

# Tenancy Application Form

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



## A. AGENT DETAILS

### Keyhole Property Investments

Address: 275 Racecourse Road, Flemington VIC 3031  
Phone no: 03 9372 6222  
Fax no: 03 9372 6555  
Email: rentals@kpi.net.au

REA: 5472

## B. PROPERTY DETAILS

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

Postcode	

### 2. Lease commencement date?

	Day		Month		Year
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### 3. Lease term?

	Years		Months
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### 4. How many people will normally occupy the property?

	Adults		Children		ages
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## C. PAYMENT DETAILS

### Property rental

\$	Per week OR	\$	per month
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One calendar month in advance

\$
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Rental bond (6 weeks rent)

\$
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Amount payable on signing tenancy agreement  
(paid as direct debit, details to be supplied upon approval)

\$
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## D. PERSONAL DETAILS

### 5. Please give us your details

Mr ☐ Ms ☐ Miss ☐ Mrs. ☐ Other ☐

Surname	Given name/s

Date of Birth

Driver's licence no.	Driver's licence state

Car Registration

Passport no	Passport country

Pension no. (If applicable)	Pension type (if applicable)

### 6. Please provide your contact details

Home phone no	Work phone no

Mobile phone no	Fax no.

Email address

### 7. What is your current address?

Postcode	

## E. FREE UTILITY CONNECTION SERVICE

**connectnow.**

Phone: 1300 554 323  
Fax: 1300 889 598  
Email: info@connectnow.com.au

### A free service – Connecting Your Utilities Has Never Been Easier

connectnow is a simple and convenient time saving service assisting you to connect your Electricity, Gas, Phone, Internet and Pay-TV to a choice of Australia's leading providers. connectnow can also assist with discounted quotes for removalists, van/truck hire, cleaning services and security monitoring. No longer do you need to call each service provider individually, wait on hold and repeatedly give your personal details. We take care of it all for you – with the one phone call. This is a value-added service independent of your tenancy application—you are not obligated to use connectnow.

A connectnow representative will make all reasonable efforts to contact you within **One** working day of receiving an application. If connectnow was unable to contact you within this period please contact connectnow on 1300 554 323 to ensure connection is completed. While the connectnow service is **FREE**, standard service provider connection fees and charges still apply. You pay NO extra charges as a result of using the connectnow service.

### Call me to connect my utilities ☐ Yes

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## F. 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 credit check with a tenancy default database

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.

**Should you choose to NOT be contacted by Connectnow, please clearly cross through the above section D. This will not affect the success of your tenancy application.**

If you agree, you will be consenting to connectnow Pty. Ltd. A.B.N. 79 097 398 662 arranging for the connection and disconnection of the nominated home services and to providing information contained in this application to the service providers for this purpose. I agree that neither connectnow nor the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames, terms and conditions once agreeing to use the chosen service provider. I authorise the obtaining of a National Metering Identifier on my residential address to obtain supply details. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that connectnow will be paid a fee by the service provider and will pay a fee to the Agent in respect of the provision of the service provided to me by connectnow. Connection of your utilities will only be initiated once a representative has discussed your details with you and obtained your consent to the terms and conditions of supply of the relevant utility service provider(s). Privacy Policy: The privacy of our customers is of vital importance to connectnow. You have the right to access our records of your information under the Privacy Act. We will not release your personal information to any third party other than for the purposes of connecting the nominated utility service, unless required to do so under law or government order.

Signature Of The Applicant

Date

X

**G. APPLICANT HISTORY****8. How long have you lived at your current address?**

<input type="text"/>	Years	<input type="text"/>	Months
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**9. Why are you leaving this address?**

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

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

\$

**11. What was your previous residential address?**
  


Postcode

**12. How long did you live at this address?**

<input type="text"/>	Years	<input type="text"/>	Months
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**13. Agent/Landlord 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?

**H. EMPLOYMENT HISTORY****14. Please provide your employment details**

What is your occupation?

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

Employer's address

Postcode

Contact name

Phone no.

Length of employment

<input type="text"/>	Years	<input type="text"/>	Months
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Net income?

\$

**15. Please provide your previous employment details**

Occupation?

Employer's name:

Length of employment

<input type="text"/>	Years	<input type="text"/>	Months
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Net income?

\$

**I. CONTACTS / REFERENCES****16. Please provide a contact in case of emergency**

Surname

Given name/s

Relationship to you

Phone no.

**17. Please provide two 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.

**J. OTHER INFORMATION****18. Please provide details of any pets:**

Breed / type

Council registration / number

1.

2.

**19. Smokers? (Please Circle)**

Yes

No

**K. DOCUMENTS REQUIRED TO COMPLETE APPLICATION**

Drivers License or Passport

☐

Council Rates if owned own home

☐

2 x pay slips

☐

Utility Bill for current address

☐

Bank Statement showing balance

☐
**L. IF YOU ARE SUCCESSFUL - 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, the advance rental and bond has been paid into KPI Trust Account. Keys can be collected from the KPI office on the day the lease commences.
- 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.

Signature of The Applicant

Date

X

/ /

**WHERE Did you find out about this property? (Please tick)**
☐

realestate.com.au

☐

domain.com.au

☐

Other Website

☐

Window Display

☐

Signboard

☐

Other (Please specify):