

CARTER

TENANCY APPLICATION FORM

*Acceptance of this tenancy application will not be acknowledged
until all pages are completed and signed.*

Carter Real Estate

Address: 128 Maroondah Highway, Ringwood VIC 3134

Phone: 03 9870 6211

Fax: 03 9870 6024

Email: info@carter.com.au

Licensed Estate Agents • Auctioneers • Property Managers

Residential Tenancy Application Form

Please fully complete both sides of this form for your application to be processed.

1. Property Applying For

Address _____

Suburb _____ Postcode _____

Lease Term Years Months _____

Date Property to be occupied / / _____

Rent Payable for Property _____

Name(s) of other Applicants to Occupy Property _____

ID: 6298

2. Other Information

Number of persons occupying property Adults Children _____

Please specify the ages of any children. _____

Do you have pets? No Yes, please specify _____

Type of pet _____ Breed of pet _____

3. Next of Kin (not living with you)

Emergency Contact _____ Relationship _____

Address _____ Ph _____

Mobile _____ Other _____

6. Utility Connection Service



Phone: 1300 554 323
 Fax: 1300 889 598
 Email: info@connectnow.com.au
 Internet: www.connectnow.com.au

A Free Service - Connecting Your Utilities Has Never Been Easier!

connectnow is a simple and convenient time saving service assisting with your Telephone, Electricity & Gas and water connections. connectnow also provide a range of additional services to compliment your household utilities, such as Internet & Pay TV. **This is a value-added service independent of your tenancy application - you are not obligated to use connectnow**

If you would like connectnow to contact you to discuss any of the above services please tick the box and a connectnow representative will make all reasonable efforts to contact you within one working day of receiving an application. If we are unable to contact you within this period please contact connectnow on 1300 554 323 to ensure connection can be completed by your requested date.

It is the responsibility of the Tenant to ensure that the Main Electricity Switch is in the "Off Position" between 7am & 7pm on the day connection is required and that there is easy access to the property.

While the connectnow service is **FREE**, standard service provider connection fees and charges still apply. You pay **NO** extra charges as a result of using the connectnow service.

4. Personal Details

Title First Name Initial _____

Last Name _____

Date of Birth / / _____

Current Address _____

Suburb _____ Postcode _____

Drivers Licence Number _____ State of Issue _____

Car Registration Number _____

Alternate ID (eg passport) _____ No _____

Pension Type _____ No _____

Home Phone Number _____

Mobile Phone Number _____

Work Phone Number _____

Email _____

Please provide a contact number you are available on at all times

Contact number: _____

5. How did you find out about this property? (Please tick)

RENT LIST COUNTER LIST FOR LEASE BOARD
 NEWS PAPER INTERNET OTHER: _____

Please note that the following terms will apply if you ask us to contact you. Firstly you will be consenting to connectnow Pty.Ltd. A.B.N. 79 097 398 662 arranging for the connection and disconnection of the nominated home services and to providing information contained in this application to the service providers for this purpose. I agree that neither connectnow nor the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames and terms and conditions once the client has agreed to use the chosen service provider. I authorise the obtaining of a National Metering Identifier (N.M.I.) on my residential address to obtain supply details. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that connectnow Pty Ltd will be paid a fee by the service provider and will be paying a fee to the Agent in respect of the provision of the service being provided to me by connectnow Pty Ltd. Note: Connection of your utilities will only be initiated once a representative has discussed your connection with you and obtained your consent to the terms and conditions of supply of the relevant utility service provider(s).

PRIVACY POLICY: The privacy of our customers is of vital importance to connectnow. You have the right to access our records of your information under the Privacy Act. We will not release your personal information to any third party other than for the purposes of connecting the nominated utility service, unless required to do so under law or government order.

Call me to connect **Yes**

Signed: _____ Date / / _____



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Tenancy Privacy Statement

Please fully complete both sides of this form for your application to be processed.

This form is to be accompanied by an Application for Tenancy. Your Application for Tenancy cannot be accepted unless this has been completed in full and signed.

Due to recent changes in the Privacy laws, from 21st December 2001, all real estate agencies must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional property managers. Please take the time to read this Privacy Statement carefully, and once completed return it to this office with your tenancy application.

As professional property managers, Professionals collects personal information about you. To ascertain what personal information we have about you, you can contact us by the following ways:

In person: 128 Maroondah Highway, Ringwood VIC 3134

Phone: 03 9870 6211

Fax: 03 9870 6024

Email: info@carter.com.au

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested, and if the risk is considered acceptable, to provide you with a lease/tenancy of the premises.

To carry out this role, and during the term of your tenancy, we usually disclose your personal information to the following:

The landlord, the landlord's lawyers, the landlord's mortgagee – for mortgage purposes, referees you have nominated, organisations/tradespeople required to carry out maintenance to the premises, rental bond authorities, Residential Tenancies Tribunals/Courts, collection agencies, National Tenancies Database Pty Ltd, Remington White, other real estate agents and landlords, utilities companies such as gas, electricity, water connection, telephone connection, banks – for rental payment facilities and financial records, employers – for reference purposes.

PLEASE NOTE:

1. This application is subject to the owner's approval and may take 2-3 days to process.
2. All applicants must complete an application form.
3. Initial bond payment must be paid in the form of a bank cheque or money order made payable to the **Residential Tenancies Bond Authority** (personal cheques or cash will not be accepted).
4. Initial rental payments must be paid in cash or cheque to C E Carter & Son Pty Ltd.
5. The applicant hereby agrees to a credit check being carried out by the National Tenancy Database.
6. The applicant acknowledges that the property is in a reasonably clean condition and in good repair as inspected.

TENANCY ACCEPTANCE

We understand that finding and selecting a rental property is often difficult. We will process your application as quickly as possible, but please remember we may be processing many applications at the same time. To assist us please fill out ALL required details on the application and ensure your completed application is returned to our office as quickly as possible.

SUCCESSFUL APPLICATIONS

Should your application be successful you will be notified by phone and requested to confirm your tenancy. We require the leases to be signed and the bond to be paid in full to secure the tenancy. The property manager will supply you with these amounts at the confirmation of your tenancy. Keys will only be handed out when all parties have signed the tenancy agreement, Bond Lodgement Form, all monies have been paid and the tenancy has commenced. 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.

Signing of tenancy agreements and the payment of the bond can be undertaken at the office indicated by your property manager. It is a policy of Professionals that all rental payments are made via cash, cheque, direct debit or rent card as payment of monthly rent.

Signed by the:

Applicant _____

Print Name _____

Date _____