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## TENANCY APPLICATION INFORMATION

When completing & submitting an application for a rental property it is important that the following requirements are adhered to (otherwise your application **will not** be processed.)

- Every person over the age of 18 years is to complete an application form
- All sections are to be completed in full**
- 100 points of ID has been photocopied & attached to your application**
- Current proof of income has been photocopied & attached to your application**
- If you are a homeowner, we require a current rates notice to be attached with your application**

### Processing Applications

***We aim to process your application in 3 - 4 Business Days***

Please keep in mind that the processing involves checking numerous references.

When we have completed processing your application, we will then present it to the landlord for their approval.

Regardless whether your application has been successful or not, we will contact you to advise you of the landlords decision.

Your application is regarded as a confidential document. If your application has been unsuccessful, it will be destroyed. If you are considering alternative properties please advise our office to hold the application.

Successful Applicants agree that upon approval by the Landlord & to secure the property the applicant must pay

- 1) The first calendar months' rent via Money Order, Bank Cheque or Cash.  
Personal cheques will not be accepted
- 2) Security bond equal to a calendar month's rent.

\* Please note we **do not** make photocopies. Please have them ready when submitting your application.



# TENANCY APPLICATION FORM

One form to be completed for each person over 18.

Benlor Real Estate  
175A Watton Street  
Werribee Vic 3030  
Ph:9741 6333  
Fax:9741 8800

## PROPERTY DETAILS:

Property Address: \_\_\_\_\_

Have you viewed the property? YES NO

Lease term: 12mths Other \_\_\_\_\_

No. & age of Children: \_\_\_\_\_

No & Name of Adults: \_\_\_\_\_

Name of Children: \_\_\_\_\_

Commencement date: \_\_\_\_\_

Smoking / Non smoking

Rent \$ \_\_\_\_\_ per wk/month Bond \_\_\_\_\_

## PERSONAL DETAILS:

Title: Dr Mr Mrs Ms Miss

Date of Birth: \_\_\_\_\_

Surname: \_\_\_\_\_

Given names: \_\_\_\_\_

Drivers license no: \_\_\_\_\_

State: \_\_\_\_\_

Car Registration no: \_\_\_\_\_

Make/Model: \_\_\_\_\_

Passport no: \_\_\_\_\_

Country: \_\_\_\_\_

Pension no: \_\_\_\_\_ Expiry: \_\_\_\_\_

Pension Type: \_\_\_\_\_

Medicare no: \_\_\_\_\_

## APPLICANT RENTAL HISTORY:

Length of time at you current address: \_\_\_\_\_

Agent/Landlord: \_\_\_\_\_

Phone no: \_\_\_\_\_

Rent: \$ \_\_\_\_\_ per week \$ \_\_\_\_\_ pcm

Why are you leaving this address? \_\_\_\_\_

Previous address: \_\_\_\_\_

Length of time at this address: \_\_\_\_\_

Agent/Landlord: \_\_\_\_\_

Phone no: \_\_\_\_\_

Rent: \$ \_\_\_\_\_ per week \$ \_\_\_\_\_ pcm

## CONTACT DETAILS:

Current Address: \_\_\_\_\_

Home phone no: \_\_\_\_\_

Work phone no: \_\_\_\_\_

Mobile phone no: \_\_\_\_\_

Email address: \_\_\_\_\_

## EMPLOYMENT / CENTRELINK / STUDENT DETAILS:

(\*include accountant details if self-employed)

Current Employer: \_\_\_\_\_

\*Accountant: \_\_\_\_\_

Occupation: \_\_\_\_\_ Full-time/Part-time/Casual

Address: \_\_\_\_\_

Phone no: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Net income: \_\_\_\_\_ per week \_\_\_\_\_ per year

Length of employment: \_\_\_\_\_

Previous Employer: \_\_\_\_\_

Occupation: \_\_\_\_\_ Full-time/Part-time/Casual

Address: \_\_\_\_\_

Phone no: \_\_\_\_\_

Net income: \_\_\_\_\_ per week \_\_\_\_\_ per year

Length of employment: \_\_\_\_\_

## REFERENCES / CONTACTS:

Two (2) References:

1. Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone no: \_\_\_\_\_ Mobile no: \_\_\_\_\_

2. Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone no: \_\_\_\_\_ Mobile no: \_\_\_\_\_

## EMERGENCY CONTACT: (Not husband / wife / de facto)

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone no: \_\_\_\_\_ Mobile no: \_\_\_\_\_

**PLEASE ANSWER THE FOLLOWING QUESTIONS:**

**Please provide details of any pets: YES / NO**

Type / Breed Council registration number

1. \_\_\_\_\_
2. \_\_\_\_\_

**PLEASE TAKE NOTE OF THE FOLLOWING:**

- This application is accepted subject to the owner's approval 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.
- Processing of applications usually take approximately 3 – 4 business days, with all references being contacted.
- Initial Rental payment must be made by cash, bank cheque or money order within 24 hours after approval of application. No personal cheques.
- Keys will not be handed over until the lease agreement has been signed by all applicants and bond and rent has been paid in full.
- I hereby offer to rent the property from the owner under a lease to be prepared by the Agent/Landlord Lawyer. Should this application be accepted by the landlord I agree to enter into a Residential Tenancies Agreement pursuant to the Residential Tenancies Act 1997.
- 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 accept that the Real Estate Agent may conduct independent reference and credit checks on this application. I declare that I have inspected the premise.
- Information already held on a tenancy database may also be disclosed to the Agent and/or landlord. Unless you advise the Agent to the contrary, the agent may also disclose such information to The Real Estate Institute of your state and to NTD or TICA for the purpose of documenting all leasing data in the area. In providing this information, you (the applicant) agree to its use, unless you advise the Agent differently.
- If your personal information is not provided to the Agent and you (the applicant) do not consent to the use of this information as specified above, the Agent cannot carry out their duties and may not be able to provide you with the lease/ tenancy of the premises.

**Payment arrangement: Via direct debit only which will incur a \$1.65 surcharge in addition to your rent. The third party that collects the rent (I Pay Rent) charge this fee. Please also note it takes 4 business days for funds to clear into our account.**

**This application will NOT be processed until 100 points of ID is achieved for EACH APPLICANT.**

**You will need to bring the below items in already photocopied and attached to this application form** – Please read application form carefully as some sections may not apply to you. Check that you have read all pages and signed where necessary.

Source <i>(circle the points you are providing)</i>	Applicant
Current Drivers Licence/ Learners Permit or Passport	40 points
Previous 3 month bank statements - MUST HAVE	20 points
If employed, last 2 payslips	20 points
If renting – most recent rental ledger	10 points
If self-employed – EOY Financial statement	10 points
Centrelink statement	20 points
Proof of age card/ birth certificate	20 points
Previous 3 month rent receipts	10 points
Medicare/ Credit or bank card	10 points
Gas, electricity or phone bills	10 points each
Concession/ pension card	10 points
<b>Total:</b>	

NB: Should you not be able to meet the "100 Check Points", please speak to the Property Manager. All applicants for tenancy are referred to Barclay MIS and Ntd for confirmation of details supplied. No application will be accepted until all details have been referred to Barclay & Ntd.

**AGENT DECLARATION / PRIVACY STATEMENT:**

The personal information the prospective tenant provides in this application or that which is collected from other sources is necessary for the Agent to verify the Application's identity and to process and evaluate the application and to manage the tenancy if the Agent has been engaged to manage the Property. The personal information collected about the Applicant may be disclosed, by use of the internet or otherwise, to other parties, including media organisations, the landlord, tradespeople, referees, solicitors, financial institutions, parties engaged to evaluate the property, bodies corporate, other agents, clients of the Agent both existing and potential third party operators of tenancy reference databases, government and statutory bodies and other third parties as required by law. Information already held on tenancy reference databases may also be disclosed to the Agent and/or landlord. Unless you advise the Agents to the contrary, the Agent may also disclose such information to The Real Estate Institute of Victoria Ltd (REIV) for the purpose of documenting all leasing data in the area for the benefit of its members as part of membership services and for others in the property or related industries, and so as to assist them in continuing to provide the best possible service to their clients. In providing this information, you agree to its use, unless you advise the Agent differently. The privacy policy of the REIV can be viewed on its website, [www.reiv.com.au](http://www.reiv.com.au) and the privacy of realestateview can be viewed at [www.realestateview.com.au](http://www.realestateview.com.au). The Agent will only disclose information in this way to other parties to achieve the purpose specified above or as otherwise allowed under the Privacy Act. If the Applicant would like to access this information they can do so by contact the Agent at the address and contact numbers contained in this Application or the REIV on (03) 9205 6666. The Applicant can also correct this information if it is inaccurate, incomplete or out of date. If the information is not provided, the Agent may not be able to process the application.

**Did you know you can pay your bond in instalments with easyBondpay™**  
makes renting easier for you

Yes!  If approved for this property I would like to receive an easyBondpay quote.

[www.easybondpay.com.au](http://www.easybondpay.com.au) or call us on 1300 022 663 (1300 02 BOND)

**SIGNATURE:** \_\_\_\_\_

**TENANT NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

OFFICE USE ONLY	
SENIOR PROPERTY MANAGER:	
DATE RECEIVED:	____ / ____ / ____
APPROVED:	YES NO

