



INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Thank you for choosing Gibson Property Services. In order to provide you with a quick answer to your Tenancy Application please complete this application thoroughly and follow the important points.

FOR THIS APPLICATION TO BE PROCESSED, PLEASE ENSURE THE DOCUMENTS BELOW HAVE BEEN SUPPLIED AND ALL INFORMATION IS PROVIDED AS REQUESTED.

1. Applicant/s must make an appointment and inspect the property they wish to apply for.
2. All adults over the age of 18 who will be living at the property **MUST** apply.
3. Each applicant is required to submit a separate application form.
4. **100 points of identification MUST be supplied for each applicant and must be accompanied by a copy of your current Driver License/Passport for identification purposes.**

WHAT MAKES UP 100 POINTS

- DRIVER'S LICENCE / PASSPORT 50 compulsory**
- PAY SLIP or CENTRELINK STATEMENT or BANK STATEMENT 30 compulsory**
- BIRTH CERTIFICATE 40**
- OTHER ID 30**
- 2 RENT RECEIPTS 30**
- COPY OF UTILITY BILLS 30**
- each COPY OF MEDICARE CARD 20**
- REGO PAPERS 10**

5. Proof of income is compulsory and **MUST** be provided e.g.: Current payslip or Centrelink statement.
6. Proof of address needs to be supplied.
7. If you are currently renting through an Agent, you may want to provide copies of routine inspection reports and/or a current rental reference (in writing) from Property Manager/Landlord for further reference.

*** Inspected the property both internally and externally. And agree to take the property as is at inspection.**

Signed: _____ Date: _____

If there is anything which you feel is not satisfactory please list:

APPLICANT CHECK LIST

Before I submit this application, I have:

- * Completed the application form FULLY.
- * Attached photocopies of documents to meet 100 or more points of identification which includes mandatory documents.
- * Attached proof of income.

If the application is successful, you will be required to pay 2 weeks rent in advance within 24 hours and sign the General Tenancy Agreement.

Declaration

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997. I acknowledge that I will be required to pay rent in advance and a rental bond, and that this application is subject to approval from 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 details of my credit worthiness from, the owner or Agent of my current or previous residence, my personal referees, any record, listing or database of defaults by tenants. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information.

Gibson Property Services are committed to respecting the privacy of the personal information it collects to carry on its business; and to complying with the National Privacy Principles set out in the Privacy Act 1988 (Cth) (The Privacy Act). This Policy sets out Gibson Property Services commitment to compliance and details how that commitment is to be carried out. Gibson Property Services collects personal information from its clients for the purpose of carrying out its functions and activities as Estate Agents and Property Managers. Any information we collect about you will be made available to you at your request. The information collected on this Tenancy Application Form is required to assess your suitability to lease the premises. To do this, it is necessary to disclose your personal information to others. We are unable to do so without your knowledge and consent. The people and organisations we may disclose your personal information to include the proposed landlord and their legal representatives and mortgagee, your current and previous landlord, your bank, your current and previous employer, your referees, your emergency contact, maintenance and tradespeople, rental bond authorities, residential tenancy tribunals, collection agents, other Estate Agents, utilities (gas, electricity, water, phone), and the National Tenancy Database Pty Ltd ("NTD"). NTD must also comply with the Privacy Act. NTD collects personal information to provide to its members and others (including Licensed Estate Agents, NTD's parent company, Collection House Ltd and its subsidiaries or related entities, and credit bureaus). NTD collects historical tenancy and public record information on individuals and companies who lease residential and commercial property from or through Licensed Estate Agent members of NTD. NTD also provides credit information on companies and directors applying for commercial leases. Gibson Property Services will advise NTD or TICA of your conduct throughout the term of your tenancy and that information will form part of your tenant history. If you do not consent to the handling of your personal information in the manner described, we will not be able to process your application. If you have any questions or feedback about privacy or wish to make a complaint about the way in which Gibson Property Services has handled your personal information, please contact us by writing to Gibson Property Services

Signed: _____

Date //

Residential tenancy application

Important Information

Please read this before completing the *Residential tenancy application form*.

Note: Enter text in spaces provided only. This form will be invalid if you remove or change any questions or other text.

Information for landlords and applicants

- This form is designed to help the landlord or real estate agent choose who will rent the nominated premises.
- This form is not, nor does it form any part of, a tenancy agreement. The rights and obligations of tenants and landlord are governed by the *Residential Tenancies Act 1997*.
- Applicants must be considered in accordance with the *Equal Opportunity Act 1995*. There must be no discrimination based on: age, sex, marital, parental or carer status, pregnancy, sexual orientation, disabilities, physical features, race, religious, political or industrial activities or beliefs or personal association with someone else who may be treated unfairly on the basis of any of the above.
- No fees can be charged for this application.
- Information supplied on this form is strictly confidential. Landlords/agents may use it to perform a rental history check but cannot provide it to any third party unless they have written approval from the applicant.
- If this application is unsuccessful, this form and any copies will be destroyed.
- If you need help with this application, call the Consumer Affairs Victoria Helpline on 1300 55 81 81 or visit consumer.vic.gov.au/renting

Information for applicants

- Each prospective tenant should complete a *Residential tenancy application form*.
- You should contact the landlord/agent two business days after lodging your application to see if you were successful.
- If the application is successful, you will be required to:
 - produce a driver's licence or passport for identification purposes
 - pay one month's rent in advance
 - pay the bond amount listed on this form
 - complete a *Residential tenancy agreement* and *Condition report*.
- The landlord is responsible for giving the relevant water corporation your details for billing purposes. It is your responsibility to have all other services (such as telephone, gas and electricity) connected in your name, to coincide with your date of occupation.
- It is also your responsibility to insure your possessions. The landlord's insurance policy does not cover your possessions.

Telephone Interpreter Service

If you have difficulty understanding English, contact the Translating and Interpreting Service (TIS) on 131 450 (for the cost of a local call) and ask to be put through to an Information Officer at Consumer Affairs Victoria on 1300 55 81 81.

Arabic

إذا كان لديك صعوبة في فهم اللغة الإنكليزية، اتصل بخدمة الترجمة التحريرية والشفوية (TIS) على الرقم 131 450 (بكلفة مكالمة محلية) واطلب أن يوصلوك بموظف معلومات في دائرة شؤون المستهلك في فكتوريا على الرقم 1300 55 81 81.

Turkish İngilizce anlamakta güçlük çekiyorsanız, 131 450'den (şehir içi konuşma ücretine) Yazılı ve Sözlü Tercümanlık Servisini (TIS) arayarak 1300 55 81 81 numaralı telefondan Victoria Tüketici İşleri'ni aramalarını ve sizi bir Danışma Memuru ile görüşturmelerini isteyiniz.

Vietnamese Nếu quý vị không hiểu tiếng Anh, xin liên lạc với Dịch Vụ Thông Phiên Dịch (TIS) qua số 131 450 (với giá biểu của cú gọi địa phương) và yêu cầu được nối đường dây tới một Nhân Viên Thông Tin tại Bộ Tiêu Thụ Sự Vụ Victoria (Consumer Affairs Victoria) qua số 1300 55 81 81.

Somali Haddii aad dhibaato ku qabto fahmida Ingiriiska, La xirii Adeega Tarjumida iyo Afcelinta (TIS) telefoonka 131 450 (qiimaha meesha aad joogto) weydiisuna in lagugu xiro Sarkaalka Macluumaadka ee Arrimaha Macmilaha Fiktooriya tel: 1300 55 81 81.

Chinese 如果您聽不大懂英語，請打電話給口譯和筆譯服務處，電話：131 450 (祇花費一個普通電話費)，讓他們幫您接通維多利亞消費者事務處 (Consumer Affairs Victoria) 的信息官員，電話：1300 55 81 81。

Serbian Ако вам је тешко да разумете енглески, назовите Службу преводилаца и тумача (Translating and Interpreting Service - TIS) на 131 450 (по цену локалног позива) и замолите их да вас повежу са Службеником за информације (Information Officer) у Викторијској Служби за потрошачка питања (Consumer Affairs Victoria) на 1300 55 81 81.

Amharic እንግሊዝኛ ቋንቋ ለመረዳት ችግር ካለብዎ የአስተርጓሚ አገልግሎትን (TIS) በስልክ ቁጥር 131 450 (በአካባቢ ጥሩ ሂሳብ) በመደወል በሲክተሪያ ደንበኞች ጉዳይ ጸ/ቤት በስልክ ቁጥር 1300 55 81 81 ደውሎ ከመረጃ አቅራቢ ሠራተኞች ጋር እንዲያገኙዎ መጠየቅ።

Dari

اگر شما مشکل دانستن زبان انگلیسی دارید، با اداره خدمات ترجمانی تحریری وشفاهی (TIS) به شماره ۱۳۱ ۴۵۰ به قیمت مخابره محلی تماس بگیرید. وبخواهید که شما را به کارمند معلومات دفتر امور مراجعین ویکتوریا به شماره ۱۳۰۰ ۵۵ ۸۱ ۸۱ ارتباط دهد.

Croatian Ako ne razumijete dovoljno engleski, nazovite Službu tumača i prevoditelja (TIS) na 131 450 (po cijeni mjesnog poziva) i zamolite da vas spoje sdjelatnikom za obavijesti u Consumer Affairs Victoria na 1300 55 81 81.

Greek Αν έχετε δυσκολίες στην κατανόηση της αγγλικής γλώσσας, επικοινωνήστε με την Υπηρεσία Μετάφρασης και Διερμηνείας (TIS) στο 131 450 (με το κόστος μιας τοπικής κλήσης) και ζητήστε να σας συνδέσουν με έναν Υπάλληλο Πληροφοριών στην Υπηρεσία Προστασίας Καταναλωτών Βικτώριας (Consumer Affairs Victoria) στον αριθμό 1300 55 81 81.

Italian Se avete difficoltà a comprendere l'inglese, contattate il servizio interpreti e traduttori, cioè il "Translating and Interpreting Service" (TIS) al 131 450 (per il costo di una chiamata locale), e chiedete di essere messi in comunicazione con un operatore addetto alle informazioni del dipartimento "Consumer Affairs Victoria" al numero 1300 55 81 81.

Residential tenancy application

Each prospective tenant should complete a **Residential tenancy application form**.

Residential Tenancy Application Form

1. Property Details

Address _____

Suburb _____ Post Code _____

Preferred Lease Term - Years _____ Months _____

Preferred Lease Commencement/ Date Property to be occupied / /

Rent per week \$ _____

Number of other Applicants to Occupy the Property

Adults Children Age of Children

Do you have Pets Yes / No

If yes, please specify age size & breed

2. Personal Details

Title _____ First Name _____

Middle Name _____ Last Name _____

Date of Birth / / Age _____

Drivers Licence Number State of Issue

Vehicle Make/Model:

Registration number:

Passport No.

Smoker: Yes / No

Home Ph Mobile Ph

Email

Work No Occupation

Current Address

Suburb Post Code

3. Applicant History Note: If your previous rental history does not include the last 5 years please attach additional information

4. How long have you lived at your current address?
Years Months

Name of Landlord/Real Estate (If applicable)

Phone Number

Rent Paid per week

Reason for leaving

5. What was your previous residential address?

Suburb _____ Post Code _____

How long did you live at this address? Years
Months

Name of Landlord/Real Estate (If applicable)

Phone Number

Rent Paid per week

Reason for leaving

Was bond repaid in full? Yes No If No, please specify why:

6. Employment Details (If you are not employed and study please refer to section 6)

Occupation

Full time/ Part time/ Casual

Employers Name

Employment Address

Suburb Post Code

Employer Phone Number

Contact Name

Length at employment Years Months

Net Income \$ Per Week \$ Per Month

7. Previous Employment Details (required if current employment is less than 6 years)

Occupation

Contact Name

Length at previous employment Years Months

Net Income \$ Per Week \$ Per Month

8.. Social Security Benefits

Type

\$ per week/ fortnight \$ per month

9. Student

Institution Name

Institution Address

Suburb Post Code

Course

Course Length Commencement Year

Student ID Number

Contact Person Phone

Source of income Parents Scholarship

Other

10. Employers Name
Employment Address

Suburb Post Code

Net Income \$ Per Week \$ Per Month

Residential Tenancy Application Form

11. Contacts / Professional Referees

1. Reference name

Occupation

Relationship Phone no:

Notes

2. Reference name

Occupation

Relationship Phone no:

Notes

12. Emergency Contact

13. How did you find out about this property? (Please circle)

RENT LIST INTERNET OFFICE
FOR LEASE BOARD OTHER

13. PLEASE NOTE Applications will only be processed once the perspective tenant has viewed the property.

Initial Payments must be made by bank transfer, bank cheque or money order within 24 hours after approval of application.
NO PERSONAL CHEQUES ACCEPTED.

Keys will not be handed over until the lease agreement has commenced, been signed by all applicants and all monies have been received including the bond.

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.