

Residential Application Form

☐ **Balwyn**
289 Whitehorse Road 3103
Ph: (03) 9830 1644 Fax: (03) 9888 5997
balwyn@noeljones.com.au

☐ **Blackburn**
8A Main Street 3130
Ph: 9841 3888 Fax: (03) 9894 0071
customerservice.njr@noeljones.com.au

☐ **Box Hill**
532 Station Street 3128
Ph: (03) 9899 6466 Fax: (03) 9899 5150
boxhill@noeljones.com.au

☐ **Camberwell - Rentals**
883 Toorak Rd 3124
Ph: (03) 9824 8222 Fax: (03) 9822 3106
rentals.camberwell@noeljones.com.au

☐ **Doncaster**
702 Doncaster Rd, 3108
Ph: (03) 9848 7888 Fax: (03) 9848 7472
doncaster@noeljones.com.au

☐ **Ringwood/Croydon**
265 Maroondah Hwy, Ringwood 3134
Ph: (03) 9879 4422 Fax: (03) 9879 5533
ringwood@noeljones.com.au

☐ **Mitcham**
554 Whitehorse Rd, Mitcham 3132
Ph: (03) 9872 3995
mitcham@noeljones.com.au

☐ **Wantirna (Blackburn Office)**
67-69 Railway Road, Blackburn 3130
Ph: 9841 3888 Fax: (03) 9894 0071
customerservice.njr@noeljones.com.au

A. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

Postcode

2. Property Rental

\$ Per week \$ Per month \$ Bond

3. Lease commencement date?

Day Month Year

4. Lease term?

Years Months

5. How many tenants will occupy the property?

Adults Children Age/s of children

B. PERSONAL DETAILS

6. Please provide your details

Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Other ☐

Surname Given Name/s

Date of Birth

Driver's licence number

Driver's licence expiry date

Driver's licence state

Passport no.

Passport country

Pension no. (if applicable)

Pension type (if applicable)

7. Please provide your contact details

Home phone no.

Mobile phone no.

Work phone no.

Fax no.

Email address

8. What is your current address?

Postcode

Property Manager Name

Application lodged with
MyConnect (If Required)

☐

C. UTILITY CONNECTIONS

myconnect[®]
a really smart move

**MyConnect will call you to arrange free
connection of your required utilities**



Please select the required utilities:

- ☒ **Water (compulsory)** ☐ Electricity ☐ Gas ☐ Telephone
☐ Internet ☐ Pay TV ☐ Interpreter required

Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect 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 services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

☐ **Tick here to opt out**

☎ 1300 854 478 ✉ enquiry@myconnect.com.au 🌐 myconnect.com.au

D. 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 credit check with NTD (National Tenancies Database)
- (h) transfer water account details into my name via MyConnect

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

E. APPLICANT HISTORY

9. How long have you lived at your current address?

Years Months

10. Why are you leaving this address?

11. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent

\$

12. What was your previous residential address?

Postcode

13. How long did you live at this address?

Years Months

14. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent

\$

Was bond refunded in full?

If not why not?

15. Do you own a property within the local area?

Postcode

How long have you owned it for?

Years Months

F. EMPLOYMENT HISTORY

16. Please provide your employment details

What is your occupation?

What is the nature of your employment?

(FULL TIME/PART TIME/CASUAL)

Employer's name (inc. accountant if self employed or institution if student)

Employer's address

Postcode

Contact name

Phone no.

Length of employment

Years Months

Net Income

\$

17. Please provide your previous employment details

Occupation?

Employer's name

Length of employment

Years Months

Net Income

\$

G. CONTACTS / REFERENCES

18. Please provide a contact in case of emergency

Surname

Given name/s

Relationship to you

Phone no.

19. Please provide 2 personal references (not related to you)

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

I. OTHER INFORMATION

20. Car Registration

21. Please provide details of any pets

Breed/type

Council registration / number

1.

2.

PLEASE NOTE

Initial payments must be made by Electronic Transfer or Bank Cheque within 24 hours after approval of application. No Personal Cheques accepted.

Keys will not be handed over until the lease agreement has been signed by all applicants.

This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the landlord and the agent should any circumstances arise whereby the property is not available for occupation on the due date.

ELECTRONIC SERVICE OF DOCUMENTS

- The tenant acknowledges that the Agent/Landlord may send Notices via electronic means, and pursuant to the Electronic Transactions (Victoria) Act 2000 the tenant acknowledges that;
- The tenant consents to the receiving of certain notices and this application in writing and confirms that the email address provided in the original application form will be used by the Agent/Landlord for the purpose of receiving such notices.
- The tenant acknowledges that if they change email addresses during the term of the tenancy then it is the tenant's responsibility to notify the Agent/Landlord, in writing, of the new email address for the purpose of receiving Notices via electronic means. A failure to do so, shall not render notice invalid.
- The tenant acknowledges to enter into a binding agreement if the contract is signed by electronic signature.

PLEASE PROVIDE US WITH 100 POINTS OF IDENTIFICATION

Driver's Licence	50
Passport	50
Proof of Age Card	50
Student ID Card	50
Copy of Mobile Phone Account	20
Copy of Medicare Card	20
Concession / Pension Card	10
Copy of gas/Water/Electricity account	30 each

OFFICE USE ONLY

Property Rental

\$

per week

\$

per month