



**first
national**
REAL ESTATE

Barlow McEwan Tribe
ALTONA

Tenancy Application



Please attach the following to your application:

██████████
Drivers Licence or Photo ID
Visa/Passport
Council Rates Notice
Current Agent History Ledger

████████████████████
Pay Slips
Copy of Tax Return
Centrelink (if applicable)

Please allow 3 business days to process your application

24-26 Pier Street
Altona VIC 3018
T: 03 9398 3888 F: 03 9398 4857
www.barlows.com.au



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Barlow McEwan Tribe
ALTONA

ALTONA OFFICE

24-26 Pier St

Altona Vic 3018

P: 03 9398 3888

F: 03 9398 4857

E: reception@barlows.com.au

TENANCY APPLICATION FORM

PLEASE NOTE ALL RENTAL PAYMENTS ARE STRICTLY BY DIRECT CREDIT ONLY

Please have all your ID photocopied prior to handing in your application as any photocopying required will incur a fee of 20c per page. **

1. Your application should include contact names and direct telephone numbers where possible. If your employer requires your written permission to give out information please ensure you have done so prior to submitting your application.
2. This application is subject to the Landlord's approval which may take **3 business days**.
3. In order to make an application, the tenant is confirming that they have **inspected the property both internally and externally and are satisfied with the condition**.
4. If your application is successful an appointment should be organised with your Property Manager to sign the lease and pay the first month's rent and bond due by **EFT (electronic funds transfer)**. It is important that your payment is received within 24 hours of such notification or the next applicant may be given preference or the property will be re-listed. Once your payment is receipted, the bond will then be lodged electronically with the RTBA and each applicant will receive an email to confirm the lodgement.
5. Remember it is your responsibility to have all services (such as telephone, internet, gas and electricity) connected in your name to coincide with your date of occupation. See the bottom of the form for Fast Connect.
6. If your personal information is not provided to us and you do not consent to the uses to which we use your personal information, we cannot properly assess the risk to our clients or carry out our duties as professional Property Managers. Consequently, we then cannot provide you with the lease/tenancy of the premises.
7. Your application is regarded as a confidential document and treated with the strictest confidence by the management and staff of Barlow McEwan Tribe First National. If your application has been unsuccessful it will be destroyed immediately

** By signing the Tenancy Agreement you are saying that you have read and agree to the above terms and conditions **

Utility Connections (Free service that connects your utilities)

How your connection request works

1.  Select your utilities
2.  Sign your consent on the next page
3.  Your agent will send you a connection request by SMS/email
4.  Review the details and accept the T&C's if you want to proceed
5.  Your details will be lodged with your chosen utility company
6.  For phone, internet and Pay TV requests we will call you to walk through the options
7.  Confirmation will be sent to you by SMS and email



ELECTRICITY, GAS AND OTHER CONNECTIONS

If your application is successful, your property manager will email/SMS you an online link from Fast Connect to arrange power, gas, broadband etc for your new home. You are not obliged to use this service, however it is easy and free to use and does not lock you into any fixed term energy contracts. You can review the connections and edit/change details, dates and suppliers.

Please forward me the connections link to arrange the following:

- ELECTRICITY GAS PHONE / INTERNET / PAYTV

CONVENIENT, EASY AND STRESS FREE - THE SIMPLE WAY TO GET CONNECTED



RENTAL TENANCY APPLICATION FORM

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 _____
 Pets: Yes/No (circle) Types: _____ Reg? Y/N Breed/s: _____ Ages: _____

FIRST APPLICANT

_____ 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) _____
 Current Address: _____
 _____ Post Code: _____
 ☎ : _____ Mob ☎ : _____
 E-Mail: _____

SECOND APPLICANT AND/OR PARTNER

_____ 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) _____
 Current Address: _____
 _____ Post Code: _____
 ☎ : _____ Mob ☎ : _____
 E-Mail: _____

Current Rental History - Applicant 1

Length of Current Tenancy?: One Year / Six Months (circle)
 Reason for Leaving: _____ Rent: \$ _____
 Landlord/Agent: _____
 Property Manager: _____ ☎ : _____

Current Rental History - Applicant 2

Length of Current Tenancy?: One Year / Six Months (circle)
 Reason for Leaving: _____ Rent: \$ _____
 Landlord/Agent: _____
 Property Manager: _____ ☎ : _____

Previous Rental History - Applicant 1

Previous Residential Address: _____
 _____ Post Code: _____
 Length of Previous Tenancy?: One Year / Six Months (circle)
 Reason for Leaving: _____ Rent: \$ _____
 Landlord/Agent: _____
 Property Manager: _____ ☎ : _____

Previous Rental History - Applicant 2

Previous Residential Address: _____
 _____ Post Code: _____
 Length of Previous Tenancy?: One Year / Six Months (circle)
 Reason for Leaving: _____ Rent: \$ _____
 Landlord/Agent: _____
 Property Manager: _____ ☎ : _____

If You Receive a Centrelink Payment

Amount \$: _____ Per Fortnight

If You Receive a Centrelink Payment

Amount \$: _____ Per Fortnight

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

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: _____ ☎ : _____
Employment: ___ Yrs ___ Mths Income: \$ _____ Net weekly

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: _____ ☎ : _____
Employment: ___ Yrs ___ Mths Income: \$ _____ Net weekly

Previous Employment History - Applicant 1

Previous Employer: _____
Occupation: _____
Address: _____
Previous Employer's ☎ : _____ Time Employed: _____

Previous Employment History - Applicant 2

Previous Employer: _____
Occupation: _____
Address: _____
Previous Employer's ☎ : _____ Time Employed: _____

If Self Employed

Accountant Name: _____ ☎ : _____
Company Name: _____ ABN: _____

If Self Employed

Accountant Name: _____ ☎ : _____
Company Name: _____ ABN: _____

Emergency Contact - Applicant 1

Name: _____
Address: _____
Home ☎ : _____ Mob ☎ : _____
Relationship to you: _____

Emergency Contact - Applicant 2

Name: _____
Address: _____
Home ☎ : _____ Mob ☎ : _____
Relationship to you: _____

References - Applicant 1

1) Name: _____
Address: _____
Home ☎ : _____ Mobile ☎ : _____
2) Name: _____
Address: _____
Home ☎ : _____ Mobile ☎ : _____

References - Applicant 2

1) Name: _____
Address: _____
Home ☎ : _____ Mobile ☎ : _____
2) Name: _____
Address: _____
Home ☎ : _____ Mobile ☎ : _____

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:

- The owner or the Agent of my current or previous residence.
- My personal referees and employer/s
- Any record listing or database of defaults by tenants.
- My accountant or payroll officer

I am aware that the Agent will use and disclose my personal information in order to:

- Communicate with the owner and select a tenant.
- Prepare lease/Tenancy documents.
- Allow tradespeople or equivalent organisations to contact me.
- Lodge/claim/transfer to/from a Bond Authority.
- Refer to Tribunals/Courts & Statutory Authorities where applicable.
- Refer to collection agents/lawyers where applicable.
- 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.
- Transfer water account details into my name.
- Provide me with utilities connections offer through Fast Connect

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. 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. I am aware that I may access or seek correction to my personal information by contacting Altona office Barlow McEwan Tribe (Altona) Pty Ltd ABN 71 591 558 291 trading as Barlow McEwan Tribe First National - contact details are listed on this form.

Print Name: _____

Print Name: _____

Applicant Signature: _____ Dated: ___/___/___

Applicant/Partner: _____ Dated: ___/___/___

FREE UTILITY CONNECTIONS - This is a Free Service that quickly connects your utilities



If your application is successful, Fast Connect will electronically lodge your request and ensure that your utility provider has all the relevant details to connect on your requested date. Confirmation will be sent to you and your

		Tick	Connection Date	Do you require:
WATER	Supplier	Tick to Connect water <input type="checkbox"/>	<input type="text" value="/ /"/>	Broadband Internet <input type="checkbox"/>
ELECTRICITY	AGL	Tick to Connect with AGL <input type="checkbox"/>	Please enter earliest connection date for services required	Wireless Broadband <input type="checkbox"/>
	ORIGIN	Tick to Connect with Origin <input type="checkbox"/>		Pay TV (Foxtel) <input type="checkbox"/>
GAS	AGL	Tick to Connect with AGL <input type="checkbox"/>	Tenants are required to pay for water usage. Tenants Water Usage accounts are set up by our office on behalf of Tenants and is a condition of rental.	
	ORIGIN	Tick to Connect with Origin <input type="checkbox"/>		
TELEPHONE	TELSTRA	Tick to Connect telephone <input type="checkbox"/>		

How to Connect—WITH NO LOCK IN CONTRACTS, BOND or EXIT FEES

The simplest and quickest way to connect your utilities:

1. Tick what utilities you want connected
2. Enter Connection date required (most connections happen after 2.00pm on the selected date)
3. Tick Broadband, Wireless or PayTV as required

Plan: AGL/ORIGIN Select Zero Electricity and/or Dual Fuel Plan with No Fixed Term or Termination Fees.

Tariff Rates are specified via a link emailed to you upon receipt of your connection request(s). AGL can vary your rates, tariff structure, charges, billing frequency, and the terms of your energy plan at any time by writing to you. Other fees such as distributor services may apply.

10 Business Day Cooling Off Period commences when you receive your Welcome Pack. This has information about the cooling off period and your rights under Australian Consumer Law. You can cancel this plan during the cooling off period by using the provided cooling off notice, or calling or writing to AGL/ORIGIN. If you wish to cancel after the cooling off period, you need to give AGL/ORIGIN 20 business days' notice.

Billing by AGL/ORIGIN is every 3 months for electricity and bi monthly for Gas and some payment methods will incur a 0.6% payment processing fee.

Fast Connect are a marketing partner of AGL/ORIGIN, we receive a fee when you enter into an energy plan. The contact number for AGL is 131245, ORIGIN is 132461 and the contact number for Fast Connect is 1300661464.

AGL's/ORIGIN Privacy and Credit Reporting Policies describe how it handles your personal information, the credit reporting bodies AGL/ORIGIN uses and your access, correction, complaint and opt-out rights with us and those bodies. The Dispute Resolution Policy outlines your right to make a complaint to AGL/ORIGIN or the ombudsman. These policies are in the Welcome Pack and are available on AGL's/ORIGIN website or on request. By consenting to this offer, you consent to these policies, including that AGL/ORIGIN may exchange your information with credit providers and others for credit reporting, credit checks and debt collection, and that AGL/ORIGIN may contact you about offers and products on an ongoing basis, unless you request otherwise.

Marketing Code of Conduct applies with which we comply and you may be contacted as part of an audit.

On day of connection you will need to have the main switch in the OFF position from 7am till 7pm. If the Main Switch is in the ON position connection cannot occur. If your meter is not easily accessible due to a locked gate or dog, your meter reading may be an estimate only.

Customer Explicit Informed Consent:

I/we understand and agree that AGL/ORIGIN may vary the market energy rates which are used to calculate your usage charges from time to time, and can vary your tariff structure, charges, billing frequency, and the terms of your energy plan at any time by writing to you?

I/we understand and agree to the terms and conditions of this offer and that if AGL /ORIGIN is not the current retailer this agreement constitutes consent to transfer my/our fuel/s to AGL/ORIGIN

Signed: _____

Signed: _____