

# Residential Application Form

For your application to be processed you must answer all questions (including the reverse side)

**A. AGENT DETAILS**

**Mitchell Torre Real Estate**  
Shop 17, Lakeview Shopping Centre, Thompson Rd  
PATTERSON LAKES VIC 3197  
**Phone:** 03 3772 0077  
**Fax:** 03 9772 0477  
**Website:** www.mtre.com.au

**B. PROPERTY DETAILS**

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

2. Lease commencement date?  
 Day  Month  Year

3. Lease term?  
 Years  Months  Other

4. Property rental?  
 \$ per week  \$ per calendar month

5. How many people will normally occupy the property?  
 Adults  Children, Ages: \_\_\_\_\_









**C. PERSONAL DETAILS**


6. Please give us your details.  
 Mr  Ms  Miss  Mrs  Other   
 Surname  Given name/s   
 Date of Birth  Medicare number   
 Driver's licence number   
 Pension number (if applicable)  Pension type (if applicable)

7. Please provide your contact details.  
 Home phone number  Mobile phone number   
 Work phone number   
 Email address

8. What is your current address?  
  
 Postcode

**D. UTILITY CONNECTIONS**

**on the move** 

**A Free Service** to connect your utilities. We will reduce your stress and save you time by arranging your utility connections. We will contact you within 2 hours.

**ELECTRICITY / GAS / TELEPHONE / INTERNET / FOXTEL**  
**Ph: 1300 850 360 Fax: 1300 661 160**

**YES!!** I would like *On The Move* to contact me.  
 **WATER** (standard connection with all applications)

**Terms & Conditions** - By ticking the box above, you are consenting to On The Move contacting you to arrange your services. On The Move may need to disclose personal information to utility companies to arrange your services. Please see On The Move's Privacy Policy at [www.onthemove.com.au](http://www.onthemove.com.au). On The Move and your Agent may receive a benefit for arranging your services. On The Move & your agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees & bonds may apply.

**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.

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/tradespeople 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 Phone 1300 563 826 – Email info@ntd.net.au)
- (h) transfer water account details into my name

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.

If Section D is completed, I consent to the disclosure of this page of the application form to On The Move for the purpose of enabling On The Move to offer the connection and disconnection services to me. I consent to On The Move disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I acknowledge that neither On The Move nor the Agent accept any responsibility for any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure.

**Signature**  **Date**

X

**F. APPLICANT HISTORY****9. How long have you lived at your current address?**

|                      |       |                      |        |
|----------------------|-------|----------------------|--------|
| <input type="text"/> | Years | <input type="text"/> | Months |
|----------------------|-------|----------------------|--------|

**10. Please tell us about this rented property.**

Name of landlord or agent

Landlord/agent's phone number

Weekly rent paid

\$ 

Reason for leaving this address?

**11. What was your previous residential address?**

Postcode

**12. How long did you live at this address?**

|                      |       |                      |        |
|----------------------|-------|----------------------|--------|
| <input type="text"/> | Years | <input type="text"/> | Months |
|----------------------|-------|----------------------|--------|

**13. Please give us further information about this rented property.**

Name of landlord or agent

Landlord/agent's phone number

Weekly rent paid

\$ 

Was bond refunded in full?

 YES     NO

If NO, why not?

**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 *(inc. accountant if self-employed or institution if a student)*

Employer's address

Postcode

Contact name

Phone number

Length of employment

|                      |       |                      |        |
|----------------------|-------|----------------------|--------|
| <input type="text"/> | Years | <input type="text"/> | Months |
|----------------------|-------|----------------------|--------|

Net Weekly Income

\$ 

Source of other income?

Net Weekly Income

\$ **15. Please provide your previous employment details.**

Occupation

Employer's name

Length of employment

|                      |       |                      |        |
|----------------------|-------|----------------------|--------|
| <input type="text"/> | Years | <input type="text"/> | Months |
|----------------------|-------|----------------------|--------|

**H. CONTACTS / REFERENCES****16. Please provide a contact in case of emergency.**

Surname

Given name/s

Relationship to you

Phone number

**17. Please provide two references (not related to you).**

1. Surname

Given name/s

Relationship to you

Phone number

2. Surname

Given name/s

Relationship to you

Phone number

**I. OTHER INFORMATION****18. Please provide details of any vehicles.**

Registration number

**19. Please provide details of any pets.**

Breed/Type

Age

**20. How did you find this property?**
 Newspaper     Internet     Office rental list     Board

Other (please explain)

**J. PLEASE PROVIDE US WITH THE FOLLOWING ID**

- Copy of Driver's Licence or Passport  
 Copy of pay slip  
 Copy of gas / water / electricity account

**Students** – please provide details of enrolment.**Self-employed** – please provide details of your Accountant.**K. RENT WILL BE PAID BY**
 Centrepay     Post Office     BPAY
**L. PLEASE NOTE**

Initial payments must be made by cash, bank cheque or money order within 24 hours after approval of application. No Personal Cheques accepted for the first month's rent or bond.

Keys will not be handed over until the lease agreement has been signed by all applicants.

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 and the agent should any circumstances arise whereby the property is not available for occupation on the due date.