

# Residential Tenancy Application Form

All sections must be filled out, including the reverse side.



## Ocean Grove Real Estate

22 Kingston Downs Drive, Ocean Grove, Vic, 3226  
 P: 03 5255 0800 F: 03 5255 0888 M: 0439 001 664  
[pm@oceangroverealestate.com.au](mailto:pm@oceangroverealestate.com.au)  
[www.oceangroverealestate.com.au](http://www.oceangroverealestate.com.au)

## PROPERTY DETAILS:

Address: \_\_\_\_\_  
 \_\_\_\_\_

Lease Commencement Date: \_\_\_\_\_

Rent: \$ \_\_\_\_\_ weekly/fortnightly/monthly

Lease term 6 months/ 12 months

Bond amount \$ \_\_\_\_\_ (calendar month)

Number of other adults residing \_\_\_\_\_

Children \_\_\_\_\_ Ages of children \_\_\_\_\_

Pets Y[ ] N[ ] If yes please specify below  
 \_\_\_\_\_

## PERSONAL DETAILS:

Title: \_\_\_\_\_ First \_\_\_\_\_ Last \_\_\_\_\_

Date of birth: \_\_\_\_\_

Drivers licence: No. \_\_\_\_\_ State: \_\_\_\_\_

Other ID: type: \_\_\_\_\_ No. \_\_\_\_\_

Current address \_\_\_\_\_  
 \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email \_\_\_\_\_

## EMERGENCY CONTACT/NEXT OF KIN:

Please provide an emergency contact not residing with you

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Relationship: \_\_\_\_\_

Have you inspected the property Y/N

Upon inspection was the property reasonably clean Y/N

Was the property in good repair Y/N if no, please specify  
 \_\_\_\_\_  
 \_\_\_\_\_

Should you be approved, do you have 2 weeks rent ready to pay within 24 hours Y/N

Will you have the full bond amount ready by your lease commencement date? Y/N

Who will provide your bond? (circle)

Self                  DoH                  Other

## D. UTILITY CONNECTIONS

This is a FREE service that connects all your utilities and other services. Direct Connect can help arrange for the connection or provision of the following utilities and other services:

- |   |  |
|---|--|
| <input type="checkbox"/> Electricity      | <input type="checkbox"/> Pay TV            |
| <input type="checkbox"/> Gas              | <input type="checkbox"/> Cleaners          |
| <input checked="" type="checkbox"/> Water | <input type="checkbox"/> Insurance         |
| <input type="checkbox"/> Phone            | <input type="checkbox"/> Removalist        |
| <input type="checkbox"/> Internet         | <input type="checkbox"/> Truck or van hire |



Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.



We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect 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 your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

1. Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
2. Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement.
3. Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
4. Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
5. Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
6. Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

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

Signature

Date

X \_\_\_\_\_

\_\_\_\_\_

PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F: 1300 664 185. [www.directconnect.com.au](http://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 tenancy check with NTD (National Tenancy Database)
- (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.

Signature

Date

\_\_\_\_\_

\_\_\_\_\_

**APPLICANT HISTORY:**

How long have you lived at your current address?

Years: \_\_\_\_\_ Months: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Name of Landlord/Agent: \_\_\_\_\_

Landlord/Agent Phone: \_\_\_\_\_

Rent paid: \$ \_\_\_\_\_ weekly/fortnightly/monthly

Previous address: \_\_\_\_\_

How long did you live at this address? Y: \_\_\_\_\_ M: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Name of Landlord/Agent: \_\_\_\_\_

Landlord/Agent Phone: \_\_\_\_\_

Rent paid: \$ \_\_\_\_\_ weekly/fortnightly/monthly

Reason for leaving \_\_\_\_\_

Was bond repaid in full Y/N

If not, why not?  
\_\_\_\_\_**REFERENCES:** Not immediate family or someone residing at the property.

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Other information: \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Other information: \_\_\_\_\_  
\_\_\_\_\_**EMPLOYMENT DETAILS:**

Occupation: \_\_\_\_\_

Full time/Part time/Casual

Employers name: \_\_\_\_\_

Employer phone number: \_\_\_\_\_

Contact person: \_\_\_\_\_

Length at current employment: \_\_\_\_\_

Net income: \$ \_\_\_\_\_ weekly/fortnightly/monthly

Previous employment:

Occupation: \_\_\_\_\_

Full time/Part time/Casual

Employers name: \_\_\_\_\_

Employer phone number: \_\_\_\_\_

Contact person: \_\_\_\_\_

Length at current employment: \_\_\_\_\_

Net income: \$ \_\_\_\_\_ weekly/fortnightly/monthly

How did you find out about this property?

Rent List  Office  Lease Board  Newspaper Internet  Please specify which website  
\_\_\_\_\_Other  \_\_\_\_\_**IDENTIFICATION:**

You will be required to provide at least ONE item from EACH section. If you do not provide sufficient ID, your application will not be processed.

**SECTION ONE: Photo ID** Drivers license Passport Keypass or other photo ID**SECTION TWO: Proof of Income** 3 recent payslips Centrelink income statement**SECTION THREE: Proof of current address** Utility bill (gas, electricity, water) Phone bill Car registration Council or water rates notice (this MUST be supplied if a current home owner)

Ocean Grove Real Estate accept rental payments in the following manner.

Direct Deposit/Internet transfer

Cash at the Bendigo Bank with deposit slip

Cheque/Money order in the office.

Personal cheques will not be accepted for the first 2 weeks rent, if there is less than a week before your commencement date.

**The bond is to be paid via bank cheque or money order made out to the RTBA.**