



# RENTAL TENANCY APPLICATION FORM

*Please return rental application/s to Shaw Estate Agents office along with 100 points of identification otherwise this application cannot be processed. Refer to identification section to ensure you have the required 100 points.*

Address: Level 1 / 2 Main Street, Point Cook  
3030  
MOBILE: 0425 876 805  
EMAIL: [realestate@shawea.com.au](mailto:realestate@shawea.com.au)  
ABN: 56 509 964 936

**All applicants 18 years of age and over, MUST fill out a Rental Application form.**

## PROPERTY DETAILS

Proposed Property: \_\_\_\_\_ Post Code: \_\_\_\_\_

Rent Per Week: \$ \_\_\_\_\_ Rent Per Calendar Month: \$ \_\_\_\_\_ Bond Amount: \$ \_\_\_\_\_

Duration of Tenancy: \_\_\_\_\_ Year(s) and \_\_\_\_\_ Month(s) Commencement of Tenancy: \_\_\_\_/\_\_\_\_/\_\_\_\_

Number of tenants that will occupy the suggested property: Adults \_\_\_\_ Children \_\_\_\_ Ages of persons: \_\_\_\_\_  
(18 years or over)

Have you inspected the property? (please circle) YES/NO

## APPLICANT PERSONAL DETAILS

Salutation (Mr, Mrs, Ms, Miss or other) \_\_\_\_\_ First name: \_\_\_\_\_

Last name/ Surname: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Driver's Licence number: \_\_\_\_\_ Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ License State: \_\_\_\_\_

Vehicle Registration: \_\_\_\_\_

Passport Number: \_\_\_\_\_ Passport country: \_\_\_\_\_

Pension Number (if applicable): \_\_\_\_\_ Pension Type: \_\_\_\_\_

Mobile phone number: \_\_\_\_\_ Work phone number: \_\_\_\_\_

Home phone number: \_\_\_\_\_

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

## APPLICANT CURRENT ACCOMODATION DETAILS

Current Residential Address: \_\_\_\_\_ Post Code: \_\_\_\_\_

Circle one option: OWNER/RENTER

How long have you lived at your current address? \_\_\_\_\_ Years and/or \_\_\_\_\_ Months

Reason for Leaving: \_\_\_\_\_

Name of Landlord/Agent: \_\_\_\_\_

Landlord/ Agent phone number: \_\_\_\_\_ Rent: \$ \_\_\_\_\_ per week

Bond refunded: \_\_\_\_\_ if not, why? \_\_\_\_\_

## PREVIOUS ACCOMODATION HISTORY

Previous Address: \_\_\_\_\_ Post Code: \_\_\_\_\_

Circle one option: OWNER/RENTER

How long did you live at this address? \_\_\_\_\_ Years and/or \_\_\_\_\_ Months

Reason for leaving this address: \_\_\_\_\_

Name of Landlord/Agent: \_\_\_\_\_ Phone number: \_\_\_\_\_

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

Bond Refunded: \_\_\_\_\_ if not, why? \_\_\_\_\_

Please answer the following questions in regards to applicant history by circling either 'YES' or 'NO':

Have you ever been evicted by any respective Landlord or Agent?      YES      NO

Have you ever been refused a property?                                      YES      NO

## CURRENT EMPLOYMENT DETAILS

Current Occupation: \_\_\_\_\_

Nature of your Current Employment (circle one option):    FULL TIME/PART TIME/ CASUAL

Current Employers Name: \_\_\_\_\_ Employers Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Landline Business Phone number: \_\_\_\_\_

Employment Duration: \_\_\_\_\_ years and/or \_\_\_\_\_ months

Income: \$ \_\_\_\_\_ Net weekly

## PREVIOUS EMPLOYMENT HISTORY

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

Occupation: \_\_\_\_\_ Position: \_\_\_\_\_

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

Previous employer's phone number: \_\_\_\_\_

Employment Duration: \_\_\_\_\_ years and/or \_\_\_\_\_ months

Please provide any other source/s of income (per annum): \_\_\_\_\_

## SELF EMPLOYMENT DETAILS (IF APPLICABLE)

Accountant Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Company Name: \_\_\_\_\_ ABN: \_\_\_\_\_

PLEASE NOTE: WE REQUIRE PROFIT AND LOSS STATEMENTS FOR PREVIOUS FINANCIAL YEAR

**CENTRELINK PAYMENT DETAILS**

Type of Centrelink payment: \_\_\_\_\_ Cust. Number: \_\_\_\_\_  
Amount: \$ \_\_\_\_\_ Per Fortnight

**STUDENT DETAILS**

Institution: \_\_\_\_\_ Course Name: \_\_\_\_\_  
Union number: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Income Source: \_\_\_\_\_ Income: \$ \_\_\_\_\_ Per Week

**EMERGENCY CONTACT INFORMATION (CURRENTLY NOT LIVING WITH YOU)**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Mobile phone: \_\_\_\_\_  
Relationship to you: \_\_\_\_\_

**REFERENCE/CONTACT INFORMATION**

1. Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
2. Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Reference 1 (please circle one option): RELATIVE/WORK/FRIEND Reference 2 (please circle one option) RELATIVE/WORK/FRIEND

**PETS (IF APPLICABLE)**

Do you have any pets? (please circle one option) YES/NO  
If circled yes in the previous question, what/how many type of pet/s do you own?  
\_\_\_\_\_  
\_\_\_\_\_  
Breed/s: \_\_\_\_\_  
Registered? (please circle one option) YES/NO  
Please elaborate whether your pet/s live inside or outside.

**OTHER RELEVANT INFORMATION**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## IDENTIFICATION POINTS

\*All applicants must provide 100 points of identification (refer to table below). Supporting documents should be photocopied and attached to this form or this application cannot be processed.

FORM OF IDENTIFICATION	POINTS
Current Drivers Licence	50
Current Passport	50
Proof of Age Card	50
Student ID	40
Birth Certificate	40
Copy of utility account/telephone account (any documentation that can prove your current residential address)	30
Employment Confirmation	20
Medicare or Credit Card	10
Vehicle Registration	10
Centrelink Payments	10
Concession or Pension Card	10

## UTILITY CONNECTIONS



**YourPorter is a FREE service connecting utilities and other services.**

If the Agent approves this application, YourPorter will connect your water for the purpose of usage charges at your new property on behalf of the Real Estate Agent. YourPorter will be contacting you by phone, SMS, or email for the purposes of assisting you to connect your utilities within 24 hours of receiving this application for next business day connection.

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> Electricity      | <input type="checkbox"/> Gas             | <input checked="" type="checkbox"/> Water | <input type="checkbox"/> Telephone      |
| <input type="checkbox"/> Pay TV           | <input type="checkbox"/> Internet        | <input type="checkbox"/> Car Insurance    | <input type="checkbox"/> Life Insurance |
| <input type="checkbox"/> Health Insurance | <input type="checkbox"/> Home & Contents | <input type="checkbox"/> Home Loans       |   |

### DECLARATION AND ACCEPTANCE:

I/We consent to the disclosure of this application form (including any personal information contained in this form) to YourPorter Pty Ltd (ABN 36 252 576 050) for the purpose of allowing YourPorter and its service provider iSelect Ltd to contact me for the connection of services as offered by YourPorter.

I/We acknowledge that if I/We do not provide my/our personal information, YourPorter and iSelect will not be able to provide these services to me/us. YourPorter and iSelect will ensure that my/our personal information is collected, used, held and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

I/We acknowledge that iSelect, the Agent, its employees and YourPorter may receive a benefit in relation to the connection of any of the services listed above. I/We consent to YourPorter and iSelect contacting me by phone or SMS in relation to the connection of the services listed above. I/We acknowledge that this consent permits YourPorter and iSelect to contact me even if the numbers listed on this application are listed on the Do Not Call Register. YourPorter and iSelect will otherwise collect, hold, use and disclose personal information in accordance with their respective privacy policies, which are available at [www.yourporter.com.au/general/privacy-policy/](http://www.yourporter.com.au/general/privacy-policy/) and <http://www.iselect.com.au/privacy-policy/> YourPorter is a free service, but I/We acknowledge that standard connection fees may apply for services connected (in addition to the ongoing service fees).

I/We acknowledge that neither YourPorter nor the Agent nor iSelect accept any responsibility for any delay in or failure to arrange or provide for any connection of a service or for any loss, damage, cost or expense in connection with such delay or failure. By signing this application I/We understand YourPorter is a value add product and that I/We are under no obligation to use YourPorter.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## **DECLARATION AND AUTHORITY**

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 and employer/s
- (c) Any record listing or database of defaults by tenants such as NDT, TICA or TRA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting;

NTD: 1300 563 826  
TICA: 1902 220 346  
TRA: (02) 9363 9244

If I default under the 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 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)
- (h) transfer water account into my name

I am aware that if the 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 the agent will disclose my personal information to YourPorter for the purposes of transferring the water account into my name. This will enable YourPorter to connect all accepted tenants to relevant water boards for water usage.

Applicant Full Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### **(OFFICE USE ONLY)**

Application checked by agent

Agent Signature: \_\_\_\_\_ CHECKED on \_\_\_\_/\_\_\_\_/\_\_\_\_