

Property applying for:

Address: _____

Lease term: _____ years/months Requested Move in Date: ____ / ____ / ____ Rent: _____ \$/week

Total number of people to occupy the property: Adults _____ Children _____

Personal Details:

First Name: _____ Middle Name: _____ Surname: _____

Phone Number: _____ Email Address: _____

Drivers License: Number _____ State of issue: _____ Date of Birth: ____ / ____ / ____

Alternate ID (e.g. passport): Type _____ Number _____

Car Registration: _____ Make/Model: _____

Name(s) of other applicants to occupy the property: _____

*** a separate application must be completed for each person over the age of 18 who will be living at the property ***

Do you have pets? Yes No If yes, how many? _____ Type _____ Breed _____ Age _____

Income Details:

Current employment: Occupation: _____ Net Income: \$ _____ /year

Company Name: _____ Contact Name: _____

Phone Number: _____ Email Address: _____

Length at current employment: _____ years _____ months Full Time / Part Time / Casual / Contractor

Previous employment: Occupation: _____ Net Income: \$ _____ /year

Company Name: _____ Contact Name: _____

Phone Number: _____ Email Address: _____

Length at current employment: _____ years _____ months Full Time / Part Time / Casual / Contractor

If self-employed:

Accountant Name: _____ Phone: _____ Email Address: _____

Net yearly income: \$ _____ (attach latest BAS statement)

Other forms of income:

Other income type: _____ Amount \$ _____ /week \$ _____ /year

Student:

Institution: _____ Course: _____ Student ID# : _____

Source of Income/Support: _____ Name: _____ Phone: _____ Net Weekly Amount : \$ _____

Each applicant MUST provide proof as follows:

- If employed, their last 2 payslips and/or a copy of current employment contract/letter of appointment.
- If unemployed, Centrelink statement and/or bank summary proving regular income transactions.
- If self-employed, EOFY statement/BAS and Accountant's details.

ID required: This application will not be processed until 100 points of ID is achieved for each applicant. Photocopies of each form of ID must be provided with the application.

| | | | |
|--|-------------|--|-------------|
| Current drivers licence or Learners permit | (40 points) | Passport and VISA (if residing in Australia less than 2 years) | (40 points) |
| Proof of age card/Birth certificate | (20 points) | Concession/Pension card | (10 points) |
| Student photo ID | (10 points) | Previous 3 rent receipts | (10 points) |

Property History:

Current Address: Renting through Agent Renting through Private Landlord Owner Occupier Living with Family/Parents

Street: _____ Suburb: _____ Post Code: _____

Renting through **Agency** Name : _____ Property Manager: _____

Phone Number: _____ Email Address: _____

Renting through **Private Landlord:** Name : _____

Phone Number: _____ Email Address: _____

Length at current residence: _____ years _____ months Rent: \$ _____ /week

Reason for leaving: _____

Previous Address: Renting through Agent Renting through Private Landlord Owner Occupier Living with Family/Parents

Street: _____ Suburb: _____ Post Code: _____

Renting through **Agency** Name : _____ Property Manager: _____

Phone Number: _____ Email Address: _____

Renting through **Private Landlord:** Name : _____

Phone Number: _____ Email Address: _____

Date Moved In: ___/___/___ Date Moved Out: ___/___/___ Rent: \$ _____ /week

Was bond repaid in full? Yes No If no please specify why? _____

Reason for leaving: _____

**** If owner occupied please include council rates notice as proof of ownership ****

References:

Personal reference : Name: _____ Relationship: _____

Phone Number: _____ Email Address: _____

Professional reference 1: Name: _____ Relationship: _____

Phone Number: _____ Email Address: _____

Professional reference 2: Name: _____ Relationship: _____

Phone Number: _____ Email Address: _____

Emergency contact: Name: _____ Relationship: _____

Phone Number: _____ Email Address: _____

Privacy and consent

By complete this form, you consent to LongView collecting your personal information in accordance with its Privacy Policy which is available at longview.com.au

Electronic service of documents

- 1.The Tenant acknowledges that the Agent/Landlord may send some Notices via electronic means, this digital application included, and pursuant to the Electronic Transactions (Victoria) Act 2000, the Tenant acknowledges that this is a valid form of notice in writing.
- 2.The Tenant consents to the receiving of certain notices and this application in writing via electronic means and confirmed that the email address provided in the original application form will be used the Agent/Landlord for the purposes of receiving such notices.
- 3.The Tenant acknowledges that if they change email addresses during the term of the tenancy then it is the Tenant's responsibility to notify the Agent/Landlord, in writing, of the new email address for the purposes of receiving Notices via electronic means. A failure to do so, shall no render notice invalid.

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 or 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. 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, employer, and 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 who the Agent reasonably considers has an interest receiving such information.

The applicant acknowledges the bond is equal to one month's rent unless otherwise stated at the time of signing the leases; that rental payments are due monthly in advance, and that the property was satisfactory for our needs and requirements.

Signed _____ Date ___/___/___