



276 Inkerman Street, St Kilda East VIC 3183

Tel: (03) 9527 1211 Fax: (03) 8679 4484

[rentals@halfapercent.com.au](mailto:rentals@halfapercent.com.au) [www.halfapercent.com.au](http://www.halfapercent.com.au)

## TENANT APPLICATION INFORMATION

***Applications will not be processed unless all information is supplied and the Authority, Privacy Disclaimer & Declaration is signed. Each applicant must complete a separate application.***

### PROPERTY MANAGEMENT DEPARTMENT HOURS:

Our office is open Monday to Friday 9:30am to 5:30pm & Saturday 9:30am to 12 noon only.

### PHOTO IDENTIFICATION:

When returning your application you must submit a form of photo identification.

### SUPPORTING DOCUMENTATION

You will be required to submit supporting documents with your application. Your application will not be processed if all documents are not given. Our office will require you to submit a minimum of 100 points for your application to be considered.

**100 point check – should you be unable to meet the 100 point check criteria please speak with the property manager.**

- |                          |           |  |
|--------------------------|-----------|--|
| <input type="checkbox"/> | 50 points | Photo Identification (Passport, Drivers Licence, 18+ Card)                             |
| <input type="checkbox"/> | 40 points | Bond Refund History (refer to Bond Board)  |
| <input type="checkbox"/> | 40 points | Proof of Regular Payments (Tenant Ledger, Mortgage Payments or 4 recent rent receipts) |
| <input type="checkbox"/> | 20 points | Birth Certificate  |
| <input type="checkbox"/> | 20 points | Min. 2 references from previous Agent/Landlord   |
| <input type="checkbox"/> | 20 points | Current Motor Vehicle Registration Papers  |
| <input type="checkbox"/> | 10 points | Proof of current address (copy of phone or electricity account)                        |
| <input type="checkbox"/> | 10 points | Other identification (Medicare Card, Bank Card, etc)                                   |
| <input type="checkbox"/> | 10 points | Written references (Personal, Employment, etc)   |

### PROCESSING AN APPLICATION

In most instances, we are able to process your application within 24 hours and advise you by telephone. If we are unable to contact all of your referees, this process may take longer.

### SECURING THE PROPERTY - PAYMENT OF SECURITY DEPOSIT

Once the application has been approved you will be required to pay a security deposit equivalent to one months rent to secure the property. This must be paid by Money Order or Bank Cheque, payable to the R.T.B.A. (Personal cheques and cash will not be accepted when paying the initial monies).

**PAYMENT OF FIRST MONTHS RENT** Prior to taking possession of the property, we require one month's rent to be paid by either bank cheque or money order, payable to Noble House Property Agents Trust Account (Personal cheques and cash will not be accepted when paying the initial monies).

**PAYMENT OF RENT** It is our company policy that all rental payments are to be made via RentPay. RentPay offers three (3) payment methods. This will be discussed with you further, should your application proceed.





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## RESIDENTIAL TENANCY APPLICATION FORM

### 1. Property Details

New address .....

Suburb..... Postcode.....

Lease Term ..... Years .....Mths

Commencement Date .....

Rent Payable for Property .....

Name of Property Manager .....

### 2. If self-employed, please complete this section

Company Name .....

Company Address.....

Suburb..... Postcode.....

Business Type.....

Position Held .....

ABN.....

Accountant Name.....

Accountant Phone.....

Solicitor Name.....

Solicitor Phone .....

### 3. Personal Details

Title: ..... First Name ..... Initial .....

Last Name .....

Date of Birth.....

Current Address.....

Suburb .....Postcode .....

Driver's Licence Number ..... State .....

Alternative ID (eg passport)..... No .....

Pension Type..... No .....

Home Phone.....

Mobile Phone.....

Email.....

Occupation.....

Employers Name .....

Employers Phone number .....

If student, include institution .....

**Please provide a contact number you are available on all day**

Contact number .....

### 4. Authority & Privacy Disclaimer

*I declare that the information I have supplied is true and correct to the best of my knowledge and agree that the agent may conduct independent evaluation checks and use the information supplied in assessing this application. This application is accepted subject to the availability of the premises on the due date and the owner's approval I understand that you, as the agent are bound by the Privacy Act and the National Privacy Principals and **authority** is hereby given to the agent to check credit references, employment details, previous rental references, database agencies, personal references and any other searches which may verify the information provided by me. I also **authorise** the agent to give information to the lessor of the property, credit providers, insurance providers, other agents, salespeople, database agencies, references named in this application or any other third party who would have a beneficial interest relating to a tenancy matter and understand this can include information about my tenancy, credit worthiness, credit standing, credit history or credit capacity. Once a tenancy agreement has been entered into the tenant **agrees** that should they fail to comply with their obligations under the agreement, the failure to comply may be disclosed to third party operators of tenant default registry agents and or other agents.*

Signature: ..... Date:.....





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**5. Current Rental History**

Are you the Owner or Renter? .....
How long at this address? ..... Years..... months
Name of Landlord/Agent .....
Phone number.....
Rent Paid per month .....
Reason for leaving .....
Was bond repaid in full? Yes / No - If no, please specify.....

**6. Previous Rental History**

Were you the Owner or Renter? .....
Previous address.....
Suburb..... Postcode.....
How long at this address? ..... Years..... months
Name of Landlord/Agent .....
Phone number.....
Rent Paid per month .....
Reason for leaving .....
Was bond repaid in full? Yes / No - If no, please specify.....

**7. Other Information**

Number of people will live at the property ..... Adults..... Children
Please specify the ages of any children.....
Do you have any pets? YES / NO – If yes, please specify .....

**8. Current Employment Details**

Employment Address .....
Suburb..... Post Code .....
Contact Name .....
How long employed there? ..... Years..... months
Net Income? \$..... Per Week or \$.....Per Month

**9. Previous Employment Details**

Occupation .....
Employers Name.....
Employment Address.....
Suburb..... Post Code .....
Employer Phone Number.....
Contact Name .....
How long employed there? ..... Years..... months
Net Income? \$..... Per Week or \$.....Per Month

**10. Character Reference**

Reference name.....
Occupation .....
Relationship ..... Phone.....

**11. Next of Kin**

Name.....
Relationship .....
Address .....
Suburb..... Post Code .....
Phone.....

**12. 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. No action will be taken against the landlord or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that upon approval of this application I will be required to pay a rental bond and/or one months rental in advance and this rental or bond will not necessarily be refunded if I choose not to enter into occupation at the agreed time. The first rental payment and bond must be made by two separate bank cheques or money orders. I understand that the property will not be held until the security bond and/or first month's rent and tenancy documentation has been signed by all parties. I also understand that this application is subject to approval from the owner/landlord. I declare that all information contained in this application (including the reverse or following page) is true and correct and given of my own free will. I declare that I have inspected the premises and accept it in its present condition and am not a bankrupt.

Signed

Date / /

