



# TENANCY APPLICATION

Suite 8, 395 Nepean Highway  
Frankston, VICTORIA, 3199

Phone no: **03 9781 3400** Fax no: **03 9783 5656**

Email: [rentals@abelrealestate.com.au](mailto:rentals@abelrealestate.com.au)

Website: [www.abelrealestate.com.au](http://www.abelrealestate.com.au)

**Preference One:**

Property: \_\_\_\_\_

Rent Per Week: \_\_\_\_\_ Rent Pcm: \_\_\_\_\_ Bond: \_\_\_\_\_ Term Of Lease: \_\_\_\_\_ Commencing: \_\_\_\_\_

I Acknowledge That I Have Viewed The Inside Of The Property (Please Sign) \_\_\_\_\_

**Preference Two:**

Property: \_\_\_\_\_

Rent Per Week: \_\_\_\_\_ Rent Pcm: \_\_\_\_\_ Bond: \_\_\_\_\_ Term Of Lease: \_\_\_\_\_ Commencing: \_\_\_\_\_

I Acknowledge That I Have Viewed The Inside Of The Property (Please Sign) \_\_\_\_\_

**Names Of Other Adults Who Will Be Residing At The Premises (Please Note They Must Complete An Application Form)**

1/ \_\_\_\_\_

2/ \_\_\_\_\_

Number Of People To Occupy The Property: *(Please Indicate If The Children Only Stay Occasionally)*

Adults: \_\_\_\_\_ Children: \_\_\_\_\_ Ages: \_\_\_\_\_

**NOTICE to all Residential Tenancy Applicants**

**Before any applicant will be considered, each must achieve a minimum of 100 check points.**

- |                                                              |        |       |
|--------------------------------------------------------------|--------|-------|
| 1. Last 4 Rent Receipts                                      | 50 Pts | _____ |
| 2. Current Drivers Licence                                   | 40 Pts | _____ |
| 3. Photo ID                                                  | 30 Pts | _____ |
| 4. Passport                                                  | 30 Pts | _____ |
| 5. Minimum of 2 references from a previous landlord or agent | 20 Pts | _____ |
| 6. Current Motor Vehicle Rego papers                         | 10 Pts | _____ |
| 7. Copy of Birth Certificate                                 | 10 Pts | _____ |
| 8. Copy of previous telephone, electricity, gas bill         | 10 Pts | _____ |
| 9. Copy of bank statement                                    | 10 Pts | _____ |
| 10. Pension or Government Health Card                        | 10 Pts | _____ |

\*STAFF TO PHOTOCOPY

TOTAL 100

(STAFF MEMBER \_\_\_\_\_)

**Please turnover & complete all pages**



**Agent Name:** Abel Real Estate Pty Ltd  
**ABN:** 16 004 622 048  
**Address:** Suite 8, 395 Nepean Highway, Frankston  
**Phone no:** 03 9781 3400  
**Fax no:** 03 9783 5656  
**Email:** rentals@abelrealestate.com.au  
**Web:** www.abelrealestate.com.au

## Residential Tenancy Application

Please fully complete and sign every page of this application. For your application to be processed it must be fully completed.

### 1. Property Applying For

Address \_\_\_\_\_  
Suburb \_\_\_\_\_ Postcode \_\_\_\_\_  
Electricity Meter No: \_\_\_\_\_  
Lease Term \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_  
Date Property is to be occupied \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Rent Payable for Property \_\_\_\_\_  
Name(s) of other Applicants to Occupy Property \_\_\_\_\_

**Property Manager:**  
**Narelle Omann 5188**  **Vicki McCaffrey 6130**

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

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

### 3. 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 \_\_\_\_\_  
Email \_\_\_\_\_  
Occupation \_\_\_\_\_  
Employers Name \_\_\_\_\_  
Employer Phone Number \_\_\_\_\_  
Please specify the ages of any children \_\_\_\_\_  
Do you have pets?  Yes  No, If Yes, please specify \_\_\_\_\_  
**Please provide a contact number you are available on all day**  
Contact Number: \_\_\_\_\_

### 4. Utility Connection Service



#### Connecting Your Utilities Has Never Been Easier

**ConnectNow is a simple and convenient time saving service assisting with your Telephone, Electricity & Gas 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**

A ConnectNow representative will make all reasonable efforts to contact you within 24 working hours of receiving an application. If ConnectNow was unable to contact you within this period it is the responsibility of the applicant to contact ConnectNow on 1300 554 323 or 03 9519 6000 to ensure connection is completed.

It is the responsibility of the Tenant to ensure that the Main Electricity Switch is in the "Off Position" between 8am & 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.

I consent to ConnectNow Pty.Ltd. A.C.N. 79 097 398 662 arranging for the disconnection of the nominated utility services and to providing information contained in this application to the utility 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 utilities. 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 utility providers. I acknowledge that ConnectNow Pty Ltd will be paid a fee by the utility 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

**Connect me now**  **Yes**

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





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## Tenancy Privacy Statement

Please fully complete and sign every page of this application. For your application to be processed it must be fully completed.

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 21<sup>st</sup> 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, Abel Real Estate, collects personal information about you. To ascertain what personal information we have about you, you can contact us by the following ways: in person, via email, fax or telephone.

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 3-4 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 made payable to the **Residential Tenancies Bond Authority** (personal cheques or cash will not be accepted).
4. Initial rental payments must be paid by bank cheque or money order made payable to the **Abel Real Estate**.
5. The applicant hereby agrees to a credit check being carried out by the National Tenancy Database.

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 the required details on the application and ensure your completed application is returned to our offices as quickly as possible.

**UNSUCCESSFUL APPLICATIONS**

Should your application be unsuccessful you will be advised. However, should you wish to apply for another property we will hold over your application for you.

**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 one months rent to be paid within 24 hours of confirmation to secure your 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 first months rent can be undertaken at this office only. It is a policy of Abel Real Estate that all rental payments are made via bank cheque, money order or cash. Future rental payments may be made via Commonwealth Bank deposit book (to be supplied) or by payment directly to this office.

**Signed by the:**

**Applicant** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**Witness** \_\_\_\_\_