

RESIDENTIAL TENANCY APPLICATION FORM

Thank you for choosing to apply for a rental property through Property West Realty.
To ensure fast processing and response time for your application we ask you to follow the below instructions carefully, complete all sections and ensure all requested supporting documentation is supplied.

*****Please note: This application will not be processed unless it is completed in its entirety with copies of all supporting documents attached and privacy statement signed.***

FULL NAME: _____

PROPERTY ADDRESS: _____

100 Points of Identification must be submitted along with your application.

Drivers Licence or Passport:	30 Points
Medicare Card:	20 Points
Work or Student Visa Confirmation:	20 Points
Tenancy Ledger:	10 Points
Utilities Bill:	10 Points
Proof of Ownership (Council Rates, Water Rates, Contract of Sale, Land Title, Body Corporate Invoices):	10 Points

The below documents MUST be supplied along with your application:

Copy of Bank Statement (Last Three Months):	30 Points
Proof of Income (Last Four Payslips, Centrelink Statements):	20 Points



FREE Utility Connection Service - with a difference!
Electricity Gas Internet Phone Pay TV Insurance

Move Me In will send you a personal invitation to connect via email and text once you have been approved to rent a property. Once you receive it, please click on the link and take 3 minutes to sign up online.



Agent Name: Property West Realty Pty Ltd

ABN: 166 333 740 62

ADDRESS: PO BOX 222

Melton VIC 3337

P 1800 LEASED (532733)

E admin@propertywestre.com.au

W www.propertywestrealty.com.au

The Details....

Length of tenancy:	Rent:	Lease Start Date:
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Names of other applicants and their relationship to you (husband, wife, partner, friend):
1.
2.
3.

Names and ages of children (if any):
1. Name: Age:
2. Name: Age:
3. Name: Age:

Number of pets including age and breed:
1.
2.
3.

Do you own an investment property? (please circle)	Yes / No
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Applicant No. 1			
First Name:	Last Name:	Email:	
Phone:	Mobile:	D.O.B:	
Drivers Licence No.	State of Issue:	Passport No.	Country of Issue:
How many Vehicles:		Registration Number:	
Emergency Contact (please provide an emergency contact not living with you (eg: Next of kin))			
Name:	Relationship:	Contact Phone:	
Address:			
Current Address			
Current Rent/Mortgage: \$ _____ per week.		Time you have lived there: _____years_____months	
Current Address:			
Agent/Landlord:	Contact No.	Email:	
Reason for Leaving:			
Was your bond refunded in full? Yes/No If no please specify:			
Previous Address			
Rent/Mortgage: \$ _____ per week.		Time you lived there: _____years_____months	
Property Address:			
Agent/Landlord:	Contact No.	Email:	
Reason for Leaving:			
Was your bond refunded in full? Yes/No If no please specify:			



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Current Employment/Self Employed (if less than 6 months please provide previous employment details also)		
Company Name:	Your Position:	
Payroll/Accountant Name:	Payroll/Accountant Phone No.	
Company Address:	Net Income (after tax) \$	per wk / fn / mnth
Length of Employment:	Business Type/ABN (if applicable)	
Student		
Are you a full-time student? Yes/No	TAFE/University:	Student No:
Contact Name:	Contact No.	
Do you receive any scholarships, payments or other financial assistance whilst studying? Yes/No		
If yes, please elaborate and attach with proof of income doc's:		
Centrelink		
Type:	\$	per fortnight
Type:	\$	per fortnight
Additional Source of Income		
Type:	\$	per wk/ fn / mnth
Personal Referee's (cannot be related)		
(1) Referee's Name:	Occupation:	
Relationship to you:	Phone No.	
(2) Referee's Name:	Occupation:	
Relationship to you:	Phone No.	

Applicant No. 2			
First Name:	Last Name:	Email:	
Phone:	Mobile:	D.O.B:	
Drivers Licence No.	State of Issue:	Passport No.	Country of Issue:
How many Vehicles:	Registration Number:		
Emergency Contact (please provide an emergency contact not living with you (eg: Next of kin))			
Name:	Relationship:	Contact Phone:	
Address:			
Current Address			
Current Rent/Mortgage: \$	per week.	Time you have lived there: ____years____months	
Current Address:			
Agent/Landlord:	Contact No.	Email:	
Reason for Leaving:			
Was your bond refunded in full? Yes/No If no please specify:			
Previous Address			
Rent/Mortgage: \$	per week.	Time you lived there: ____years____months	
Property Address:			
Agent/Landlord:	Contact No.	Email:	
Reason for Leaving:			
Was your bond refunded in full? Yes/No If no please specify:			



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Current Employment/Self Employed (if less than 6 months please provide previous employment details also)	
Company Name:	Your Position:
Payroll/Accountant Name:	Payroll/Accountant Phone No.
Company Address:	Net Income (after tax) \$ per wk / fn / mnth
Length of Employment:	Business Type/ABN (if applicable)
Student	
Are you a full-time student? Yes/No	TAFE/University: Student No:
Contact Name:	Contact No.
Do you receive any scholarships, payments or other financial assistance whilst studying? Yes/No	
If yes, please elaborate and attach with proof of income doc's:	
Centrelink	
Type:	\$ per fortnight
Type:	\$ per fortnight
Additional Source of Income	
Type:	\$ per wk/ fn / mnth
Personal Referee's (cannot be related)	
(1) Referee's Name:	Occupation:
Relationship to you:	Phone No.
(2) Referee's Name:	Occupation:
Relationship to you:	Phone No.

CONFIRMATION: (please tick the appropriate box)

I confirm that during my inspection of this property I found it to be in satisfactory condition and suitable for occupancy.

If NOT, I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge and understand that these items will be subject to the landlord's approval and do NOT form part of the tenancy agreement.



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PRIVACY ACT ACKNOWLEDGEMENT FOR TENANTS:

I provide consent for Property West Realty Pty Ltd as part of the application process to contact all necessary people (referees, other agents, tenancy databases) to verify the application information that I have provided and understand that all Federal Privacy Act requirements and the Australian Privacy Principles will be adhered to by Property West Realty PTY LTD.

I also consent to my personal information being passed on during the tenancy (should it commence) and after the tenancy if required to other third parties which include but are not limited to: tradespeople/contractors, salespeople, body corporate, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act. The Lessor of the property will be provided with all relevant information as the tenancy agreement is between the Lessor and the Tenant; Property West Realty Pty Ltd manages the property on behalf of the Lessor. The agreement should it commence is a contract between the Lessor and the Tenant; personal information will be passed onto the Lessor as the owner of the property.

I also acknowledge that:

I am responsible for ensuring the main power switch is turned off to enable power connection.

That the premises is a "SMOKE FREE ZONE" and I/we will ensure there is NO SMOKING inside the premises.

SIGN HERE:

Applicant No. 1

Name:.....Signature:.....Date:...../...../.....

Applicant No. 2

Name:.....Signature:.....Date:...../...../.....



FREE Utility Connection Service - with a difference!
Electricity Gas Internet Phone Pay TV Insurance

- Would you like access to genuinely discounted utility offers?
• Would you like to choose your providers in your own time?
• Would you like to save time and not have to speak with a call centre?
• Would you like to connect all your services in around 3 minutes on your mobile or computer?
• Sign up to receive a FREE Domino's voucher for 2 pizzas, garlic bread and drink, delivered!

Move Me In will send you a personal invitation to connect via email and text once you have been approved to rent a property. Once you receive it, please click on the link and take 3 minutes to sign up online.

Move Me In is a FREE utilities connection service that offers you great discounted deals, saving you money right from the start! Other companies may have only ever offered you the standard off the shelf utility plans but Move Me In presents you with a selection of utility providers to choose from on our quick and easy online portal, so you can pick the discounted plan that suits you best.

E: support@movemein.com.au P: 1300 911 947 www.movemein.com.au