post Code _____

Business Type _____ Position Held _____

Accountant Name _____ Phone _____

Solicitor Name _____ Phone _____

13. Utility Connections

This is a free service that connects all your utilities

Once we have received this application we will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this Application to confirm the information on this Application and explain the details of the services offered. Direct Connect is a utility one stop connection service.

Please tick utilities as required

Electricity Phone Internet Pay TV

Gas Water Insurance

DECLARATION & EXECUTION: By signing this application, I/We: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorized Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue [for a period of 1 year from the date of our/my executed of this application / until [28] days after we/I disconnect the last of the Services in respect of which this application is made]; acknowledge that this consent will permit Direct Connect to contact us/me even if telephone numbers listed on this application from are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect 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 the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associated, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as rebate in connection with the provision of the utility connection services.

By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.

Signature _____ Date _____

PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F: 1300 664 185. www.directconnect.com.au

14. Disclaimer – Please read carefully and initial every points under this section & submit your completed signed application.

I acknowledge that this is an application to lease the 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 hereby offer and accept to rent the property as is, from the owner under a lease to be prepared by the Agent. 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 landlord/agent.

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 or 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.

I understand that if my application is successful, prior to taking up occupancy of your premises, I will be required to make my first full rental payment in the form of a **BANK CHEQUE** or **MONEY ORDER** payable to **HAM KERR PROPERTY PTY LTD**.

I understand that the bond must be paid in **BANK CHEQUE** or **MONEY ORDER** payable to **HAM KERR PROPERTY PTY LTD** and given to our office within 24 hours of acceptance of the application for tenancy.

I also understand that my future rental payments thereafter must be paid by automatic **DIRECT DEBIT** from my account.

I understand I am **not permitted** to deposit monies directly into Ham Kerr Property Trust Account.

Signed: _____ **Print Name:** _____ **Date:** / /

INITIAL



HAM KERR PROPERTY
 230 Whitehorse Road, BALWYN VIC 3103
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Due to recent changes in the Privacy laws, from December 21, 2001, all property managers must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional property managers. Please take the time to read this Privacy Statement carefully, and once completed, return to this office with your tenancy application.

As professional property managers, Ham Kerr Property collects personal information about you. To ascertain what personal information we have about you, you may contact us.

Primary Purpose

As professional property managers, 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 of your tenancy**, we will disclose your personal information to:

- The Landlord.
- The Landlord's lawyer/accountant
- 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.
- National Tenancy Database Pty. Ltd. (ABN 65 079 105 025) ("NTD").
- Other Real Estate Agents and Landlords.

Secondary Purpose

We also collect your personal information to:

- Enable us, or the Landlord's lawyers, to prepare the lease / tenancy documents on the premises.
- Allow 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 Tribunals, Courts, and Statutory Authorities (where necessary).
- Refer to Collection Agents / Lawyers (where default / enforcement action is required).
- Provide confirmation details for organizations contacting us on your behalf i.e. Banks, Utilities (Gas, Electricity, Water, Phone), Employers etc.

If your personal information is not provided to us and NTD, and you do not consent to the uses to which we put your personal information, we cannot properly assess the risk to our client, or carry out our duties as professional property managers. Consequently, we may not provide you with the lease/tenancy of the premises.

NTD Disclosure Statement.

You can contact National Tenancy Database Pty. Ltd. (ABN 65 079 105 025) ("NTD") by

Telephone: 03 9610 4996
Facsimile: 03 9620 7339
Email: steph@ntd.net.au
In Person: Level 7, 477 Collins Street, Melbourne VIC 3000
Mail: P.O. Box 156, Collins Street, West Melbourne VIC 8007

Visit website www.ntd.net.au

Primary Purpose

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
- NTD's parent company, Collection House Limited (ABN 74 010 230 716) and its subsidiaries
- Credit Bureaus

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

Signed:

Print Name:

Date: / /

How did you find out about this property (Please Tick)

- Rental List Ham Kerr Property Website Realestateview.com.au Realestate.com.au
 Office For Lease Board Others: _____