

henderson

PROPERTY MANAGEMENT

TENANCY APPLICATION FORM

Acceptance of this tenancy application
will not be acknowledged until all pages
are completed and signed

Henderson Property Management

Level 17, Tower One, Collins Square
727 Collins Street, Melbourne Victoria 3008

Licensed Estate Agents • Property Managers

Residential Tenancy Application Form

Please complete both sides of this form for your application to be processed

Agent Name: Henderson Property Management
Address: Level 17, Tower One, Collins Square
727 Collins Street, Melbourne Victoria 3008
Phone no: 0422 988 055
Email: emma@hendersonpm.com.au

1. Property Applying for

Address		
Suburb	Postcode	
Lease Term	Years	Months
Date Property to be occupied	/	/
Rent Payable for Property		
Name(s) of other Applicants to Occupy Property		
Property Manager	ID	

2. If self-employed, please complete the following

Company Name	
Company Address	
Suburb	Postcode
Business Type	
Position Held	
A.B.N	
Accountant Name	
Accountant Phone	
Solicitor Name	
Solicitor Phone	

3. Personal Details

Title	First Name	Initial
Last Name		
Date of Birth	/	/
Current Address		
Suburb	Postcode	
Drivers Licence No	State of Issue	
Car Registration Number		
Alternate ID (eg passport)	No	
Pension Type	No	
Home Phone Number		
Mobile Phone Number		
Email		
Occupation		
Employers Name		
Employer Phone Number		
Please provide a contact number you are available on all day		
Contact number:		

4. Utility Connection Services

connectnow.
We get things sorted.

PH: 1300 554 323 | Fax: 1300 889 598
info@connectnow.com.au
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 or contacting their Privacy Officer at 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; 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: 27476

5. Current Situation

Are you the Owner Renter

Duration at your current address? _____ Years _____ Month

Name of Landlord/Agent (If applicable) _____

Phone Number _____

Rent Paid per month _____

Reason for leaving _____

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

6. Previous Rental History

Were you the Owner Renter

Previous Address _____

Suburb _____ Postcode _____

Duration at your previous address _____ Years _____ Months

Name of Landlord/Managing Agent/Selling Agent _____

Phone Number _____

Rent Paid per month _____

Reason for leaving _____

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

7. Other Information

Number of persons occupying property _____ Adults _____ Children

Please specify the ages of any children. _____

Do you have pets? No Yes, if Yes, please specify _____

Type of pet _____ Breed of pet _____

8. Next of Kin

Emergency Contact _____ Relationship _____

Address _____ Ph _____

Mobile _____ Other _____

14. Declaration

RENT LIST OFFICE FOR LEASE BOARD NEWS PAPER

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. 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 (including the

9. Current Employment Details

Occupation _____

Employers Name _____

Employment Address _____

Suburb _____ Postcode _____

Contact Name _____

Length at current employment _____ Years _____ Months

Net Income \$ _____ Per Week \$ _____ Per Month

10. Previous Employment Details

Occupation _____

Employers Name _____

Employment Address _____

Suburb _____ Postcode _____

Employer Phone Number _____

Contact Name _____

Length at current employment _____ Years _____ Months

Net Income \$ _____ Per Week \$ _____ Per Month

11. Personal Referees

1. Reference name _____

Occupation _____

Relationship _____ Ph _____

2. Reference name _____

Occupation _____

Relationship _____ Ph _____

12. If Student, please complete the following

Place of Study _____

Course being undertaken _____

Course Length _____

Enrolment Number _____

Parents Name _____ Ph _____

Campus Contact _____ Ph _____

Course Co-ordinator _____ Ph _____

Income _____

Parents Address Overseas: _____

INTERNET OTHER _____

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 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 _____ / _____ / _____

Please turnover & complete all pages

Residential Tenancy Application Form

Please complete both sides of this form for your application to be processed

Agent Name: Henderson Property Management
Address: Level 17, Tower One, Collins Square
727 Collins Street, Melbourne Victoria 3008
Phone no: 0422 988 055
Email: emma@hendersonpm.com.au

This form is to be accompanied by an Application for Tenancy. Your Application for Tenancy cannot be accepted unless this has been completed in full and signed.

Due to recent changes in the Privacy laws, from 21st December 2001, all real estate agencies 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 it to this office with your tenancy application.

As professional property managers, Henderson Property Management collects personal information about you. To ascertain what personal information we have about you, you can contact us by the following ways:

Telephone: 0422 988 055
In Person: Level 17, Tower One, Collins Square,
727 Collins Street, Melbourne Victoria 3008
Email: emma@hendersonpm.com.au

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 provide you with a lease/tenancy of the premises.

To carry out this role, and during the term of your tenancy, we usually disclose your personal information to the following: The landlord, the landlord's lawyers, the landlord's mortgagee – for mortgage purposes, referees you have nominated, organisations/tradespeople required to carry out maintenance to the premises, rental bond authorities, Residential Tenancies Tribunals/Courts, collection agencies, National Tenancies Database Pty Ltd, Remington White, other real estate agents and landlords, utilities companies such as gas, electricity, water connection, telephone connection, banks – for rental payment facilities and financial records, employers – for reference purposes.

PLEASE NOTE:

1. This application is subject to the owner's approval and may take 2-3 days to process.
2. All applicants must complete an application form.
3. Initial bond payment must be paid in the form of a bank cheque or money order made payable to the Residential Tenancies Bond Authority (personal cheques or cash will not be accepted).
4. Initial rental payments must be paid by DEFT or BPAY to Henderson Property Management.
5. The applicant hereby agrees to a credit check being carried out by the National Tenancy Database.
6. The applicant acknowledges that the property is in a reasonably clean condition and in good repair as inspected.

TENANCY ACCEPTANCE

We understand that finding and selecting a rental property is often difficult. We will process your application as quickly as possible, but please remember we may be processing many applications at the same time. To assist us please fill out ALL required details on the application and ensure your completed application is returned to our office as quickly as possible.

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.

SUCCESSFUL APPLICATIONS

Should your application be successful you will be notified by phone and requested to confirm your tenancy. We require the leases to be signed and the bond to be paid in full to secure the tenancy. The property manager will supply you with these amounts at the confirmation of your tenancy. Keys will only be handed out when all parties have signed the tenancy agreement, Bond Lodgement Form, all monies have been paid and the tenancy has commenced. 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. Signing of tenancy agreements and the payment of the bond can be undertaken at the office indicated by your property manager. It is a policy of Henderson Property Management that all rental payments are made via cash, cheque, direct debit or rent card as payment of monthly rent.

Signed by the:

Applicant

Print Name

Date

Witness
