



PO BOX 18398, Melbourne, VIC 3000  
P: 03 9225 5012  
E: info@limrealty.com.au  
ABN: 65 153 698 821

## Tenancy Application Form

### Application Guidelines

An application is to be submitted by each person living in the property.

Documents required to process your application:

#### 1. Personal Identification

We require a minimum of 100 points of identification. Your 100 points must include one piece of photo identification and can be in the form of the following:

- Passport, Birth Certificate, Citizenship Certificate, Drivers License, Student Card 50 Points
- Debit Card, Medicare Card, Electricity/Gas/Phone Account, Car Registration 25 Points

#### 2. Proof of Finance

- Bank statement showing regular deposits
- 4 recent pay slips
- Guarantor letter from parents (if insufficient independent income)
- Employment Contract
- Recent letter from Centrelink outlining entitlements

#### 3. Record of Current Address:

- Phone, Electricity, Gas, Internet accounts with current address
- Copy of current tenancy agreement

### Application Process:

1. An inspection is required prior to submitting an application. Your application will be processed on the understanding that you have inspected the property and accepted its current conditions.
2. Our Property Manager will contact you should your application be approved. Applications take approximately 24-48 hours to process and are subject to the owner's consent.
3. Within 48 hours of approval we must receive confirmation of Bond and Rent payment and signed paperwork. Otherwise the property will be back on the market.
4. Prior to moving into a property a bond (total of 6 weeks rent, payable to RTBA) and 1 month rent in advance MUST be received by our agency.
5. Keys will be released to the approved tenant during working hours on the lease start date.

#### Rent Payment Options:

1. By Phone or Internet with all major credit cards (credit card surcharge fees apply)
2. Customer Initiated Direct Debit (\$0.85 per transaction)
3. Via BPAY from a cheque or savings account (No charge)
4. Cash and internet transfer will NOT be accepted

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OFFICE USE ONLY Approved: Yes/No Lessor Contacted: Yes/No Applicants Contacted: Yes/No

Address: \_\_\_\_\_

Date/Time Recorded: \_\_\_\_\_ No of Applicants: \_\_\_\_\_ TICA Check: \_\_\_\_\_

Rental Amount: \$ \_\_\_\_\_ Term: \_\_\_\_\_ Date From: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Notes: \_\_\_\_\_

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**TENANCY APPLICATION FORM**

Rental Property Address: \_\_\_\_\_  
Rental Amount: \$ \_\_\_\_\_ p/w Preferred Start date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Lease Term: \_\_\_\_\_ Months  
Applicant Details  
Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_ Passport: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Drivers License: \_\_\_\_\_  
Names of other applicants: \_\_\_\_\_  
Name & Age of dependents: \_\_\_\_\_  
Are you a smoker? Yes/No Are you or have you ever been bankrupt? Yes/No If yes when \_\_\_\_\_  
PETS Will you have pets at the property? Yes/No If yes, how many? \_\_\_\_\_ Type: \_\_\_\_\_  
Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Relationship to you : \_\_\_\_\_

Current Address: \_\_\_\_\_ Rent paid: \$ \_\_\_\_\_ per week  
Agent/Owner: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax/email: \_\_\_\_\_  
Period of Occupancy: \_\_\_\_ Y/ \_\_\_\_ M Reason for Leaving: \_\_\_\_\_  
Previous Address: \_\_\_\_\_ Rent paid: \$ \_\_\_\_\_ per week  
Agent/Owner: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax/email: \_\_\_\_\_  
Period of Occupancy: \_\_\_\_ Y/ \_\_\_\_ M Reason for Leaving: \_\_\_\_\_

Occupation: \_\_\_\_\_ Name of Employer: \_\_\_\_\_  
Net Weekly Income: \$ \_\_\_\_\_  
Work Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Length of Time Employed: \_\_\_\_\_ Full Time/Part Time/Night Shift (Hours p/w): \_\_\_\_\_  
IF Self Employed Accountant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Business Name: \_\_\_\_\_ ABN: \_\_\_\_\_  
Length of Time in Operation: \_\_\_\_\_ Net Annual Income: \$ \_\_\_\_\_  
IF Student School: \_\_\_\_\_ Course: \_\_\_\_\_  
Overseas Student: Yes/No Visa Expiry Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Are you receiving Government Assistance? Yes/No (please provide proof)  
Are you receiving Parental/Guardian Assistance? Yes/No (please provide letter)

**FREE UTILITY CONNECTION SERVICE: DIRECTCONNECT**

Please call me to arrange the following services:

- Gas  Electricity  Telephone  Internet  Pay TV  Removalist

Terms and Conditions: By filling in this form you are consenting to allow My Connect to contact you to arrange your service connection(s). Direct Connect may need to disclose personal information about you to Utility providers to arrange these services. Direct Connect and your Agent do not accept responsibility for any delay or failure to connect/disconnect your services. Direct Connect and your Agent may receive a benefit for arranging your services. Standard connection fees and bonds may apply. Please see My Connect website (www.myconnect.com.au) to view the full terms and conditions.

Address of property to connect: \_\_\_\_\_  
Connecton Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Name of Tenant: \_\_\_\_\_  
Daytime Contact Number: \_\_\_\_\_ Drivers Licence or Passport Number: \_\_\_\_\_  
Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



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Privacy Consent

In accordance with privacy principle 1.3 of the Privacy Act we require you to read and sign this acknowledgement. I the said applicant declare that I give my permission to the agent to collect my information and pass such information onto TICA Default Tenancy Control Pty Ltd. I further give my permission for my information to be provided to any other tenancy database for the assessment of my tenancy application. I further give consent to the Agency to contact any of my personal referees, employers and all other references provided by me in my tenancy application. I authorise the Agency to refer my name and contact details to an arranger or service provider including Tradespeople (to attend to work required at the property), salespeople (primary and secondary Agents), valuers, the Lessor, other Agents, database operators, other Property Managers, Body Corporate offices, Insurance companies, Financial Services (to assist with home loan applications, if required in the future), and to Authorities as required by Law. I agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with tenancy database my information may be recorded as making an inquiry. I understand that TICA Default Tenancy Control Pty Ltd is a database company that allows its members access to information accumulated from members about tenants who have breached their tenancy agreements. I agree and understand that should I fail to provide the database member with the information and acknowledgements required the Agency may elect not to proceed with my tenancy application. I acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 190 222 0346. I agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST. I agree to be contacted by electronic mail and/or SMS methods.

Applicant's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

-----OFFICE USE ONLY BELOW-----

URGENT: REQUEST FOR RENTAL REFERENCE & TENANT LEDGER

Our agency has received an application for tenancy. The applicant has provided your details as a current or previous Lessor/Agent and has authorised us to collect information about the tenancy from you/your office.

A copy of the applicant's signed Privacy Consent is attached above.

Please complete the details below and return the form to our agency today, as time is critical to both the Applicant and Lessor to finalise the processing of this application.

AGENCY: \_\_\_\_\_

TENANT: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

PERIOD OF TENANCY: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ RENT PER WEEK: \$ \_\_\_\_\_

Was the tenant an approved occupant? Yes/No

Did your office terminate the agreement? Yes/No

During the tenancy, was the tenant ever in arrears? Yes/No

Did the tenant ever receive a Notice to Remedy Breach? Yes/No

If Yes - Reason/s: \_\_\_\_\_

Was the rent paid in a satisfactory manner? Yes/No

Have the Routine Inspections been satisfactory? Yes/No

Were pets kept on the premises without permission? Yes/No

Were pets ever a concern during the tenancy? Yes/No

Did the tenants leave the property clean and tidy? Yes/No

Was the bond refunded in full? Yes/No

If No - Reason/s: \_\_\_\_\_

Would you or your agency rent to them again? Yes/No

General Comments \_\_\_\_\_

Completed By \_\_\_\_\_ Date \_\_\_\_\_

Please return the completed form with a copy of the tenant ledger ASAP by email to info@limrealty.com.au. Thank you in advance. Your kind cooperation is much appreciated.