



Tenancy Application Form

TERMS AND CONDITIONS

RENTAL PAYMENTS : This office only accepts Rental Payments by Direct Debit. I the tenant agree and authorise Choice Group to deduct rent direct from my nominated bank account. I agree to sign a Direct Debit Form upon approval of my application. I/We have read and accepted the above Terms and Conditions

Signed by Applicant - Name: _____ Signature: _____ Date: _____

PROPERTY ADDRESS: _____

Preferred Lease Commencement Date: _____ **Preferred Lease Term:** _____ **years/ months**

APPLICANTS NAME: (Mr,Mrs.Miss,Ms) _____

Date of Birth: _____ Drivers Licence Number: _____ Expiry Date: _____ State: _____

Passport Number: _____ Expiry Date: _____ Country: _____

Contact Numbers: Home: _____ Mobile: _____ Work: _____

Email Address: _____

Vehicle Registration Number: _____ Type of Vehicle: _____

Number of Occupants that will reside at the property? Adults: _____ Children: _____ Ages: _____

Do you have pets? How many: _____ Type/Breed: _____ Registration No: _____

CURRENT ADDRESS: _____

Period of Occupancy: Years: _____ Months: _____ Current Rent per Week: \$ _____

Current Landlord / Agent: _____ Contact Number: _____

Reason for leaving: _____

PREVIOUS ADDRESS: _____

Period of Occupancy: Years: _____ Months: _____ Previous Rent per Week: \$ _____

Current Landlord / Agent: _____ Contact Number: _____

Has your tenancy ever been terminated by a Landlord or Agent? Yes No

Are you in debt with another Landlord or Agent? Yes No

Have you ever had a VCAT hearing or have a VCAT hearing pending? Yes No

Have any deductions ever been made from your Bond? Yes No

CURRENT EMPLOYMENT: _____

Current Employer: _____ Job Title: _____

Period of Employment: Years: _____ Months: _____ Income per Week: \$ _____

Employers Contact Number: _____ Contact Name: _____

BENEFIT TYPE: _____ Amount per Week: \$ _____

Person to contact in case of emergency: Name: _____ Contact Number: _____

Nearest relative not living with you: Name: _____ Contact Number: _____

CONSENT TO ELECTRONIC SERVICE OF NOTICE AND CORRESPONDENCE

I.....(name) hereby consent to the use of electronic service of notices, correspondence and other documents in accordance with the requirements of the Electronic Transactions (Victoria) Act 2000 and at this email address:.....

I(name) 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 authorise the Agent to obtain personal information from:

- a. The owner or Agent of my current or previous residence
- b. My personal referees and employers
- 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 on 1300 563 826, TICA on 1902 220 346, TRA on 02 9363 9244.

I authorise Choice Group Accounting, Finance and Wealth to contact me.

I am aware that 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 that 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 and Statutory Authorities (where applicable)
- f. refer to collection agents/lawyers (where applicable)
- g. complete a credit check with a National Tenancy Database
- h. transfer water account details into my name

SIGNATURE OF APPLICANT:..... DATE:.....

APPLICATION CHECK LIST

**This application must be completed in full and all relevant documentation provided before your application will be processed.
100 points of identification and proof of income is required**

IDENTIFICATION :

Drivers Licence	50 points
Passport	50 points
Birth Certificate	30 points
Medicare Card	30 points
Proof of Age	25 points
Utility Bills	25 points

PROOF OF INCOME :

Last 3 payslips
Letter from employer
Centrelink statement
Current bank statement

Choice Real Estate
Officer In Effective control: Jamie Cox
196-202 High St Shepparton Victoria 3630
Phone: 03 5821 5667 Email: pm@choicegroup.com.au