

**APPLICATIONS WILL ONLY BE PROCESSED IF THE DOCUMENTS BELOW HAVE BEEN SUPPLIED AND ALL INFORMATION ARE PROVIDED AS REQUESTED.**

1. Applicant/s must make an appointment 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 application form.
4. 100 points of identification must be supplied for each applicant and must be accompanied by a copy of your current Drivers Licence/Passport for identification purposes.

**100 POINT OF IDENTIFICATION (REQUIRED FOR EACH APPLICANT)**

Current Drivers License or Learners Permit or Passport (*)	40
Previous 3 months Bank Statement (*)	20
Proof of Income (*) Proof of income is compulsory and must be provided E.g.: Employment letter, 3 current payslips, Centrelink statement and if Self Employed a tax return and a letter from your accountant	20
If renting – most recent rental ledger If you are currently renting through a private owner (landlord): a. letter from private landlord b. copy of rental payments	10
Centrelink Statement	20
Proof of Age/Birth Certificate	20
Recent rates notice	20
Pension Card or Healthcare	15
Vehicle registration papers	15
Copy of Gas / Water / Electricity Account	15
Medicare Card or Membership Card	10

**NOTE:**

- Proof of address needs to be supplied, i.e. copy of a bill or rates notice.  
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.
- If you are currently renting through an Agent you need to provide the following:
  - a. Full print out of your rental payments history (compulsory).
  - b. Copies of routine inspection reports.
  - c. Current rental reference (in writing) from Property Manager / Landlord.
- If you are currently renting through a private owner (landlord) you need to provide the following:
  - a. Letter from private landlord.
  - b. Copy of rental payments.
- If the application is successful, you will be required to:
  - ✓ Pay one month's rent in advance.
  - ✓ Pay the bond amount (which is equivalent to one month's rent amount).
  - ✓ Complete a *Residential tenancy agreement* and *Condition report*.
- It is your responsibility to have all other services (such as telephone, gas and electricity) connected in your name, to coincide with your date of occupation.
- It is also your responsibility to insure your possessions. The landlord's insurance policy does not cover your possessions.

**NOTE: INCOMPLETE APPLICATION WILL NOT BE ACCEPTED**

**Grandstand Real Estate**

A: Shop 4, 1333 Ferntree Gully Road, Scoresby, VIC 3179

P: 9763 3288

W: [grandstandrealestate.com.au](http://grandstandrealestate.com.au)

## RESIDENTIAL TENANCY APPLICATION FORM

*For your application to be processed you must answer all questions.*

### A. AGENT DETAILS

#### Grandstand Real Estate

Address: Shop 4, 1333 Ferntree Gully Road, Scoresby VIC 3179

Tel: (03) 9763 3288

E: [rental@grandstandrealestate.com.au](mailto:rental@grandstandrealestate.com.au)

### B. PROPERTY DETAILS

Property Applying For:

Address:	
Suburb:	
Postcode:	

Lease Preferences:

Lease Commencement Date:	/ / (DD/MM/YYYY)
Lease Term:	Year: Month:

### C. OCCUPANCY DETAILS

Total number of people to occupy the property:	
Number of Adults:	
Number of Children:	
Ages of Children:	. . .

#### Pets

Pets:	Yes / No
If yes, number and type of pets:	
Are they going to stay inside/outside this rental home?	Inside / Outside

### D. PERSONAL DETAILS

#### Applicant details

Full name:

Email:

Current address:	
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Postcode:

Home telephone number:

Work telephone number:	
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Mobile telephone number:

Date of birth (for rental check use):

Duration stayed on current address:

Years:		Months:	
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Name of current landlord/agent:

Telephone number of landlord/agent:

Reason for leaving current address:

Previous address:

Postcode:

Duration stayed on previous address:

Years:		Months:	
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Name of previous landlord/agent:

## Grandstand Real Estate

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Telephone number of landlord/agent:

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Reason for leaving previous address:

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## E. EMPLOYMENT DETAILS

Occupation:				
Full time:		Part time:		Casual:

Salary income per week (\$):	
Other net income per week (e.g. investments) (\$):	

### Current Employer:

Name:		
Duration employed:	Years:	Months:
Position held:		
Address:		
Postcode:		
Name of Contact Person:		
Telephone Number:		

### Previous Employer:

Name:		
Duration employed:	Years:	Months:
Position held:		
Address:		
Postcode:		
Name of Contact Person:		
Telephone Number:		

## IF SELF EMPLOYED OR STUDENTS:

SELF EMPLOYMENT	
Company name:	
Industry:	
Your position:	
Net income per week: \$	
Accountant name:	
Accountant phone:	

STUDENT INFORMATION	
Institution:	
Course name:	
Student ID No:	
Duration of course:	
Date commenced:	

## F. REFERENCES

(If you have written references attach copies to this form)

1. Name:	
Relationship to applicant:	
Home telephone number:	
Work telephone number:	

2. Name:	
Relationship to applicant:	
Home telephone number:	
Work telephone number:	

**G. 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.

**PRIVACY CONSENT AND TERMS: By signing this form you consent and agree to the following:**

Connect Now Pty Ltd (ABN 79 097 398 662) ("connectnow") will collect, use and disclose your personal information to contact you (including electronically) about providing moving, connection and disconnection services and to inform you about products and services offered by its related companies and third party suppliers. These other companies may also use your details to contact you directly about their products and services. See connectnow's Privacy Policy for further details, including your rights to access and correct the information held about you at [connectnow.com.au](http://connectnow.com.au).

Third party service providers (who may transfer your data overseas) may have their own Privacy Policy, which you can request from them. You consent to connectnow continuing to market to you unless you opt out, including by emailing [privacy@connectnow.com.au](mailto:privacy@connectnow.com.au).

To the extent permitted by law, connectnow is not responsible or liable for delayed or failed connections or the service providers' connection charges, which you must pay to them directly. Connectnow may be paid a fee by service providers and may pay a fee to real estate agents relating to services provided to you. If you nominate an alternative contact person on this application, you authorise them to act on your behalf to arrange moving, connection and disconnection services, including accepting third party terms. You warrant that you are authorised to make this application on behalf of all applicants and alternative contact persons listed and that each person has consented and agreed to the handling of their personal information on the same terms as you have.

**YES I accept the Terms. Please call me to connect my new home services.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## DECLARATION

I declare that the information given on this form is true and correct to the best of my knowledge. 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).
- (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.

**Applicant(s)' signature:**

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**Date:**

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