



# JELLIS CRAIG

## RESIDENTIAL TENANCY APPLICATION

- 818 Glenferrie Road, **HAWTHORN** VIC 3122  
Phone: 9819 2488 Fax: 9818 6420
- 244 Whitehorse Road, **BALWYN** VIC 3103  
Phone: 9830 5966 Fax: 9836 4926
- 324 Queens Parade, **CLIFTON HILL** 3068  
Phone: 9481 6800 Fax: 9481 6877
- 75 Upper Heidelberg Road, **IVANHOE** 3079  
Phone: 9490 2900 Fax 9497 1133

- 45 High Street, **GLEN IRIS** 3146  
Phone: 9809 8999 Fax: 9809 8989
- 369 Bridge Road, **RICHMOND** 3121  
Phone: 9428 3333 Fax: 9428 2789
- 1st Floor, 1121 High Street, **ARMADALE** 3143  
Phone: 9832 0500 Fax: 9832 0555

[www.jelliscraig.com.au](http://www.jelliscraig.com.au)

### A. Rental Property Address

#### Preference 1

#### Preference 2

Please complete one application per person.

### 2. Preferred Commencement Date

Day  Month  Year

### 3. Term

Years  Months

### 4. Rental Amount

Per Week

### B. Applicant Details

#### 5. Name

First Name  Middle Name   
Surname   Mr  Mrs  Ms  Dr  Other  (circle)

#### 6. Other Applicant Names (All adults to reside at the property must be listed)

1.  2.   
3.  4.

#### 7. Number of People to Occupy

Adults  Children  Ages of Children   
Pets Y/N  Type of Pet/Breed  Inside/Outside

#### 8. Identification (attach photocopy)

Drivers Licence No.  State Issued  Date of Birth   
Expiry Date   
Alternative ID  Passport No.  Country

#### 9. Current Address

Postcode

#### 10. Contact Details

Home Phone No.  Work Phone No.   
Mobile Phone No.  Email Address

### C. Current Landlord/Agent

#### If you are not renting go to Q12

##### 11. Name of current Estate Agent/Private Landlord (please circle)

Contact Person /Agent	<input type="text"/>		
Work Phone Number	<input type="text"/>	Home Phone Number (If private landlord)	<input type="text"/>
Mobile Phone Number	<input type="text"/>	Current Weekly Rental	\$ <input type="text"/>
Length of Tenancy	Years <input type="text"/>	Months	<input type="text"/>
Reason for Moving	<input type="text"/>		

(If you have previously rented from a private landlord please provide copy of the Lease agreement or formal written reference)

##### 12. Details if home owner

This home is to be

<b>Sold</b>	<b>Rented</b>	<b>Retained</b>	(circle)
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##### Details of Selling/Leasing Agent

Agent Name	<input type="text"/>		
Contact	<input type="text"/>		
Work Phone Number	<input type="text"/>	Mobile Phone Number	<input type="text"/>
Sale Amount / Rental Amount	\$ <input type="text"/>		
How long have you owned this home	Years <input type="text"/>	Months	<input type="text"/>
Reason for Moving	<input type="text"/>		
Other Comments	<input type="text"/>		

### D. Previous Landlord/Agent Details

##### 13. Previous Address

<input type="text"/>
<input type="text"/>
Postcode

##### 14. Previous Landlord/Agent (If you were not renting go to Question 15)

Contact Person/Agency	<input type="text"/>		
Work Phone Number	<input type="text"/>	Mobile Phone Number	<input type="text"/>
Weekly Rental	\$ <input type="text"/>	Length of Tenancy	Years <input type="text"/> Months <input type="text"/>
Reason for Moving	<input type="text"/>		

(If you have previously rented from a private landlord please provide copy of the Lease agreement or formal written reference)

##### 15. Details if home owner

Was your home	<b>Sold</b>	<b>Rented</b>	<b>Retained</b>	(circle)	Sale Price/Rental Amount	\$ <input type="text"/>
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##### Details of Selling/Leasing Agent

Agent Name	<input type="text"/>		
Contact	<input type="text"/>	Phone	<input type="text"/>
Length of Stay	Years <input type="text"/>	Months	<input type="text"/>
Reason for Moving	<input type="text"/>		

E. Employment

**16. Current Employer**

Employer Name  Your Position

Employment Address

Postcode

Phone Number

Employed Since  Income \$

**Full Time** **Part Time** **Casual** (circle)

**If self employed:**

Accountant's Name  Contact Number

Type of Business  ACN

**Do you intend to operate any part of your business from home Yes/No. (Please Circle)**

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**17. Previous Employer**

Employer Name  Phone

Position  Employment Period

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**Full Time Students please complete**

Course Name

Campus

Campus Contact

Enrolment Number

Photocopy of student card must be supplied

F. References (Not next of Kin)

**18. Professional Reference**

Name  Phone No

**19. Personal References**

Name  Phone No

Name  Phone No

G. Emergency Contact (Not residing with you)

Next of Kin  Relationship

Address

Postcode  Phone Number

## H. Tenancy Disclosure Statement

The information on this form is being collected by Jellis Craig. It is a condition of application for tenancy that you consent to the collection and use of this information by Jellis Craig of your personal information. We require this information so that we may consider your application to tenant/lease a property. We may provide this information and any or all of the information provided to us by any party to any third parties including Landlords, Landlords Agents and Solicitors and various government or statutory authorities in the interests of openness and transparency between all parties concerned. We may also contact personal and credit referees you nominate and exchange personal information according to normal commercial practice. Your personal information will be added to our database and may be used for the secondary purpose of providing you with further information about properties and services offered by Jellis Craig. It is your responsibility to ensure information you provide to us is correct at all times. To view our full privacy statement please visit our office at 818 Glenferrie Rd, Hawthorn or website [www.jellisrcraig.com.au](http://www.jellisrcraig.com.au).

## I. National Tenancy Database Disclosure Statement

You can contact National Tenancy Database Pty Ltd (ABN 65 -79 105 025) (NTD) by

Telephone: (03) 8629 1608  
Facsimile: (03) 8629 1650  
Address: P.O. Box 13294 George St, Brisbane QLD 4003  
Website: [www.ntd.net.au](http://www.ntd.net.au)

### PRIMARY PURPOSE

NTD collects your personal information to provide to its members and others listed below, historical tenancy and public record information on individuals and companies who/which lease residential and commercial property from or through licensed real estate agent members of NTD.

NTD also provides credit information on companies / directors applying for commercial leases.

The real estate agent / property manager will advise NTD of your conduct throughout the lease / tenancy, and the information will form part of your tenant history.

NTD usually discloses information to:

- Licensed real estate agent members
- NTD'S parent company, Collection House Limited
- ABN 74 101 230 716 and its subsidiaries and related entities
- Credit Bureaus

If your personal information is not provided to NTD the real estate agent / property manager will not be able to carry out their professional responsibilities and will not be able to provide you with a lease / tenancy of the premises.

### APPLICANT

<input type="text"/>
<i>Signature</i>
<input type="text"/>
<i>Print Name</i>

## J. Declaration

1. I acknowledge that this is an application to lease this property and that my application is subject to the owners 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 should the premises not be ready for occupation on the date for whatever reason.
2. The tenant is responsible for the connection and payment of gas, electricity, telephone and water consumption. I acknowledge that I am responsible to turn the main power switch off before power is connected.
3. The tenant acknowledges that the premises are a "Smoke Free Zone" and will ensure they and their invitees do not smoke inside the premises.
4. I acknowledge that I have read and understood the privacy statements on this page.
5. During my inspection of this property I found it to be in reasonably clean condition and I accept the property in the current condition.

If this is not the case, please indicate any items you would like attended to prior to your tenancy. I acknowledge that these items are subject to the owners approval:

Signed	<input type="text"/>
Name	<input type="text"/>
Date	<input type="text"/>

**Please note, should your application be successful you will be required to sign a lease within 24 hours of approval providing a payment for your first months rental and your bond.**

Where did you first see the property advertised?

The Age   
Melbourne Weekly

Internet   
Our rental list

Relocation Consultant   
Other

## K. Utility Connections

This is a free service that connects all your utilities.

Once we have received this application we will call to confirm your details.

Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm the information on this application and explain the details of the services offered.

### PLEASE TICK UTILITIES REQUESTED

Water  Electricity  Gas  Phone  Internet  Pay TV  Insurance

**Direct Connect**

PO Box 1519, Box Hill, Victoria 3128  
P: 1300 664 715 F: 1300 664 185  
[www.directconnect.com.au](http://www.directconnect.com.au)

DECLARATION AND EXECUTION: By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue [for a period of 1 year from the date of our/my execution of this application/until 28] days after we/I disconnect the last of the services in respect of which this application is made; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services. By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.

Signature

Print Name