

# Tenancy Application Form

For our Property Management team to process your application as quickly as possible, please ensure you complete the following application thoroughly. Thank you for choosing a property with Shearer Property.

Please note the following points are essential:

1. Applicants must supply a copy of their Driver's Licence or Passport for identification purposes.
2. Each applicant applying for the property is required to fill out and submit a separate application form.
3. Once your application is completed, please email, fax or drop into our office your application to our Property Manager.
4. We do not accept deposits until your application has been approved.
5. If your application has been approved, you will be required to provide either a bank cheque or direct deposit for the rental bond and first payment of rent in advanced.

## Application:

I, the Applicant hereby apply for approval by the owner of the Premises referred to in this form to become the tenant of this Premises on the terms and conditions contained in this form and in the Residential Tenancy Agreement to be drawn up by the owner's Real Estate Agent.

## Rental Property:

## Tenancy requirements:

Lease Term:	Rent p/w \$	Commencement date:
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## Occupancy details:

No. of occupants:	No. of children:	No. of pets:
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## Applicant/s details:

Name:	Email:
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Address:
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Mobile #:	Home #:	Work #:
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## Personal details:

Date of Birth:	Passport #:	Passport Country:
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Driver's Licence #:	State of issue :	Registration:
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## Rental History:

Property Address:
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Current rent: \$	P/W	Agent/Landlord:	Agent #:
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Length of lease:	Reason for leaving:
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### Previous rental details:

Property Address:			
Rent: \$	P/W	Agent/Landlord:	Agent #:
Length of lease:		Reason for leaving:	

### Employment History:

Employee:	Contact:	Contact #:
Position:	Length: /months	Net income:

### Previous Employment:

Employee:	Contact:	Contact #:
Position:	Length: /months	Net income:

### Emergency Contact:

Name:	Contact #:	Relationship:
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### Personal References: (unrelated to you)

Name:	Contact #:	Relationship:
Name:	Contact #:	Relationship:

### Holding fees for approved applicants:

In accordance with Section 24 of the Residential Tenancies Act 2010, it is hereby acknowledged that the taking of the Holding Fee referred to in this Application for Tenancy Form is subject to the following conditions:

The Applicant, if approved, will pay a Holding Fee of \_\_\_\_\_ equivalent to \_\_\_\_\_ days rent to hold the Premises

In favour of the Applicant for a period of \_\_\_\_\_ days from \_\_\_\_\_ to \_\_\_\_\_ or as varied in writing.

1. If the Applicant has paid a holding fee, the landlord must not enter into a residential tenancy agreement of the residential premises with any other person within 7 days of payment fee ( or within such further period as may be agreed with the tenant) unless the tenant notifies the landlord that the tenants no longer wishes to enter into the residential tenancy agreement.
2. A holding fee may be retained by the landlord only if the tenant enters into the residential tenancy agreement or refuses to enter into the residential tenancy agreement.
3. A holding fee must not be retained by the landlord if the tenant refuse to enter into the residential tenancy agreement because of a misrepresentation or failure to disclose a material fact by the landlord or landlord's agent.
4. If a residential tenancy agreement is entered into after the payment of a holding fee, the fee must be paid towards rent.
5. A tenant cannot be asked to pay a holding fee unless the tenant's application has been approved by the landlord and the holding fee does not exceed 1 week's rent of the residential premises.

**Details of Rental Payment:**

Property Rental per week:	<input type="text" value="\$"/>	
First Payment of rent in advance:	<input type="text" value="\$"/>	<b>Monthly/ Fortnightly</b>
Rental Bond x 4 weeks:	<input type="text" value="\$"/>	
Less Holding Fee:	<input type="text" value="\$"/>	
<b>Total:</b>	<input type="text" value="\$"/>	
<b>Amount payable on signing Tenancy agreement:</b>	<input type="text" value="\$"/>	

If payment is made by bank cheque (personal cheques not accepted) please make out to : Shearer Trust Account and bring with you on commencement of signing the lease or you can bank transfer the final balance prior to signing the lease (Please ensure you have transferred the final balance a few days prior to moving in to avoid disappointment.)

**Shearer Trust Account**  
**Macquarie Bank**  
**BSB: 182 222**  
**Account No: 3017 39579**  
**Reference: (Unit # / Surname)**

**Privacy Policy:**

I , the Applicant, do solemnly and sincerely declare that I am not a bankrupt or an undischarged bankrupt and affirm that the above information is true and correct.

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicants details, to process and evaluate the application and to manage the tenancy. Personal information collected about the Applicant in this application during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including to the landlord, referees, other agents and third party operators of tenancy reference database. Information already held on tenancy databases may also be disclosed to the agent and or landlord. If the applicant enters into a Residential Tenancy agreement, and if the applicant fails to comply with their obligations under the agreement, that fact and other relevant personal information collected about the applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and/or other agents. If the applicant would like to access the personal information the Agent holds, they can do so by contacting the Agent at the address and contact numbers contained in this application. The applicant can also correct this information if it is inaccurate, incomplete or out of date.

If the information is not provided, the agent may not be able to process the application and manage the tenancy.

**Notice to Prospective Tenants:**

The availability of telephone lines; internet services; analogue, digital or cable television (and the adequacy of such services); are the sole responsibility of the tenant(s) and tenants should make their own enquires as to the availability and adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna sockets or other such services points located in the property are serviceable, or will otherwise meet the requirements of the tenant, and tenants must rely upon their own enquires.

<input type="text" value="Applicant's signature:"/>	<input type="text" value="Date:"/>
<input type="text" value="Agent's signature:"/>	<input type="text" value="Date:"/>

Utility connections - A FREE of charge service to help connect you

www.realestate.com.au/connect/agent/XXBWPC

Step 1

Choose service

- Electricity
- Gas
- Phone
- Internet
- Pay TV

Step 2

Choose provider

- Origin  AGL
- Telstra
- Telstra
- Foxtel

Step 3

Requested connection date

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**NO FIXED TERMS**  
on electricity & gas plans  
so you are not locked in.\*

*\* Note, you may be charged fees such as a disconnection fee when exiting your contract. You may also be charged fees by your current energy provider when exiting your existing plan.*

How Connection services from realestate.com.au works

1. Select the utilities and enter requested connection dates
2. Sign your consent on the next page
3. Your Agent will submit your request to us
4. We will lodge your connection requests with the utility companies
5. For phone and internet requests, we will call you to walk through the options
6. We will send confirmation to you and your Agent

Terms and conditions

This is an OPTIONAL connection service to assist you to obtain energy and/or telecommunications services for your new residence. One of realestate.com.au's service providers Fast Connect Pty Ltd (telephone: 1300 661 464) (the "Service Provider") is the marketer of energy and telecommunications services provided by various retailers, and will assist realestate.com.au to provide this connection service to you.

If you have ticked one of the boxes above, you consent to realestate.com.au and its Service Provider using your personal information provided by you in this form in accordance with the Privacy Collection Statement below including using those details to contact you by phone, SMS and email in relation to the selected product(s). You acknowledge that realestate.com.au and its Service Provider may receive commissions or fees from your selected retailer(s), that commissions or fees may be paid between realestate.com.au and its Service Provider, and that your real estate agent may receive commissions or fees from realestate.com.au or its Service Provider, in each case for arranging provision of the requested services.

You may prefer to obtain services under different terms and conditions, or from different retailers, to those set out above. However, the above products are the only ones that are available as part of this connection service. You acknowledge that if you select one of the services above and the relevant retailer agrees to provide that service to you, then you will enter into a contract with that retailer for the provision of that service. Retailers retain discretion in relation to accepting your request for products or services - acceptance may be affected by factors such as a retailer's credit criteria or ability to supply to your selected address.

Energy (Electricity and Gas)

If you have selected an energy product above, you are entitled to be provided with certain information before you enter into a contract for the provision of that electricity or gas. That information is set out in, or accompanies, this form. A summary of some key useful information concerning these contracts is set out below:

Retailer contact details

**Origin Energy Ltd.**

Level 7, 321 Exhibition St Melbourne VIC 3000  
Ph: 132 463 Fax: 1800 132 463  
Email: enquiry@originenergy.com.au  
This market retail contract is: **Origin Supply**  
Electricity and/or Dual Fuel Plan.

If Origin is the existing retailer at your new address, you may be entitled to enter into a standard retail contract with Origin instead of a market retail contract.

**AGL Energy Limited**

L22, 120 Spencer Street Melbourne VIC 3000  
Phone: 131 245 Fax: (03) 8633 6002  
Email: enquiries@agl.com.au  
This market retail contract is: **AGL Freedom**  
Electricity and/or Dual Fuel Plan.

If AGL is the existing retailer at your new address, you may be entitled to enter into a standard retail contract with AGL instead of a market retail contract.

<b>Tariffs and charges</b>	We will email you a link with the prices and charges for your selected product upon receipt of your request for that product and also provide you with an opportunity to opt-out at this time.
<b>Contract term</b>	The contract commences when you satisfy any pre-conditions that may be specified in it. The contract may be terminated by you giving notice of termination or by agreement between you and the retailer. The contract will also end if energy is bought for the premises under a different contract or, in some cases, if the premises are disconnected. In addition, the retailer might be entitled to terminate the contract where you are in breach of it or if you vacate the relevant premises.
<b>Billing and payment arrangements</b>	Bills will be issued at least once every 3 months. You may generally pay your bills in person, by telephone, by mail, by direct debit or by electronic funds transfer. In certain circumstances, you may also be able to pay your bills by using Centrepay.
<b>Concessions or rebates</b>	If you hold a current government concession card you may be entitled to receive a rebate on your bill. Further information about the concessions and rebates that may be available to you can be obtained from the retailer.
<b>Service levels</b>	The service will comply with all laws and regulatory requirements applicable in the state or territory in which the supply address is located.
<b>Cooling off period</b>	If a cooling off period applies to your contract (which will typically be the case only where it is a market retail contract), then you may cancel the contract within 10 business days of receiving the retailer's welcome pack by informing the retailer by telephone or in writing of your intention to cancel the contract.
<b>Electronic transactions</b>	If any requirement in connection with the service is to be met electronically, it will be met in accordance with the contract. You will be recognised as having received the information and be bound by the transaction in accordance with applicable laws, regulatory requirements and the contract.
<b>Complaints</b>	You may complain to the retailer about the Service Provider. Contact the retailer if you wish to do this. If your complaint is not satisfactorily resolved by the retailer, then you may complain to the energy ombudsman.

### eBilling and Welcome Pack

Unless you request otherwise, your electricity and/or gas bills will be sent to the email address provided by you in this form.

**No, please post these items to me in hard copy to my new address**  
(please tick)

### Explicit Informed Consent

By signing below, I/we understand and agree:

- that I/we have read and accept the prices and charges applicable to the selected energy product;
- that, subject to the terms of the selected contract and any applicable legislation, the selected retailer may vary the energy rates which are used to calculate the applicable usage charges from time to time, and can vary the tariff structure, charges, billing frequency, and the terms of the contract at any time by writing to me/us;
- to become a customer of the selected retailer in accordance with the terms and conditions of the selected contract, including by transferring to that retailer, if the retailer agrees to provide me/us with my/our chosen product on those terms and conditions.

Tenant/Purchaser Signed	Co-Tenant/Co-Purchaser (if any) Signed	Date
X	X	DD/MM/YYYY

Please note, if you select ANY of the products displayed above, you must acknowledge your consent to the above information, our Privacy Collection Statement and you being contacted by our Service Provider in relation to the selected products, by providing your signature.

### Privacy Collection Statement

realestate.com.au collects and uses the information in this form to provide the connection service and will disclose this information to its Service Provider and to your chosen energy and telecommunication retailer(s). realestate.com.au may also use the information to promote its other services, and services of trusted third parties. realestate.com.au's Privacy Policy at [www.realestate.com.au/privacy](http://www.realestate.com.au/privacy) further explains how realestate.com.au collects, uses and discloses personal information and how to access, correct or complain about the handling of personal information. You agree that the personal information you provide to us (or authorise to be provided to us) is your information, or information which you have been authorised to provide us. Where you are authorised to provide another individual's information to us, you must inform that individual that their personal information will be used and disclosed by us in accordance with our Privacy Policy [www.realestate.com.au/privacy](http://www.realestate.com.au/privacy) and these terms and conditions.