

# For Lease

**Yarrowonga Office**

136 Belmore Street,  
Yarrowonga VIC 3730

Phone (03) 5744 3811

Fax (03) 5743 2698



## Tips for a successful application

- 1 Complete all sections of the application, including Privacy Statement.
- 2 Supply all supporting documents to ensure your application is processed.
- 3 Return the application ASAP.
- 4 Notify your reference to expect our call.
- 5 Approval of your application within 24 to 48 hours in most cases.
- 6 Holding deposit (1 weeks rent) must be paid within 48 hours of being approved. The property will remain on the rental list until such time as it is received.
- 7 Two weeks rent and security bond must both be paid prior to or on collection of keys.
- 8 PLEASE NOTE: We do not have EFTPOS facilities and personal cheques will NOT be accepted.

## Moving? Leave it to us

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# Residential Application Form

For your application to be processed you must answer all questions (including the reverse side)



## A. AGENT DETAILS

### Yarrowonga Mulwala Real Estate

136 Belmore Street, Yarrowonga VIC 3730 Phone 03 5744 3811  
 Email enquiry@ymre.com.au Website www.ymre.com.au

PROPERTY MANAGER

## B. PROPERTY DETAILS

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

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Postcode

2. Lease commencement date?

\_\_\_\_ Day \_\_\_\_ Month \_\_\_\_ Year

3. Lease term?

\_\_\_\_ Months

4. Rent Payable?

\$ \_\_\_\_\_

5. Bond?

\$ \_\_\_\_\_

6. Government Assistance?

Yes  
 No

7. How many people will normally occupy the property?

\_\_\_\_ Adults \_\_\_\_ Children; specify ages: \_\_\_\_\_

8. Is your application in conjunction with any other person?

If yes, please confirm names of other applicants

Name: _____	Relationship: _____
Name: _____	Relationship: _____

9. Have you applied for other properties as well as this one?

Yes  No

10. Have you inspected this property?

Yes  No

## C. PERSONAL DETAILS

11. Please give us your details.

Mr  Mrs  Ms  Miss  Other

Given Name/s  
 \_\_\_\_\_

Surname  
 \_\_\_\_\_

Date of Birth  
 \_\_\_\_\_

Driver's Licence Number  
 \_\_\_\_\_

Medicare Number  
 \_\_\_\_\_

Passport Number  
 \_\_\_\_\_

Pension Number (if applicable)  
 \_\_\_\_\_

Pension Type (if applicable)  
 \_\_\_\_\_

Note: Please provide a copy of your Driver's Licence or Passport.

12. Please provide your contact details.

Home Phone Number  
 \_\_\_\_\_

Mobile Phone Number  
 \_\_\_\_\_

Work Phone Number  
 \_\_\_\_\_

Fax Number (optional)  
 \_\_\_\_\_

Email Address  
 \_\_\_\_\_

13. What is your current address?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Postcode

## D. UTILITY CONNECTIONS



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  
 Email: sales@onthemove.com.au

**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](http://www.onthemove.com.au). On The Move and your Agent may receive a benefit for arranging your services. On The Move and your Agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees and bonds may apply.

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.

## E. 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 authorise 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;
- 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 organisations/trades people 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 TICA (Tenancy Information Centre Australia) Phone: 02 9743 1800  
 Email: membership@tica.com.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 am aware that I may access personal information on the contact details above.

- (i) I understand pets are not permitted unless prior approval is obtained.
- (j) We acknowledge that I/we have inspected the premises and I/we accept the property in the current condition as inspected.

I consent to the disclosure of this page of the application form to **On The Move** ABN 84 101 648 257 for the purpose of enabling **On The Move** to offer the connection and disconnection services to me. Where **On The Move** is requested to arrange for the provision of the services, 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. I acknowledge that the Agent, its employees and **On The Move** may receive a benefit in relation to the connection of a utility service.

Signature	Date
X	/ /

**F. APPLICANT HISTORY****14. How long have you lived at your current address?**

	Years		Months
--	-------	--	--------

**15. Why are you leaving this address?**

**16. Please tell us about this rented property.**

Name of landlord or agent

Landlord/agent's phone number      Weekly rent

	\$
--	----

**17. What was your previous residential address?**

	Postcode

**18. How long did you live at this address?**

	Years		Months
--	-------	--	--------

**19. Please give us further information about this rented property.**

Name of landlord or agent

Landlord / agent's phone number      Weekly rent paid

	\$
--	----

Was bond refunded in full? If not, why not?

YES / NO	
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**G. EMPLOYMENT HISTORY****20. Please provide your employment details.**

What is your occupation?

What is the nature of your employment?  
(FULL-TIME / PART-TIME / CASUAL)

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

Employer's address

Postcode

	Postcode

Contact name

Phone number

--	--

Length of employment

Net weekly income

	Years		Months	\$
--	-------	--	--------	----

Source of other income?

Net weekly income

	\$
--	----

Note: Please provide proof of income (three months of Salary Slips) or Letter of Offer from employer, and or Bank Statements.

**21. Please provide your previous employment details.**

Occupation

Employer's name

Contact name

Phone number

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Length of employment

Net income

	Years		Months	\$
--	-------	--	--------	----

**H. IF SELF-EMPLOYED****22. If self-employed, please complete the following.**

Company name

Company address

Postcode

Business type

ACN number

--	--

Accountant name &amp; phone number

**I. CONTACTS / REFERENCES****23. Please provide a contact in case of emergency.**

Surname

Given name/s



Relationship to you

Phone number



Address

**24. Please provide two references (not related to you).**

1. Surname

Given name/s

Relationship to you

Phone number



2. Surname

Given name/s

Relationship to you

Phone number


**J. OTHER INFORMATION****25. Please provide details of any vehicles.**

Registration number

Make/model


**26. Please provide details of any pets.**

Breed / type

Council registration / number

	AGE
--	-----

	AGE
--	-----

**K. PLEASE PROVIDE US WITH 100 POINTS OF ID**

- |  |    |
|--|----|
| <input type="checkbox"/> Copy of Driver's Licence or Passport        | 40 |
| <input type="checkbox"/> Copy of Medicare Card                       | 20 |
| <input type="checkbox"/> Copy of bank statement                      | 20 |
| <input type="checkbox"/> Copy of pay slip / letter of offer contract | 20 |
| <input type="checkbox"/> Copy of gas / water / electricity account   | 30 |

**PLEASE NOTE**

Initial payments must be made by the applicant by Bank Cheque or Money Order within 24 hours after approval of application. Our preferred mode of payment for subsequent rental payments is Direct Debit from one nominated bank account. If there are insufficient clear funds in your account to meet a debit payment you will incur an administrative handling fee of \$35.00 for each dishonour. No personal Cheques or Cash will be accepted. Keys will not be released until the lease agreement has been signed and rental and bond payments have been made. 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 Landlord or Agent should any circumstance arise whereby the property is not available for occupation on the due date.