

TENANT APPLICATION INFORMATION

Tenant to
Retain

PLEASE ENSURE THAT ALL ID IS PHOTOCOPIED PRIOR TO SUBMITTING YOUR APPLICATION

Applications will not be processed unless ALL information is
supplied and the Ntd privacy disclaimer is signed
Each applicant must complete a separate application

PROPERTY MANAGEMENT DEPARTMENT HOURS

Our office is open Monday to Friday 9.00am - 5:15pm and Saturday 9:00am - 12:00pm only.

PAYMENT OF RENT

It is our company policy that all rental payments are to be made via RentPay. RentPay offers three (3) payment methods. Option 1: Payment of rent by utilising the telephone and internet to make payments, Option 2: Direct Debit whereby your account is debited on the same day each month and Option 3: BPay direct from your bank account by phone or internet. This will be discussed with you further, should your application proceed.

PHOTO IDENTIFICATION

When returning your application, you **must** submit a form of photo identification.

REQUIRED SUPPORTING DOCUMENTS

You will be required to submit supporting documents with your application. Your application will not be processed if all documents are not given. Our office will require you to submit a minimum of 100 points for your application to be considered.

100 point check - Should you be unable to meet the 100 point check criteria, please speak with the property manager

- | | |
|------------------------------------|---|
| <input type="checkbox"/> 50 points | Photo Identification (Passport, Drivers License, 18+ Card) |
| <input type="checkbox"/> 40 points | Bond Refund History (Refer to Bond Board) |
| <input type="checkbox"/> 40 points | Proof of regular payments (Tenant Ledger, Mortgage Payments) |
| <input type="checkbox"/> 20 points | Birth Certificate |
| <input type="checkbox"/> 20 points | Min. 2 references from previous Agent/Landlord |
| <input type="checkbox"/> 20 points | Current Motor Vehicle Rego Papers |
| <input type="checkbox"/> 10 points | Proof of current address (copy of Phone or Electricity Account) |
| <input type="checkbox"/> 10 points | Other Identification (Medicare Card, Bank Card etc) |
| <input type="checkbox"/> 10 points | Written references (Personal, Employment etc) |

PROCESSING AN APPLICATION

In most instances, we are able to process your application within 24 hours and advise you by telephone. If we are unable to contact all of your referees, this process may take longer.

SECURING THE PROPERTY - PAYMENT OF SECURITY DEPOSIT

Once the application has been approved you will be required to pay a security deposit equivalent to one months rent to secure the property. This must be paid by Money Order or Bank Cheque, payable to the R.T.B.A. (Personal cheques and cash will not be accepted when paying the initial monies).

PAYMENT OF FIRST MONTHS RENT

Prior to taking possession of the property, we require one month's rent to be paid by either bank cheque or money order, payable to Sam Pennisi Pty Ltd (Personal cheques and cash will not be accepted when paying the initial monies).

APPLICATION FOR RESIDENTIAL TENANCY

The 3 pages of this application must be completed in full & signed or your application will not be processed

RENTAL PROPERTY: _____

Rent \$ _____ + Bond \$ _____
 Commencement Date: ____/____/____

OFFICE USE ONLY

Date received ____/____/____ Time ____ am/pm
 Application signed & all details complete
 Photocopy Tenants ID 100 point check

APPLICANTS DETAILS

Full Name	Dr / Mr / Mrs / Miss / Ms	
Are you known by another name	D.O.B. / /	
Contact No. Home	Work	Mobile
Email Address	Fax No	
Number of dependants to reside in property	Total occupants	
Age of dependants	<i>(You must list ALL occupants names below)</i>	
Car Registration	Drivers Licence No.	Licensed State
Passport No.	18+ Card No.	Other ID
No. of cars to be kept at property	Are all cars registered <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will a <input type="checkbox"/> boat <input type="checkbox"/> trailer <input type="checkbox"/> van <input type="checkbox"/> motorbike be kept at the property <input type="checkbox"/> Yes <input type="checkbox"/> No		
Pets (Check with agent) <input type="checkbox"/> Yes <input type="checkbox"/> No	Number	Type & Breed
Are the pets registered with the council <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a smoker <input type="checkbox"/> Yes <input type="checkbox"/> No	

* Full name of all persons other than applicant wishing to occupy the premises (if applicable)

CURRENT ADDRESS DETAILS

Address	<input type="checkbox"/> Rented \$ _____ per week	<input type="checkbox"/> Owned
Name of Real Estate Agent or Landlord		
Address of Real Estate Agent or Landlord		
Phone	Period of occupancy / / to / /	
Reason for leaving		
Do you expect the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why		

PREVIOUS ADDRESS DETAILS

Address	<input type="checkbox"/> Rented \$ _____ per week	<input type="checkbox"/> Owned
Name of Real Estate Agent or Landlord (if property sold)		
Address of Real Estate Agent or Landlord		
Phone	Period of occupancy / / to / /	
Reason for leaving		
Was the bond refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why		

Sam Pennisi

PROPERTY MANAGEMENT

255c Keilor Road, Essendon VIC 3040
Fax: (03) 9374-1737 Tel: (03) 9379-5616
rentals@pennisi.com.au
www.pennisi.com.au

FORM 1 - CL8

PERSONAL OR BUSINESS REFERENCES - Does not include relatives (This must be completed in full)

Name	Address
Phone	Relationship
Name	Address
Phone	Relationship
Name	Address
Phone	Relationship

NEXT OF KIN – Not living with you

Name	Relationship	
Address	Home Ph	Mobile

CURRENT EMPLOYER & INCOME DETAILS – ALL INCOME IS NET OR TAKE HOME “PER WEEK “

Occupation	Period of employment
Company Name	
Address	
Contact Person	Phone
<input type="checkbox"/> Full - time <input type="checkbox"/> Part - time <input type="checkbox"/> Casual (hours per week) Weekly wage (net) \$	

PREVIOUS EMPLOYER & INCOME DETAILS – ALL INCOME IS NET OR TAKE HOME “PER WEEK “

Occupation	Period of employment
Company Name	
Address	
Contact Person	Phone
<input type="checkbox"/> Full - time <input type="checkbox"/> Part - time <input type="checkbox"/> Casual (hours per week) Weekly wage (net) \$	

OTHER INCOME DETAILS – ALL INCOME IS NET OR TAKE HOME “PER WEEK “

<input type="checkbox"/> Student	Name of College, TAFE, UNI	Austudy \$
Student Identification No.	Overseas Student <input type="checkbox"/> Yes <input type="checkbox"/> No	Visa Expiry Date / /
<input type="checkbox"/> Pensioner	Type	Allowance \$
<input type="checkbox"/> Unemployment benefit		Allowance \$
<input type="checkbox"/> Self Employed	Name of Business	Wage \$
Address		Phone
How long established	ACN No.	ABN No.
Accountant Name		Phone
<input type="checkbox"/> Other type of Income (ie. Savings or Investments)		Other Income \$

QUESTIONS

Have you ever been evicted or are you in debt to another Landlord or Agent Yes No

If yes, give details _____

TERMS & CONDITIONS-AUTHORITY & PRIVACY DISCLAIMER

I, the applicant, do solemnly and sincerely declare that the information provided is true and correct and has been supplied at my own free will. I, the applicant understand that you as the agent for the Landlord have collected this information for the specific purpose of checking identification, character, credit worthiness and determining if the applicant will be a suitable tenant for the property.

It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant's credit worthiness. I understand that you, as the agent are bound by the Privacy Act and the National Privacy Principals and **authority** is hereby given to the agent to check credit references, employment details, previous rental references, database agencies, personal references and any other searches which may verify the information provided by me. I also **authorise** the agent to give information to the lessor of the property, credit providers, insurance providers, other agents, salespeople, database agencies, references named in this application or any other third party who would have a beneficial interest relating to a tenancy matter and understand this can include information about my tenancy, credit worthiness, credit standing, credit history or credit capacity. Once a tenancy agreement has been entered into the tenant **agrees** that should they fail to comply with their obligations under the agreement, the failure to comply may be disclosed to third party operators of tenant default registry agents and or other agents.



Our office utilises the National Tenancy Database (NTD) to check the tenancy history of all applicants. Should you require further information, please direct all enquires to 1300 526 836 or www.ntd.net.au. If a listing has been lodged with NTD and you wish to obtain a copy, a \$25.00+GST fee will be incurred.

I, the applicant, have inspected the rental property with which I am applying for and accept it in its present condition. I **accept** that if the application is rejected, the agent is not legally obliged to give a reason. If your application is declined, your details will be held on file for one month. Following this period all details held will be disposed of.

APPLICANTS SIGNATURE _____ DATE _____

AGENT to SIGN _____ DATE _____

This is a free service that connects all your utilities



Once we have received this application we 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 the information on this Application and explain the details of the services offered. Direct Connect is a utility one stop connection service.

Please tick utilities requested

Electricity Gas Phone Internet PayTV Insurance Water

DECLARATION AND EXECUTION: By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue [for a period of 1 year from the date of our/my execution of this application/until [28] days after we/I disconnect the last of the services in respect of which this application is made]; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services. By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.

SIGNATURE _____

DATE _____