

Application Form

For your application to be processed you **MUST** answer all applicable questions, sign declaration and provide documentation as listed under "IMPORTANT NOTICE TO TENANTS" on the reverse of this form



A. AGENT DETAILS

Keyhole Property Investments
275 Racecourse Road, Flemington VIC 3031

Phone: (613) 9372 6222
Fax: (613) 9372 6555
Email: mail@kpi.net.au

B. PROPERTY DETAILS

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

 Postcode

2. Lease commencement date?
 Day Month Year

3. Property rental
\$ per week OR \$ per month

4. Lease term?
 Years Months

5. How many people will normally occupy the property?
 Adults Children

C. PERSONAL DETAILS

6. Please give us your details
Mr Ms Miss Mrs. Other
Given name/s Surname
Date of Birth Driver's licence number
Driver's licence expiry date Driver's licence state
Passport no. Passport country
Please provide a copy of driver's licence or passport with your application
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

9. Joint applicant/s name

Please complete both the front and the back of the application form

D. UTILITY CONNECTIONS ID: IVKPI

To save you time when you're moving house, UtilityOne can help you arrange your utility connections:

PHONE ADSL	ELECTRICITY DIAL UP & CABLE INTERNET	GAS	WATER PAY TV
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It's a FREE service and there's NO obligation - so just tick this box if you want UtilityOne to call you and explain how the service works. Then, IF you would like help arranging your connections, UtilityOne will confirm the details with you at that time.

Yes, please contact me!

NB: MAINS SWITCH MUST BE IN OFF POSITION FOR ELECTRICITY SUPPLIER TO CONNECT

Utility connection services are provided by: **UTILITYONE**

Phone: 13 18 19 Email: contact@utilityone.com.au
Fax: 1300 73 18 19 Web: www.utilityone.com.au

UtilityOne will use the information in this application to explain the services offered and to undertake any connection and disconnection services authorised (including the provision of information to utility companies). Personal information collected by UtilityOne may be accessed by contacting UtilityOne on the contact details above. Normal service provider fees or bonds may apply.

E. 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 about me from:

- (a) The owner or the Agent of my current or previous residences;
- (b) My personal referees for this application
- (c) My current and past employers;
- (d) Any person who maintains any record, listing or database of defaults by tenants;

and I authorise and consent to each of those persons providing requested personal information about me to the Agent.

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 within this application in order to:

- (a) communicate with referees, employees, landlords, third party operators of tenancy reference databases, other agents and select a tenant
- (b) communicate with the owner and select a tenant
- (c) prepare lease/tenancy documents
- (d) allow tradespeople or equivalent organisations to contact me
- (e) lodge/claim/transfer to/from a Bond Authority
- (f) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (g) refer to collection agents/lawyers (where applicable)
- (h) complete a check with a tenancy default database
- (i) transfer water account details into my name

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 and that I may be able to correct this information if it is inaccurate, incomplete or out-of-date.

If section D is completed, I consent to the disclosure of both pages of this application form to UtilityOne Corporation ACN 096 897 880 for the purpose of enabling UtilityOne to offer the connection and disconnection services to me. Where UtilityOne is requested to arrange for the provision of the services, I consent to UtilityOne disclosing personal information it collects about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I consent to UtilityOne disclosing confirmation details (including NMI, MIRN, telephone number, water company) to the Agent. I acknowledge that the Agent, its employees and UtilityOne may receive a fee/benefit from a service provider in relation to the connection of a utility service. **I acknowledge that neither UtilityOne nor the Agent accepts 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.**

Signature Date

INTERNAL USE ONLY

Property manager name

Application faxed to UtilityOne (if required) Application faxed to Water Authority (if required)

F. APPLICANT HISTORY**10. How long have you lived at your current address?**

	Years		Months
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11. Why are you leaving this address?

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

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

 \$
13. What was your previous residential address?

Postcode

14. How long did you live at this address?

	Years		Months
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15. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

 \$

Was bond refunded in full?

If not why not?

G. 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 a student)

Employer's address

Postcode

Contact name

Phone no.

Length of employment

Net income?

	Years		Months
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 \$
17. Please provide your previous employment details

Occupation?

Employer's name:

Length of employment

Net income?

	Years		Months
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 \$
H. CONTACTS / REFERENCES**18. Please provide a contact in case of emergency**

Surname

Given name/s

Relationship to you

Phone no.

19. Please provide two personal references (not related to you or previously provided as an employment reference)

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 no.

Smokers? (Please Circle) Yes No

J. IMPORTANT INFORMATION FOR TENANTS

PLEASE ATTACH THE FOLLOWING TO YOUR APPLICATION FORM

- Drivers Licence
- Pay Slips
- Bank Statement

AND IF APPLICABLE

- Rental reference (written)
- Employment agreement (if not commenced work)
- Rates notice (if you currently own)

IF YOU ARE A SUCCESSFUL TENANT PLEASE NOTE THE FOLLOWING

- Security bond is to be paid separately by bank cheque or postal money order made out to the RTBA within 24 hours after approval of application. No personal cheques will be accepted.
- All rentals will be adjusted to the 7th day of every month and are to be paid direct into KPI Trust Account.
- Keys will not be handed over until the lease agreement has been signed by all applicants and advance rental paid into KPI Trust Account.
- 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.

OFFICE USE ONLY