

### A. AGENT DETAILS

#### True Elite Property Agents Pty Ltd

Address: 702/167 Queen Street  
MELBOURNE VIC 3000  
Contact no: (03) 9606 0225  
Fax no: (02) 9012 0767  
Email Address: info@tepropertyagents.com.au

### B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

  


2. Have you inspected the inside of the property?

Yes  
 No

3. Lease commencement date:

 (dd/mm/yyyy)

4. Lease term:

 Months

5. How many tenants will occupy the property?

### C. PERSONAL DETAILS

(All applicants will be required to provide 100 point of identification)

6. Title  
 Mr  Mrs  Ms  Miss  Other

Surname <input type="text"/>	Given Name <input type="text"/>
Date of birth <input type="text"/>	Driver's Licence Number <input type="text"/>
Driver's Licence Expiry Date <input type="text"/>	Driver's Licence State <input type="text"/>
Passport No <input type="text"/>	Passport Country <input type="text"/>

7. Contact Details

Home Phone No <input type="text"/>	Mobile No <input type="text"/>
Work Phone No <input type="text"/>	Fax No <input type="text"/>
Email Address <input type="text"/>	

8. Your Current Address:

Unit Street number and Street name.

Suburb/ City State/ Territory Postcode

### D. APPLICANT HISTORY (ATTACH COPY OF RENTAL RECEIPTS)

9. How long have you lived at your current address?

 Years  Months

10. Why are you leaving this address?

11. Agent/Landlord details of this property (if applicable)

Name  
  
 Phone No  Weekly Rent Paid

### E. EMPLOYMENT HISTORY (ATTACH COPY OF PROOF OF INCOME)

12. Please provide your employment details

What is your occupation?

What is the nature of your employment?

(FULLTIME/PARTTIME/CASUAL)

Employer's name (inc. accountant if self employed or institute if a student)

Employer's address

  


Contact name

Phone No

 

Length of employment

 Years  Months

13. Please provide your previous employment details

Occupation

Employer's name

Length of employment

 Years  Months

### F. STUDY INFORMATION

14. Please provide university/TAFE information if you are currently studying

Course name

Name of Institution

**G. EMERGENCY CONTACTS**

15. Please provide a next of kin/contact in case of emergency

Surname	Given name
<input type="text"/>	<input type="text"/>
Relationship to you	Phone no.
<input type="text"/>	<input type="text"/>
Address	
<input type="text"/>	
<input type="text"/>	

**H. REFERENCES**

16. Please provide two personal references (not related to you)

1. Surname	Given name
<input type="text"/>	<input type="text"/>
Relationship to you	Phone no.
<input type="text"/>	<input type="text"/>
2. Surname	Given name
<input type="text"/>	<input type="text"/>
Relationship to you	Phone no.
<input type="text"/>	<input type="text"/>

**I. OTHER INFORMATION REGARDING THIS APPLICATION**

17. Have you applied for another property?

Yes     No  
 Details (date of application/response from agent or landlord)

18. Joint Applications (if applicable)

*If there are any additional applicants applying to share this Property with you, please state their name/s below:*

1. Surname	Given name
<input type="text"/>	<input type="text"/>
2. Surname	Given name
<input type="text"/>	<input type="text"/>
3. Surname	Given name
<input type="text"/>	<input type="text"/>

19. How did you find out about this property? (Please choose one)

<input type="checkbox"/> Office Rental List	<input type="checkbox"/> Early Alert
<input type="checkbox"/> True Elite Website	<input type="checkbox"/> Other Websites
<input type="checkbox"/> Work Colleague	<input type="checkbox"/> Friends or Family Member
<input type="checkbox"/> Others	

Please specify if "Others"

**PLEASE NOTE**

All applicants will be required to provide **100 points** of identification as detailed below:

Drivers Licence	50 Points
Passport	50 Points
Proof of Age Card	50 Points
Student ID	50 Points
Rates Notice	50 Points
Copy of Recent Utility Account	30 Points each
Copy of Recent Telephone Account	30 Points
Concession or Pension Card	10 Points

*\* Photocopy of Photo ID is required*

1. This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the owner and/or the agent should any circumstances arise whereby the property is not available for occupation on the due date.
2. Initial rent payments must be made by cash or bank cheque within 24 hours after approval of application. No personal cheques accepted.
3. Security deposits are to be paid separately by bank cheque made out to the RTBA upon collection of keys. No personal cheques accepted.
4. Keys will not be handed over until the lease agreement has been signed by all applicants.
5. The TENANT agrees to accept the property in an "as is" condition and understands and accepts that the landlord is not obliged to make any improvement to the property.

**J. DECLARATION**

I hereby offer to rent the property from the owner under a least to be prepared by the Agent. I acknowledge that this is an application to lease this property and that my application is subject to the owners' approval and the availability of the premises on the due date. I acknowledge that I will be required to pay rental in advance and a security deposit and that this application be accepted by the owner I agree to enter into a Residential Tenancies Agreement pursuant to The Residential Tenancies Act 1997.

I authorise the Agent to obtain detail of my credit worthiness from, the owner of Agent of my current or previous residence, my personal referees, any record, listing and National Tenancy Database (NTD) which lists 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 reasonably considers has an interest receiving such information including NTD.

If a landlord or estate agent finds details of a prospective tenant on a Database, they must advise the tenant in writing, within seven days, of:

- the name of the database and the person who listed the information
- the tenant's information held in the database
- how the tenant can check, change or remove the listing (ie, by contacting the person who listed them or the database operator).

Signature of the Applicant

Date  (dd/mm/yyyy)