



TENANCY APPLICATION FORM

www.harrisonparker.com.au

IN PROCESSING YOUR TENANCY APPLICATION

We endeavour to process all tenancy applications as soon as possible. Please ensure that all questions are answered in detail and include all information requested for speedy process.

We highly recommend you contacting all references that you have noted on your application so they are ready for our phone call and happy to return our call should we not connect with them. Not getting hold of references are the Number 1 hold up in us processing your application.

SUPPORTING DOCUMENTATION REQUIRED:

- Tenant ledger from current/past Real Estate
- Centrelink statement (if applicable)
- If you are a home owner please supply a copy of a rates notice



Please Note: We are unable to process your application without this information.

Please provide us with 100 POINTS of IDENTIFICATION & COPY OF SUPPORT DOCUMENTATION.

ITEM	POINTS	ITEM	POINTS
Current Driver's License	50	Copy of Mobile Phone Account	20
Passport	50	Copy of Medicare Card	20
Proof Of Age Card	50	Concession / Pension Card	10
Student ID Card	50	Copy of Electricity/Gas/Water Account	30 each

100 POINT IDENTIFICATION CHECK

The listed identification has been photocopied and is attached to this application.



INITIAL PAYMENT OF RENT AND BOND

Initial payments must be made by bank cheque or money order within 24hr of approval of application.
No personal cheques will be accepted.

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 and the agent should any circumstances arise whereby the property is not available for occupation on the due date.

Free utility connection service

Please fill out the free utility connection service (MyConnect). If possible, request connection for one day prior to moving in. Connection can be any time on the requested day. The main electrical switch must be OFF. (Sometimes in units a second switchboard is installed - this must be off as well). Connections will not happen if power switch is left ON. Early connections are processed the next business day if lodged before 1pm the day prior.

Your personal information that has been provided to us in the application or collected from other sources is necessary for us to verify your identity and to process/evaluate the application and to manage the tenancy.

Thank you

Property Management Department

Harrisonparker Real Estate
TENANCY APPLICATION FORM

Shop G26, 1 Greenvale Drive
Greenvale VIC 3059
Ph: (03) 9333 5600
info@harrisonparker.com.au
www.harrisonparker.com.au



PROPERTY DETAILS—Property you would like to rent if this application is accepted?

Proposed Property: _____ Post Code: _____
Rent Per Week: \$ _____ Bond Amount: \$ _____
Length of Tenancy: _____ Years _____ Months Tenancy to Commence: ____/____/____
How many tenants will occupy the property?: Adults _____ Children _____ Ages _____
Pets: Yes/No (circle) Types: _____ Reg? Y/N Breed/s: _____ Ages: _____ Inside/outside (circle)
Will you be applying for assistance from Ministry of Housing? YES / NO (circle) Inspected Property YES / NO (circle)

FIRST APPLICANT

Salutation ____ (Mr, Mrs, Ms) First Name: _____
Family/Last Name: _____
Date of Birth : ____/____/____ Drivers Lic #: _____
Expiry Date: ____/____/____ License State: _____
Vehicle Registration: _____ State: _____
Passport No : _____ Passport country: _____
Pension No: (if applicable) _____ Type: _____
Phone: _____ Mob Phone: _____
E-Mail: _____

SECOND APPLICANT AND/OR PARTNER

Salutation ____ (Mr, Mrs, Ms) First Name: _____
Family/Last Name: _____
Date of Birth : ____/____/____ Drivers Lic #: _____
Expiry Date: ____/____/____ License State: _____
Vehicle Registration: _____ State: _____
Passport No: _____ Passport country: _____
Pension No: (if applicable) _____ Type: _____
Phone: _____ Mob Phone: _____
E-Mail: _____

Current Rental History - Applicant 1

Current Address: _____
_____ Post Code: _____
How long at Current Address?: _____ Years _____ Months
Reason for Leaving: _____ Rent: \$ _____
Landlord/Agent?: _____ Ph: _____
Bond Refunded: ____ Y/N If not why? _____

Current Rental History - Applicant 2

Current Address: _____
_____ Post Code: _____
How long at Current Address?: _____ Years _____ Months
Reason for Leaving: _____ Rent: \$ _____
Landlord/Agent?: _____ Ph: _____
Bond Refunded: ____ Y/N If not why? _____

Previous Rental History - Applicant 1

Previous Residential Address: _____
_____ Post Code: _____
Length at previous Address?: _____ Years _____ Months
Reason for Leaving: _____ Rent: \$ _____
Landlord/Agent: _____ Ph: _____
Bond Refunded: _____ If not why? _____

Previous Rental History - Applicant 2

Previous Residential Address: _____
_____ Post Code: _____
Length at previous Address?: _____ Years _____ Months
Reason for Leaving: _____ Rent: \$ _____
Landlord/Agent: _____ Ph: _____
Bond Refunded: _____ If not why? _____

FREE UTILITY CONNECTIONS



Please tick utilities as required

☐ Electricity ☐ Gas ☐ Water ☐ Phone ☐ Internet ☐ Pay TV

P: 1300 854 478

F: 1300 854 479

W: www.myconnect.com.au

E: enquiry@myconnect.com.au

A FREE utility connection service

Once we have received this application we will call you to confirm your details

By signing this application, I consent: to the disclosure of information on this form to myconnect ABN 34 121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MORN, utility provider) to the Real Estate Agent; acknowledge the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. Myconnect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this Application to confirm your details and explain the details of the services offered.

Signature _____

Date _____

Employment History - Applicant 1

Current Occupation: _____

Nature of your Employment: FULL TIME / PART TIME/ CASUAL (circle)

Current Employer's Name: _____

Employer's Address: _____

Contact Name: _____ Phone: _____

Employment: ____ Yrs ____ Mths Income: \$ _____ Net weekly

Previous Employment History - Applicant 1

Previous Employer: _____

Occupation: _____

Address: _____

Previous Employer's Ph: _____ Time Employed: ____

Employment History - Applicant 2

Current Occupation: _____

Nature of your Employment: FULL TIME / PART TIME/ CASUAL (circle)

Current Employer's Name: _____

Employer's Address: _____

Contact Name: _____ Phone: _____

Employment: ____ Yrs ____ Mths Income: \$ _____ Net weekly

Previous Employment History - Applicant 2

Previous Employer: _____

Occupation: _____

Address: _____

Previous Employer's Ph: _____ Time Employed: ____

If you are a Student - Applicant 1

Institution: _____ Dept: _____

Union No: _____ Student ID: _____

Income Source: _____ Income: \$ _____ Net PW

If you are a Student - Applicant 2

Institution: _____ Dept: _____

Union No: _____ Student ID: _____

Income Source: _____ Income: \$ _____ Net PW

If You Receive a Centrelink Payment

Type: _____ Cust No: _____

Amount \$: _____ Per Fortnight

If You Receive a Centrelink Payment

Type: _____ Cust No: _____

Amount \$: _____ Per Fortnight

If Self Employed

Accountant Name: _____ Ph: _____

Company Name: _____ ABN: _____

If Self Employed

Accountant Name: _____ Ph: _____

Company Name: _____ ABN: _____

Emergency Contact- Applicant 1

Name: _____

Address: _____

Home Phone: _____ Mob Phone: _____

Relationship to you: _____

Emergency Contact- Applicant 2

Name: _____

Address: _____

Home Phone: _____ Mob Phone: _____

Relationship to you: _____

References - Applicant 1

1) Name: _____

Address: _____

Home Phone: _____ Mobile Phone: _____

2) Name: _____

Address: _____

Home Phone: _____ Mobile Phone: _____

References - Applicant 2

1) Name: _____

Address: _____

Home Phone: _____ Mobile Phone: _____

2) Name: _____

Address: _____

Home Phone: _____ Mobile Phone: _____

DECLARATION & AUTHORITY

I hereby offer to rent the property from the owner under lease to be prepared by the Agent. Should this application be accepted by the Landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the Landlord/Owner. I declare that all information contained in this application (including the front page) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I also 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.
- (d) My Accountant or Payroll officer.

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to the tenancy default database, and to agents/landlords of properties I may apply for in the future. I am aware that if the 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 the I may access personal information on the contact details above.

Applicant Signature: _____ Dated: ____/____/____

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 tradespeople or equivalent organisations to contact me.
- (d) Lodge/claim/transfer to/from a 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). If you wish to view your records or the information is not accurate, you can contact NTD on 1300 563 826 or www.ntd.net.au to amend or dispute the record.
- (h) Transfer water account details into my name.
- (i) Connect utilities through MyConnect.

Applicant/Partner: _____ Dated: ____/____/____