



lucas | real estate

# Tenancy Application

62 River Esplanade, Docklands Vic 3008

**Tel:** 03 9645 1199 • **Fax:** 03 9645 2522

**Email:** [rentals@lucasre.com.au](mailto:rentals@lucasre.com.au) • **Website:** [www.lucasre.com.au](http://www.lucasre.com.au)

For this tenancy application to be accepted  
**each** page must be fully completed and signed.



**Agent Name:** Lucas Real Estate  
**ABN:** 31 876 114 622  
**Address:** 62 River Esplanade, Docklands 3008  
**Phone No:** 03 9645 1199 **Fax No:** 03 9645 2522  
**Email:** rentals@lucasre.com.au  
**Web:** www.lucasre.com.au

# Residential Tenancy Application Form

Please fully complete and sign every page of this application. For your application to be processed it must be fully completed.

## 1. Property Applying For

Address

Suburb  Post Code

Electricity Meter No.

Lease Term  Years  Months

Date Property is to be occupied

Rent Payable for Property

Name(s) of other Applicants to Occupy Property

Property Manager Name:  ID No: 5751

## 2. If self-employed, please complete the following

Company Name

Company Address

Suburb  Post Code

Business Type

Position Held

A.B.N.

Accountant Name

Accountant Phone

Solicitor Name

Solicitor Phone

## 3. Personal Details

Title  First Name  Initial

Last Name

Date of Birth

Current Address

Suburb  Post Code

Drivers Licence Number  State of Issue

Car Registration Number

Alternate ID (eg passport)  No

Pension Type  No

Home Phone Number

Mobile Phone Number

Email

Occupation

Employers Name

Employer Phone Number

**Please provide a contact number you are available on all day**

Contact number:

Signed:  Date

## 4. Utility Connection Service



**Phone:** 1300 554 323  
**Fax:** 1300 889 598  
**Email:** info@connectnow.com.au  
**Internet:** www.connectnow.com.au

### Connecting Your Utilities Has Never Been Easier

ConnectNow is a simple and convenient time saving service assisting with your Telephone, Electricity & Gas and water connections. ConnectNow also provide a range of additional services to compliment your household utilities, such as Internet & Pay TV.

If you would like ConnectNow to contact you to discuss any of the above services please tick the box and a Connect Now representative will make all reasonable efforts to contact you within one working day of receiving an application. If we are unable to contact you within this period please contact ConnectNow on 1300 554 323 to ensure connection can be completed by your requested date.

It is the responsibility of the Tenant to ensure that the Main Electricity Switch is in the 'Off Position' between 7am & 7pm on the day connection is required and that there is easy access to the property.

While the ConnectNow service is FREE, standard service provider connection fees and charges still apply. You pay NO extra charges as a result of using the ConnectNow service.

I consent to ConnectNow Pty.Ltd. A.B.N. 79 097 398 662 arranging for the connection and disconnection of the nominated home services and to providing information contained in this application to the service providers for this purpose. I agree that neither ConnectNow nor the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames and terms and conditions once the client has agreed to use the chosen service provider. I authorise the obtaining of a National Metering Identifier (N.M.I.) on my residential address to obtain supply details. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that ConnectNow Pty Ltd will be paid a fee by the service provider and will be paying a fee to the Agent in respect of the provision of the service being provided to me by ConnectNow Pty Ltd.

I consent to Sholl Communications arranging for the connection and disconnection of the nominated telephony services and products and agree to be bound by the terms and conditions of Sholl Communication and their agents and or suppliers. I agree that neither Sholl Communications nor their agents or suppliers accepts liability for loss caused by delay in, or failure to connect or provide the nominated product or service.

**Connect me now**  Yes

Signed:  Date

### 5. Current Situation

Are you the Owner Renter

Duration at your current address?  Years  Months

Name of Landlord/Agent (If applicable)

Phone Number

Rent Paid per month

Reason for leaving

Was bond repaid in full?  Yes  No If No, please specify:

### 6. Previous Rental History

Were you the Owner Renter

Previous Address

Suburb Post Code

Duration at your previous address?  Years  Months

Name of Landlord/Managing Agent/Selling Agent

Phone Number

Rent Paid per month

Reason for leaving

Was bond repaid in full?  Yes  No If No, please specify:

### 7. Other Information

Number of persons occupying property  Adults  Children

Please specify the ages of any children

Do you have pets?  Yes  No If Yes, please specify:

### 8. Next Kin

Emergency Contact  Relationship

Address

Ph

Mobile  Other

### 13. How did you find out about this property? (Please Tick)

Rent List  Melbourne Weekly/Times  The Age  Office  For Lease Board  Other:

### 14. Declaration

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997. I acknowledge that I will be required to pay rental in advance and a rental bond, and that this application is subject to approval from 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.

### 9. Current Employment Details

Employment Address

Suburb  Post Code

Contact Name

Length at current employment  Years  Months

Net Income \$  Per Week \$  Per Month

### 10. Previous Employment Details

Occupation

Employers Name

Employment Address

Suburb  Post Code

Employer Phone Number

Contact Name

Length at current employment  Years  Months

Net Income \$  Per Week \$  Per Month

### 11. Personal Referees

1. Reference name

Occupation

Relationship  Ph

2. Reference name

Occupation

Relationship  Ph

### 12. If Student, please complete the following

Place of Study

Course being undertaken

Course Length

Enrolment Number

Parents Name  Ph

Campus Contact  Ph

Course Co-ordinator  Ph

Income

Parents Address Overseas

I authorise the Agent to obtain details of my credit worthiness from, the owner or Agent of my current or previous residence, my personal referees, 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 any person whom the Agent reasonably considers has an interest receiving such information.

Signed:  Date / /



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# Tenancy Privacy Statement

Please fully complete and sign every page of this application. For your application to be processed it must be fully completed.

This form is to be accompanied by an Application for Tenancy. Your Application for Tenancy cannot be accepted unless this has been completed in full and signed.

Due to recent changes in the Privacy laws, from 21st December 2001, all real estate agencies must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional property managers. Please take the time to read this Privacy Statement carefully, and once completed return it to this office with your tenancy application.

As professional property managers, Lucas Real Estate, collects personal information about you. To ascertain what personal information we have about you, you can contact us by the following ways:

**Telephone:** 03 9645 1199  
**Facsimile:** 03 9645 2522  
**Email:** rentals@lucasre.com.au  
**Website:** www.lucasre.com.au

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested, and if the risk is considered acceptable, to provide you with a lease/tenancy of the premises.

To carry out this role, and during the term of your tenancy, we usually disclose your personal information to the following:

The landlord, the landlord's lawyers, the landlord's mortgagee – for mortgage purposes, referees you have nominated, organisations/tradespeople required to carry out maintenance to the premises, rental bond authorities, Residential Tenancies Tribunals/Courts, collection agencies, National Tenancies Database Pty Ltd, other real estate agents and landlords, utilities companies such as gas, electricity, water connection, telephone connection, banks – for rental payment facilities and financial records, employers – for reference purposes.

## PLEASE NOTE:

1. This application is subject to the owner's approval and may take 2-3 days to process.
2. All applicants must complete an application form.
3. Initial bond payment must be paid in the form of a bank cheque or money order made payable to the **Residential Tenancies Bond Authority** (personal cheques or cash will not be accepted).
4. Initial rental payments must be paid in the form of a bank cheque, cash or money order made payable to the **Lucas Real Estate** (personal cheques will not be accepted).
5. The applicant hereby agrees to a credit check being carried out by the National Tenancy Database.

The applicant acknowledges that the property is in a reasonably clean condition and in good repair as inspected.

## TENANCY ACCEPTANCE

We understand that finding and selecting a rental property is often difficult. We will process your application as quickly as possible, but please remember we may be processing many applications at the same time. To assist us please fill out ALL the required details on the application and ensure your completed application is returned to any of our offices as quickly as possible.

## UNSUCCESSFUL APPLICATIONS

Should your application be unsuccessful you will be advised. However, should you wish to apply for another property we will hold over your application for you.

## SUCCESSFUL APPLICATIONS

Should your application be successful you will be notified by phone and requested to confirm your tenancy. We require the FULL BOND to be paid and the Bond Lodgement form to be signed within 24 hours of the confirmation to secure your tenancy. Prior to your commencement date all tenants must sign the tenancy agreement and pay the first months rental (please allow ½ hour for this appointment). The property manager will supply you with these amounts at the confirmation of your tenancy. Keys will only be handed out when all parties have signed the tenancy agreement, Bond Lodgement Form, all monies have been paid and the tenancy has commenced. No action will be taken against the landlord or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason.

Signing of tenancy agreements and the payment of the first months rent can be undertaken at the office indicated by your property manager.

### Signed by:

Applicant

Print Name

Date

Witness