

TENANCY APPLICATION FORM

With your fully completed 'Residential Tenancy Application' please also provide the following information:

- Verification of employment/income (3 recent payslips) or other forms of income
- Any bank statements showing current levels of savings
- 100 points ID (including one form of photo ID)

Please ensure all phone numbers on the application are contactable during business hours, and that the application is fully complete. Please note all applications received are subject to owner's approval.

With acceptance of your application we will require:

- One calendar month's rent
- Bond (equivalent of one month's rent)

Prior to accepting the key's to your new home:

- All tenants must sign the lease agreement
- Bond and one month's rent must be paid in full (cleared funds)
- A regular rental payment arrangement must be made

When you move into your property:

- Owners insurance does not cover tenant's contents. It is your responsibility to insure your belongings
- It is your responsibility to ensure the electricity, gas and telephone (if required) are connected to be ready when you move in to the property

Rent and Bond payments:

Initial and Ongoing payments can be made by bank cheques, money orders, automatic direct debit, BPAY or Australia Post Bill Pay. The cost per transaction ranges from \$1.65 to \$4.00.

Payment facilities are provided by a third party provider. Your payment must be made allowing for funds take a minimum of 4 business days to clear. Property Managers will not accept cash outside the office, and direct payments are also not accepted.

Please note that the rent payment amounts are calculated by converting the daily rent rate to a yearly amount, then converting to a monthly rate.

As professional property managers Moment Group requests personal information from you to assess your application.

Please send applications through via:

EMAIL:

- **WesternSuburb:** admin@momentgroup.com.au
- **Eastern and CBD:** admin@momentgroup.com.au
- **Northern Suburb:** admin@momentgroup.com.au

POST:

1509/401 Docklands Drive,
Docklands VIC 3008

PRIVACY & TENANT DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancies Agreement pursuant to the Residential Tenancies Act 1997.

I acknowledge that this application is subject to the approval of 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 authorize the Agent to obtain personal information from:

- (a) the owner or the Agent of my current or previous residence;
- (b) my personal referees and employer/s;
- (c) any record, listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history.

I am aware that I may access personal information by contacting:

NTD: 1300 563 826
TICA: 1902 220 346
TRA: 02 9363 9244

If I default under a rental agreement, the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow organizations/tradespeople to contact me
- (d) lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with NTD (National Tenancies Database - Phone 1300 563 826 – Email info@ntd.net.au)
- (h) transfer water account details into my name


I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.

I consent to the disclosure of this page of the application form to On The Move for the purpose of enabling On The Move to offer the connection and disconnection services to me. I consent to On The Move disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I acknowledge that neither On The Move nor the Agent accept any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure.

Signature: _____

Date: _____

TENANCY APPLICATION FORM

 MOMENT <small>Property Management</small>	Moment Group	1509/401 Docklands Drive, Docklands VIC 3008 03 8609 9086 admin@momentgroup.com.au
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Property address			
Commencement date	DD / MM / YYYY	Terms	Weekly rent
Number of adult(s)		Number of children	

A. Applicant's Details (Please complete one application per person)

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr	Date of Birth	DD / MM / YYYY
First name		Last Name	
Current address			
Mobile number		Email Address	
Driver's license number		State	Expiry Date
Passport number		Country	Expiry Date
Biography			

B. Other Occupants' Details

Occupant 1		Age	
Relationship		On the lease?	YES / NO
Occupant 2		Age	
Relationship		On the lease?	YES / NO
Occupant 3		Age	
Relationship		On the lease?	YES / NO
Occupant 4		Age	
Relationship		On the lease?	YES / NO

C. Pets Details

Do you have a pet?	<input type="checkbox"/> YES (Please fill in the details below)		<input type="checkbox"/> No (Please go to Part D)	
Number of pets		Age		Inside/Outside
Type of pet		Breed		

D. Emergency Contact (person not residing with you)

Name		Relationship	
Email address		Contact number	
Physical address			

E. Current Rental Details (Please attach a copy of your lease agreement and tenant ledger)

You are currently renting through	<input type="checkbox"/> Real Estate Agent <input type="checkbox"/> Private Landlord <input type="checkbox"/> Other: _____		
Address			
Name of agent or landlord		Contact number	
Email			
Length of tenancy		Tenancy start date	DD / MM / YYYY
Weekly rent		Was bond fully refund?	YES / NO
Reason for leaving			

F. Employment Details


You are currently	<input type="checkbox"/> Employed <input type="checkbox"/> Self-employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Student <input type="checkbox"/> Other		
Please complete the following part if you are currently employed			
Company name			
Company address			
Nature of employment	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual <input type="checkbox"/> Other		
Industry		Occupation	
Length of employment		Employment start from	DD / MM / YYYY
Annual salary		Net income per month	
Name of manager		Contact number	
Email address			
Please complete the following part if you are currently self-employed			
Company name			
Company address			
Nature	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual <input type="checkbox"/> Other		
Company start date	DD / MM / YYYY		
Industry		Occupation	
Annual salary		Net income per month	
ABN		ACN	
Accountant		Contact number	
Email Address			
Solicitor		Contact number	
Email Address			
Will you operate your business from home?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Please complete the following part if you are a student			
Course name			
Name of institution		Contact number	
Nature	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Student number	
Course start	DD / MM / YYYY		Length of course
Source of income		Monthly income	
Guarantors name		Relationship	
Email address		Contact number	
Postal address			

G. Supporting documents (at least 100 points)

Please submit at least 2 documents from below		
Driver's license		30
Passport		30
Birth certificate		20
Other photo ID		10
Please submit at least 2 documents from below		
Current proof of income (at least 3 current payslips)		15
Previous Landlord Reference		5
Rent Ledger from other Agent		5
Pension Card		5
Rates Notice (Proof of Ownership)		5
Please submit at least 2 documents from below		
Bank Statement		15
Motor Vehicle Registration Certificate		5
Phone / Electricity / Gas Account		5
Medicare / HealthCare Card		5

H. Free utility connection service





Let **On The Move** reduce your stress and save you time by arranging your utility connections at the property at no extra cost! We will contact you within 2 hours to confirm.

ELECTRICITY, GAS, TELEPHONE, INTERNET, PAY TV, TENANCY INSURANCE

Ph: 1300 850 360 Fax: 1300 661 160

Terms & Conditions - You are consenting to On The Move contacting you to arrange your services. On The Move may need to disclose personal information to utility companies to arrange your services. Please see On The Move's Privacy Policy at www.onthemove.com.au. On The Move and your Agent may receive a benefit for arranging your services. On The Move & your agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees & bonds may apply.

YES, I would like to apply for the free service.

NO, I will connect the required utilities on my own accord but acknowledge that if the property has a separate water meter, my contact details must be given to the relevant water provider, who will read the meter and commence billing.