



# Residential Tenancy Application

For your application to be processed you must answer all questions (including the reverse side).

## A. AGENT DETAILS

### AZeta Property Management Pty Ltd

Level 9, 360 Elizabeth Street, Melbourne Vic 3000

Phone: 03 9999 7990

Website: www.azetapm.com.au

Email: info@azetapm.com.au

\*\* Each adult MUST fill in a SEPERATE Applicaion \*\*

## B. PROPERTY DETAILS

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

Address field with Postcode field

2. Lease commencement date?

Lease commencement date field

3. Lease term?

Lease term field with Years and Months sub-fields

4. Property Rental?

Property rental field with per week and per calendar month options

5. How people will normally occupy this property?

Occupancy field with Adults, Children, and Ages sub-fields

6. Names of other applicants:

Names of other applicants field

7. Date preperty inspected/viewed:

Date inspected/viewed field

## C. PERSONAL DETAILS

7. Please give us your details.

Mr  Ms  Miss  Mrs  Other

Surname

Surname field

Given name/s

Given name/s field

Date of birth

Date of birth field

Driver's licence number

Driver's licence number field

Driver's licence expiry date

Driver's licence expiry date field

Driver's licence state

Driver's licence state field

Passport number

Passport number field

Passport country

Passport country field

8. Please provide your contact details.

Home phone number

Home phone number field

Mobile phone number

Mobile phone number field

Work phone number

Work phone number field

Email address

Email address field

## D. PARENTS GUARANTEE (Student Only)

9. Personal and Partent's Details

Tenant's Name

Tenant's Name field

Parents' Name: Father

Parents' Name: Father field

Mother

Parents' Name: Mother field

Parents' Date of Birth: Father Mother

Parents' Date of Birth: Father field

Parents' Date of Birth: Mother field

Parents' Contact Number: Father Mother

Parents' Contact Number: Father field

Parents' Contact Number: Mother field

Parents e-mail: Father Mother

Parents e-mail: Father field

Parents e-mail: Mother field

\*\*Supporting Document\*\*:

- Applicant Passport
Student Visa (copy)
Confirmation of Enrolment(COE)/ Student ID
Bank Statement
Parents' Passport

I/We the undersigned guarantee the payment of all the monies byway of rent and other liabilities (damages & cleaning costs), arising out of the Tenancy Agreement entered into by the above named tenant/s and I understand that if the tenant/s named above fail to pay I will be liable. I/We authorize the tenant to use my/our credit card or bank account for rental direct debit or any other rental related payment. This Guarantee is viable for the period of the lease or for the whole duration the above person/s resides at the property, whichever is the longest. I understand and acknowledge that once the lease expires the tenant or myself must give a minimum of 28 days' notice in writing to vacate the property. I/ We further acknowledge and agree to pay the cost for a cleaning contractor to clean the property at the end of tenancy. We/I have consent to AZeta Property Management and third parties, e.g. insurance, tradesperson, etc. to contact usdirectly.

Tenant's Signature

Tenant's Signature field

Print Name

Print Name field

Parent/Guardian Signature

Parent/Guardian Signature field

Print Name

Print Name field

Witness Signature

Witness Signature field

Print Name

Print Name field

Date

Date field

## E. PLEASE NOTE

NO APPLICATIONS WILL BE PROCESSED UNLESS ALL SECTIONS ARE COMPLETED CORRECTLY AND IN FULL DETAIL. ALL PROPERTIES ARE TO BE LEASED AS INSPECTED UNLESS SPECIFIED IN WRITING.

Initial payments must be made via our preferred method of bank cheque or money order within 24 hours after the approval of your application. Keys will not be handed over until the least agreement has been signed by all applicants and first month rent and bond has been paid. 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 circumstance arise whereby the property is not available for occupation on the due date.

## F. DECLARATION OF APPLICANT

I hereby offer to rent the property from the owner under lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter 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 also 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 by tenants

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). Yo may request copies of your records from NTD on 1300 563 826 or www.ntd.net.au to amend or dispute the record.
h. transfer water account details into my name
i. Connect utilities through Myconnect

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 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. I am aware that I may access personal information on the contact details above

Signature

Signature field

Date

Date field

### G. APPLICANT RENTAL HISTORY

10. What is your current address?

  

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

12. Why are you leaving this address?

13. Is the property at this address:

Rented  Owned ► Please provide proof of ownership

Other - Please provide details

14. Please tell us about this rented property.

Name of landlord or agent

Landlord/agent's address

Landlord/agent's phone number  Weekly rent paid

\$

Has your bond been refunded?  YES  NO

If NO, why?

15. What was your previous residential address?

16. How long did you live at this address?

17. Why did you leave this address?

18. Was this property:

Rented  Owned ► Please provide proof of ownership

Other - Please provide details

19. Please give us further information about this rented property.

Name of landlord or agent

Landlord/agent's phone number  Weekly rent paid

\$

Was bond refunded in full?  YES  NO

If NO, why?

### H. EMPLOYMENT HISTORY

\*\* Please provide proof of income (i.e. payslip, bank statement) \*\*

20. 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 a student)

Employer's address

Postcode

Contact name

Phone number

Length of employment

Years  Months

Weekly income

\$

Other income

\$

### I. PREVIOUS EMPLOYMENT DETAILS

21. Please provide your previous employment details.

Occupation

Employer's name

Length of employment

Years  Months

Contact name

Phone number

### J. CONTACTS / REFERENCES

22. Please provide a contact in case of emergency.

Surname

Given name/s

Relationship to you

Phone number

23. Please provide two personal references (not related to you).

1. Surname

Given name/s

Relationship to you

Phone number

2. Surname

Given name/s

Relationship to you

Phone number

### K. OTHER INFORMATION

24. Car Registration.

### L. UTILITY CONNECTIONS

Our complementary partner On The Move can connect your utilities;

- It's a free and simple service
- Your connection is guaranteed by the On The Move Promise
- There is no obligation to proceed with connection

Terms & Conditions: **Unless you advise us otherwise, by signing this application you are consenting to On The Move contacting you to arrange the connection of your utility services.** Regardless, you consent to On The Move contacting you regarding the connection and disconnection of your water services as a minimum. On The Move may need to disclose personal information to utility companies to arrange your services. On The Move and AZeta Property Management may receive a benefit for arranging your services. Please see On The Move's Privacy Policy at [onthemove.com.au/legal-and-privacy](http://onthemove.com.au/legal-and-privacy). Standard connection fees may apply.



We guarantee that your electricity and gas will be connected on your agreed move-in date\*.

\*T&Cs apply. Full details at [onthemove.com.au/on-the-move-promise-terms-and-conditions](http://onthemove.com.au/on-the-move-promise-terms-and-conditions)

I consent to the disclosure of this application form to **On The Move** ABN 84 101 648 257 for the purpose of enabling **On The Move** to offer the connection and disconnection of my water services as a minimum. I am aware that if I do not consent to the disclosure of my personal information for the purposes set out above, I may not be eligible to lease this premises. Where **On The Move** is requested to arrange for the provision of services, I consent to **On The Move** disclosing personal information it has collected about me to the applicable utility service provider for that purpose and to obtain confirmation of the connection or disconnection.

I acknowledge that AZeta Property Management does not accept any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. I acknowledge that AZeta Property Management, its employees and **On The Move** may receive a benefit in relation to the connection of a utility service.

No, aside from my water service, I will connect my utilities of my own accord

Signature

### M. 100 POINTS OF IDENTIFICATION

Applicants must supply the following documents. ID must include at least 1 type of Photo ID plus ID that contains the applicants current residential address and date of birth.

**Compulsory Documents:**

Current Driver's License  
and/or Passport  
Bank Statement  
Payslip or COE

**Optional but compulsory when required:**

Visa if not holding an Australian Passport  
Centrelink Statements  
Parental Guarantee Form  
Birth certificate  
Proof of age card medicare or credit card  
Gas, elect or phone account  
concession/pension card