

Application forms

Each person intending on residing in the property is to complete an application form and provide 100 points of identification.

The 100 points of identification can be made up from the following categories, one item from category 1 & 2 & 3 must be provided.

Category 1 – Photo Identification - 40 points

- Valid Passport
- Drivers Licence
- Photocard

Category 2 – Proof of income – 20 points

- Two recent payslips from your current employer
- Centrelink Statement
- Group Certificate for previous financial year for self employed applicants
- Bank statement

Category 3 – Current living situation – 20 points

- Current tenancy ledger from real estate agency
- Water and or land rates notice for applicants who currently own property
- Bank statement showing payments of mortgage
- Mortgage statement from bank

Category 4- Utilities – 20 points each

- Water rates invoice
- Electricity bill
- Phone/ internet/ Foxtel bill

Category 5 – Miscellaneous - 5 points each

- Bank card
- Medicare card
- Tertiary education card
- Centrelink health care card
- Correspondence on official governing letterhead

Applications are to be emailed to kate@managedbykate.com.au along with supporting documents.

We endeavour to have applications processed and an answer to you within 48 hours, for those currently renting please ensure that you have advised your current agency that we will be requesting a reference as waiting on real estate references is the lengthiest part of processing applications.

If you are having trouble providing identification please contact Kate on 0413 358 521 or kate@managedbykate.com.au

PLEASE NOTE: Applications where identification is not provided in full cannot be processed.

**Please ensure that you have signed the privacy declaration (Section E) and Holding Deposit (Section K) as legally we cannot obtain your information without your signature **

Residential Application Form

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

A. AGENT DETAILS

Managed By Kate

Phone: 0413358521

Email: kate@managedbykate.com.au

Web: managedbykate.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
--	-------	--	--------

4. How many tenants will occupy the property?

	Adults		Children		Ages of Children
--	--------	--	----------	--	------------------

C. PERSONAL DETAILS

5. Please give us your details

Mr Ms Miss Mrs Other

Surname	Given Name/s

Date of Birth	Driver's licence number

Driver's licence expiry date	Driver's licence state

Passport no.	Passport country

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

8. How did you find out about this property?

- | | | |
|---------------------------------|---------------------------------------|--|
| <input type="radio"/> Newspaper | <input type="radio"/> The Internet | <input type="radio"/> Local Paper |
| <input type="radio"/> Office | <input type="radio"/> Office Window | <input type="radio"/> Sign Board at property |
| <input type="radio"/> Referral | <input type="radio"/> Other (specify) | |

Application sent to Direct Connect (if Required)	<input type="checkbox"/>
--	--------------------------

D. UTILITY CONNECTIONS

This is a FREE service that can connect you to the following utilities and services in your new home



YES

» I/we consent to Managed By Kate providing my personal information details to Direct Connect which will include my name, address, email and phone number to be contacted in relation to my/our utilities and service connections

» This includes obtaining metering information for the premises I am moving to



Applicant 1:

Signature	Date

Applicant 2 (if applicable):

Signature	Date
Phone	

570 Church Street Cremorne 3121 Victoria P: 1300 664 715 F:1300 664 185. www.directconnect.com.au

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 Tenancy Agreement.

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 such as NTD, TICA or TRA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting -

- NTD: 1300 563 826
- TICA: 1902 220 346
- TRA: (02) 9363 9244

If I default under a rental agreement, I agree that 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 tradespeople or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a 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.

Signature	Date

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

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

10. Why are you leaving this address?**11. Landlord/Agent details of this property (if applicable)**

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

 \$
12. What was your previous residential address?

Postcode

13. How long did you live at this address?

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

14. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

 \$

Was bond refunded in full?

If not why not?

G. EMPLOYMENT HISTORY**15. 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 student)

Employer's address

Postcode

Contact name

Phone no.

Length of employment

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

Net Income

 \$
16. Please provide your previous employment details

Occupation?

Employer's name

Contact name

Phone no.

Length of employment

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

Net Income

 \$
H. CONTACTS / REFERENCES**17. Please provide a contact in case of emergency**

Surname

Given name/s

Relationship to you

Phone no.

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

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

I. OTHER INFORMATION**19. Car Registration****20. Please provide details of any pets**

Breed/type

Council registration / number

Inside/Outside

1.	<input type="text"/>
----	----------------------

2.	<input type="text"/>
----	----------------------

J. PAYMENT DETAILS**Property Rental**
 \$ per week

First payment of rent in advance

 \$

Rental Bond (4 weeks rent):

 \$

Sub Total

 \$

Less: Holding deposit (see below)

 \$**Amount payable on signing tenancy agreement
(bank cheque or money order only)** \$**K. HOLDING FEE**

The holding fee can only be accepted after the application for tenancy is approved.

The holding fee (not exceeding 1 week's rent) of keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement).

In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:

(i) The application for tenancy has been approved by the landlord; and
(ii) The premises will not be let during the above period, pending the making of a residential tenancy agreement;
and(iii) If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee;
and

(iv) If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.

(v) The whole of the fee will be refunded to the prospective tenant if:

(a) the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period

(b) the landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

Signature of Landlords agent**Date****Signature of Applicant****Date**