



# Residential Tenancy & Fast Connect Application Form

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

**Fast Connect Agent Code 3564V**

**Agent Name:** Melanie Dennis Real Estate  
**ABN:** 79 080 629 491  
**Address:** 60 Perry St  
Fairfield, VIC, 3078  
**Phone no:** 03 9481 7417  
**Fax no:** 03 9481 4713  
**Email:** enquiries@melaniedennis.com.au  
**Web:** www.melaniedennis.com.au

**Customer Reference Number CIC**

### 1. Property Details, that you are applying for

Where did you see this property advertised?  
\_\_\_\_\_  
New Address  
\_\_\_\_\_  
Suburb \_\_\_\_\_ Post Code \_\_\_\_\_  
Lease Term \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_  
Date Property Occupied \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Rent Payable for Property \$ \_\_\_\_\_ per week  
Lease to be in Name(s) of: \_\_\_\_\_

### 2. If self-employed, please complete the following

Company Name  
\_\_\_\_\_  
Company Address  
\_\_\_\_\_  
Suburb \_\_\_\_\_ Post Code \_\_\_\_\_  
Business Type  
\_\_\_\_\_  
Position Held  
\_\_\_\_\_  
A.B.N.  
\_\_\_\_\_  
Accountant Name and Phone  
\_\_\_\_\_  
Solicitor Name and Phone  
\_\_\_\_\_

### 3. Personal Details

Title \_\_\_\_\_ First Name \_\_\_\_\_ Initial \_\_\_\_\_  
Last Name  
\_\_\_\_\_  
Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Current Address  
\_\_\_\_\_  
Suburb \_\_\_\_\_ Post Code \_\_\_\_\_  
Drivers Licence Number \_\_\_\_\_ State of Issue \_\_\_\_\_  
Alternate ID (eg passport) \_\_\_\_\_ No  
Pension Type \_\_\_\_\_ No  
Home Phone Number  
\_\_\_\_\_  
Mobile Phone Number  
\_\_\_\_\_  
Work Phone Number  
\_\_\_\_\_  
Email  
\_\_\_\_\_  
Occupation  
\_\_\_\_\_  
Employers Name  
\_\_\_\_\_  
If student, include institution.  
\_\_\_\_\_

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

Best Contact number: \_\_\_\_\_

### 4. Utility Connection Service



Please nominate your preferred supplier(s) below:

<b>Electricity:</b> AGL	<b>Or other (Nominate)</b> _____	<b>Connect On:</b> / /2006
<b>Gas:</b> AGL	<b>Or other (Nominate)</b> _____	<b>Connect On:</b> / /2006
<b>Water:</b>	<b>Or other (Nominate)</b> _____	<b>Connect On:</b> / /2006
<b>Telephone:</b> Telstra	<b>Or other (Nominate)</b> _____	<b>Connect On:</b> / /2006

Listed No  → Directory Listing \_\_\_\_\_  
or  
Silent Line  (charges apply)

**Do you require any Utility Disconnections done?** Yes  No

Please Note: If your information is not provided to us and you do not consent to the uses to which we put your personal information, we cannot properly assess the risk to our client, or carry out our duties as professional property managers. Consequently, we then cannot provide you with the lease/tenancy of the premises.

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.

If I have requested any Utility Connections, I acknowledge that I have been supplied with a copy of this form and the attached Terms and Conditions, including the Fast Connect Privacy Policy. Should this application be accepted by the landlord, I agree to a copy of this page being forwarded to Fast Connect for the purpose of effecting those connections on my behalf.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application 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 creditworthiness from:

- (a) the owner or the Agent of my/our current or previous residence;
- (b) my personal referees;
- (c) any 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 whom the Agent reasonable considers has an interest in receiving such information.

I am also aware that you will collect my personal information to

- (a) prepare lease/tenancy documents
- (b) allow organisations/tradespeople to contact you
- (c) lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- (d) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (e) refer to collection agents/lawyers (where applicable)
- (f) complete a credit check with NTD (National Tenancies Database) or any other person/organisation deemed necessary.

**Signed:** \_\_\_\_\_ **Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## 5. Current Rental History

Are you the  Owner  Renter

How long have you lived at your current 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  Renter

Previous Address

Suburb      Post Code

How long have you lived at your previous 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 persons occupying property      Adults      Children

Please specify the ages of any children.

Do you have pets?  Yes  No, If Yes, please specify

Next of kin - Name:

Phone:

Address:

Motor Vehicle YES / NO      Make/Model:      Rego No:

**PAYING RENT:** Our office prefers payment of bond & rent by credit card

We accept   using 

Please nominate your preferred ongoing rent payment method:

### Set & Forget

Automatic debit payments from your credit card **OR**

### Rent Reminders

Receive an SMS and simply reply 'YES' to pay **OR**

Receive an Email and simply reply 'YES' to pay

Register and pay rent by VISA credit card to receive **FREE** Rent Protection.

Conditions apply, see brochure or [www.rentalrewards.com.au](http://www.rentalrewards.com.au) for more Rental Rewards Registration form must be completed by Tenant and returned to Melanie Dennis Real Estate

**OR**  Direct debit from my nominated bank account

## 8. Current Employment Details

Employment Address

Suburb      Post Code

Contact Name      Phone

Length at Current employment?      Years      Months

Net Income?      Per Week      Per Month

## 9. Previous Employment Details

Occupation

Employers Name

Employment Address

Suburb      Post Code

Employer Phone number

Contact Name

Length at Previous employment?      Years      Months

Net Income?      Per Week      Per Month

## 10. Personal Referees

1. Reference name

Occupation

Relationship      Phone

2. Reference name

Occupation

Relationship      Phone

## 11. Business Referees

1. Reference name

Occupation

Relationship      Phone

2. Reference name

Occupation

Relationship      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 I will be required to pay rental in advance and a rental bond, and that this application is subject to approval from the owner/landlord. I declare that all information contained in this application (including the reverse) is true and correct and given of my own free will. I declare that I have inspected the premises, I am over the age of 18 and I am not bankrupt..

I authorise Melanie Dennis Real Estate to perform credit and reference checks in relation to my application.

Signature  \_\_\_\_\_  
Date      /      /

**TENANT PRIVACY STATEMENT**

All property managers 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 our office.

As professional Property Managers **Melanie Dennis Real Estate** collects personal information about you. To ascertain what personal information we have about you, you may contact us.

### **Primary Purpose**

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 the 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 Landlord
- The Landlord's lawyers
- The Landlord's mortgagee / insurer's
- Referees you have nominated
- Organisations / Trades people required to carry out maintenance to the premises
- Rental Bond Authorities
- Residential Tenancy Tribunals/Courts
- Mercantile Agents
- National Tenancy Database Pty Ltd (ABN 65 079 105 025) ("NTD")
- Other Real Estate Agents & Landlord

### **Secondary Purpose**

We also collect our personal information to

1. Enable us, or the Landlord's lawyers, to prepare the lease/tenancy documents on the premises.
2. Allow organisations/tradespeople to contact you in relation to maintenance matters relating to the premises.
3. Pay/release rental bonds to/from Rental Bond Authorities (where applicable)
4. Refer to Tribunals, Courts and Statutory Authorities (where necessary).
5. Refer to Collection Agents/Lawyers (where default/enforcement action is required).
6. Provide confirmation details for organizations contacting us on your behalf ie banks, utilities, employers etc.

If your personal information is not provided to us and NTD, and you do not consent to the uses to which we put your personal information; we cannot properly assess the risk to

our client, or carry out our duties as professional property managers.

Consequently, we may not provide you with the lease/tenancy of the premises.

### **NTD Disclosure Statement**

You can contact National Tenancy Database Pty Ltd (ABN 65 079 105 025) ("NTD") and ask for access to any of your personal information stored on the database by:

Telephone: (03) 9610 4996  
Facsimile: (03) 9620 7339  
Email: [kim@ntd.net.au](mailto:kim@ntd.net.au)  
In Person: Level 7, 477 Collins Street  
Melbourne  
Postal Address: P.O. Box 156 Collins Street West  
Melbourne 8007  
Visit website: [www.ntd.net.au](http://www.ntd.net.au)

Proof of identity will be required, i.e., photo licence, passport etc.

### **Primary Purpose**

NTD collects your personal information to provide to its members historical tenancy and location 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 that 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 74 010 230 716) and its subsidiaries
- Credit Bureaus

Signed by the Tenant:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
Date Month Year