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 OFFICE: 607 Sturt Street, Ballarat VIC 3350



# Residential Tenancy Application Form

Please fully complete all sections on all pages for your application to be processed

## IMPORTANT INFORMATION

- To ensure that your rental application can be processed promptly, please complete all details thoroughly and ensure all the required documentation is attached
- All applicants over the age of 18 must complete a separate application
- Applications and supporting documents may be faxed to 03 5333 4798 or scanned and emailed to tammy@wilsonea.com.au

### PLEASE PROVIDE

- **Proof of income / ability to pay rent:**  
Last 2 pay slips, copy of bank statement, employer letter, or Centrelink statement
- **Proof of current address:**  
Copy of telephone/water/power or gas bill, council rates or current lease agreement
- **Copy of photo identification**  
Copy of drivers licence or passport
- **Copy of other identification:**  
Copy of Medicare card, health care card, student card
- **References:**  
Personal reference, rental reference and employment reference

### TENANCY DETAILS

- Upon acceptance, the bond should be **paid within 24 hours** to confirm your commitment to the tenancy. A cheque or money order made payable to the RTBA (Residential Tenancy Bond Authority) is the appropriate method of payment.
- The first two weeks rent can then be paid at the commencement of your lease, when you collect the keys.
  - Ongoing rent payments will be facilitated via Direct Debit (DD). All rental payments will be paid in advance – no exceptions. Late rental payments and dishonoured DD transactions will not be tolerated
  - If the lease is broken, the tenant must pay rent up until the date the lease expires or until occupation is taken by a new tenant. The tenant must pay re-letting expenses which are calculated at a pro-rata basis.

### DATABASE NOTIFICATION

Wilson Estate Agents utilises TICA tenancy database to check the tenancy history of all applicants. If you wish to contact TICA their details are as follows - ph. 1902 220 346 or www.tica.com.au

I confirm that I have been notified of the tenancy database contact details and the reasons for use.

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

### 1. PROPERTY APPLYING FOR

PROPERTY ADDRESS:		Will you be applying for Bond Assistance? Yes / No
SUBURB:		
LEASE TERM:	RENT per week	
PROPOSED LEASE START DATE:		



## 2. PERSONAL DETAILS

TITLE:		
FIRST NAME:	SURNAME:	
SEX:	DATE OF BIRTH:	
ALTERNATE ID:	DRIVERS LICENCE NO.:	
CURRENT ADDRESS:		
SUBURB:		POST CODE:
MOBILE:	BUSINESS PH:	HOME PH:
EMAIL:		
REASON FOR WANTING TO LEAVE:		
IF RENTING, CURRENT RENTAL: \$		HOW LONG HERE:
CURRENT OWNER/AGENT NAME:		PHONE:
NUMBER OF OCCUPANTS (for new property)	ADULTS:	CHILDREN:
NAME OF OTHER OCCUPANTS (to move in with you - please list below)		
OCCUPANT 1:		DATE OF BIRTH:
OCCUPANT 2:		DATE OF BIRTH:
OCCUPANT 3:		DATE OF BIRTH:
OCCUPANT 4:		DATE OF BIRTH:
PETS: Please use this prescribed form to request permission to keep a pet at the property. <a href="https://www.consumer.vic.gov.au/library/forms/housing-and-accommodation/renting/pet-request-form.docx">https://www.consumer.vic.gov.au/library/forms/housing-and-accommodation/renting/pet-request-form.docx</a> If you have more than one pet, you must complete a form for each pet.		

## 3. PREVIOUS ADDRESS

ADDRESS:	
SUBURB:	POST CODE:
RENTAL: \$	LEASE TERM:
OWNER/AGENT NAME:	PHONE:
REASON FOR VACATING:	

## 4. EMPLOYMENT DETAILS (for when you are living in the property if you are relocating to Ballarat)

EMPLOYER:	
ADDRESS OF EMPLOYER:	
MANAGER/HR CONTACT NAME:	PHONE:
YOUR CURRENT POSITION:	
LENGTH OF EMPLOYMENT:	INCOME PER WEEK: \$



## 5. PREVIOUS EMPLOYMENT DETAILS

PREVIOUS EMPLOYER:	
MANAGER/HR CONTACT NAME:	PHONE:
PREVIOUS POSITION:	LENGTH OF EMPLOYMENT:

## 6. IF SELF EMPLOYER PLEASE COMPLETE THE FOLLOWING

NAME OF BUSINESS:		
TYPE OF BUSINESS:		
POSITION HELD:		
ORGANISATION ADDRESS:		
CONTACT PHONE:	ABN:	ACN:
ACCOUNTANT'S NAME:	ACCOUNTANT PH:	
NET INCOME PER ANNUM: \$		

## 7. IF A STUDENT, PLEASE COMPLETE THE FOLLOWING

PLACE OF STUDY:	
COURSE BEING TAKEN:	
STUDENT NO.:	CAMPUS CONTACT NAME:

## 8. EMERGENCY CONTACT/NEXT OF KIN (details of relative other than one who will be living with you)

FULL NAME:	
ADDRESS:	
SUBURB:	POST CODE:
RELATIONSHIP TO YOU:	PHONE:

## 9. REFERENCES (Preferably previous rental or employment, not a family member or friend).

NAME:	
RELATIONSHIP:	PHONE:
NAME:	
RELATIONSHIP:	PHONE:
NAME:	
RELATIONSHIP:	PHONE:



## PRIVACY STATEMENT:

Wilson Estate Agents collects personal information about you. You can ask to access this information by contact our office.

We collect your personal information to assess the risk in providing you with the lease/tenancy of the premises that you have requested and for the ongoing management of your tenancy agreement.

To carry out this role when processing your application, during the term of your tenancy and for some time thereafter, we are often required to disclose your personal information to one or more of the following;

- The landlord
- The landlord's lawyers, mortgagee or insurer
- Referees that you have nominated
- Organisations or trades people required to carry out maintenance to the premises
- Rental bond authorities or rent bond insurance providers
- Rental tenancy tribunals and courts
- Mercantile agents
- TICA
- Other real estate agents and landlords

If your personal information is not provided to us and you do not consent to the uses to which we put your personal information, we cannot properly assess the risk to our client, or carry out our duties as professional property managers. Consequently, we then cannot provide you with the lease/tenancy of the premises.

Wilson Estate Agents will provide your details to a Utility Connection Company (MyConnect), who upon approval of your application will call you to offer assistance in the connections of utilities into your name for the commencement of your tenancy.

This service is complimentary (no charge) and you are under no obligation to connect to any particular retailer. MyConnect will facilitate the connections only after receiving clear instructions from you.

## TICA DISCLOSURE STATEMENT

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the National Privacy Principles in the Privacy Act 1988.

TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history.

TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries.

In accordance with the National Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by any of the following ways

Phone: 190 222 0346 calls are charged at \$5.45 per minute including GST (higher from mobile or pay phone)

Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$14.30

## DECLARATION:

This is an application to lease the property. The information provided by me is true and correct and given on my own free will. I am not bankrupt.

If successful I agree to rent the property from the property owner on a Residential Tenancies Act 1997. I agree to pay the property owner/agent the bond and the first two weeks' rental upon request prior to the commencement of this lease by cash, bank cheque or direct credit.

This application is subject to the property owner's approval. No action may be taken against the property owner/agent if this application is unsuccessful or upon acceptance should the property be unavailable for occupation on the nominated date for whatever reason.

I authorise the property owner/agent to obtain details of my suitability and credit worthiness from any person, employer, previous agent, company or database. I agree the property owner/agent may disclose any detail of my tenancy arrangement including defaults to any person or organisation the agent reasonably considers has an interest receiving such information.

I acknowledge that I have read and understood this privacy statement:

FULL NAME:

SIGNATURE:

DATE: