Head Office:
246 Main Street
(P.O. Box 422),
Lilydale, Victoria, 3140
Ph: (03) 9735 5677
Fax: (03) 9735 1137

Noble Knight
Licensed Real Estate Agents Auctioneers and Property Managers
Your Property Our Care

Branch Office:
4B, 36 Bell Street
Yarra Glen, Victoria, 3775
Ph: (03) 9730 1788
Fax: (03) 9730 1688

TENANCY APPLICATION

evo | parkville apartments

OR INNER CITY MELBOURNE PROPERTIES

Application Requirements. **Application Received: / /**

Upon applying for a property, **please provide when submitting the form** the correct written documentation as requested. Please note that your application ***will not be accepted*** by our office unless it is complete with all details and references attached. Our office will verify all references and information supplied. Our company will endeavor to provide a decision within four clear business days.

Upon Acceptance of Successful Application.

Should the landlord accept your application, our office will arrange for the Tenancy Agreement to be signed within 24 hours.

Upon signing the Tenancy Agreement we will request that the Bond be paid, which is equal to a calendar months rental. This needs to be a Bank Cheque or Money Order in the name of the Residential Tenancies Bond Authority (R.T.B.A.).

Upon picking up the keys on commencement of tenancy (within business hours), you will be required to pay One Calendar Months Rent in Cash, Bank Cheque or Money Order. ***Please take note that keys or possession of the premise will not occur until all monies are paid.***

Each person over 18 years of age or named on the Lease Agreement must complete a separate application.

Property Applied For: _____

Your Full Name Mr/Mrs/Ms/Miss. _____

PRESENT ADDRESS: _____ WHEN DID YOU MOVE THERE? _____

PHONE: (H) _____ (M) _____ EMAIL _____

ARE YOU: RENTING? YES / NO OWNER? YES / NO SHARING? YES / NO LIVING WITH RELATIONS? YES / NO

AGENT OR LANDLORD NAME _____ PHONE: _____

Identification: Please note that we require a color scan copy of License or Passport as proof of Identity.

DATE OF BIRTH: ____/____/____ DRIVER'S LICENCE NO: _____ EXPIRY DATE: ____/____/____

PASSPORT NO: _____ EXPIRY DATE: ____/____/____

Occupancy Details:

WHAT DATE DO YOU WANT TO START? ____/____/____ WHAT MINIMUM LEASE PERIOD WOULD YOU LIKE? _____

WHAT PETS DO YOU OWN? _____ WHAT PETS WILL YOU KEEP ON THE PROPERTY? _____

HOW MANY PERSONS 18 AND OLDER WILL LIVE ON THE PREMISES?
THEIR NAMES ARE:

1. _____
2. _____
3. _____

HOW MANY PERSONS 17 AND YOUNGER WILL LIVE ON THE PREMISES?
THEIR NAMES ARE: AGE:

1. _____
2. _____
3. _____

Income: Please note that proof of income (eg: wage slip) must be supplied. If you are unemployed, please provide written documentation and details of assistance received.

1. IMMEDIATE BOSS _____ YOUR OCCUPATION: _____
2. CURRENT EMPLOYER'S BUSINESS OR ASSISTANCES NAME: _____
   ADDRESS: _____ PHONE: _____
   WHEN DID YOU COMMENCE EMPLOYMENT THERE? _____ HOW MANY HOURS DO YOU WORK EACH WEEK? _____
   WHAT IS YOUR AVERAGE TAKE HOME SALARY? $ _____ PER WEEK

Properties previously occupied: **Please note that we require private rental references in writing. If you are renting through a Real Estate Agent please provide a rental payment or receipt history ledger. If you have not rented before and have lived in owner occupied or relations homes, regardless of whether board or rental monies are paid; ensure that your prior living arrangements are listed and written references provided.**

No. 1. ADDRESS: _____ DID YOU OWN OR RENT? _____
AGENT OR LANDLORD'S NAME: _____
ADDRESS: _____ PHONE:(H)_____(W)_____
WHEN DID YOU MOVE THERE? _____ WHEN DID YOU LEAVE THERE? _____

No. 2. ADDRESS: _____ DID YOU OWN OR RENT? _____
AGENT OR LANDLORD'S NAME: _____
ADDRESS: _____ PHONE:(H)_____(W)_____
WHEN DID YOU MOVE THERE? _____ WHEN DID YOU LEAVE THERE? _____

No. 3. ADDRESS: _____ DID YOU OWN OR RENT? _____
AGENT OR LANDLORD'S NAME: _____
ADDRESS: _____ PHONE:(H)_____(W)_____
WHEN DID YOU MOVE THERE? _____ WHEN DID YOU LEAVE THERE? _____

Next Of Kin: **Please supply the particulars of your nearest relatives who will not be living on the premises with you.**

1. RELATIONSHIP: _____ FULL NAME: _____
ADDRESS: _____ PHONE: (H)_____ (W)_____

References: **Please provide two character references in writing. Include their particulars below.**

1. FULL NAME: _____ OCCUPATION: _____
ADDRESS: _____ PHONE: (H)_____ (W)_____

2. FULL NAME: _____ OCCUPATION: _____
ADDRESS: _____ PHONE: (H)_____ (W)_____

I confirm that the particulars given above are true and correct and understand that this application is made subject to the Landlord's approval. Further, I consent to the agent conducting reference and credit checks and acknowledge that the particulars given above form part of any Agreement I enter into for tenancy of the premises. I acknowledge that the form submitted will not be returned and will remain in the possession of Noble Knight Real Estate.

Due to changes in the Privacy Laws, as from December 21, 2001 all property managers 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 this signed document together with your application.

As professional property managers **Noble Knight Real Estate** collects personal information about you. To ascertain what personal information we have about you please refer to application details or contact us by:

Telephone: 9735 5677 Facsimile: 9735 1137 Email: rent@nobleknight.com.au

1) Primary Purpose

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 the lease/tenancy of the premises.

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

- Landlord
- The Landlord's Lawyers
- The Landlord's mortgagee
- Referees you have nominated
- Organisations/Trades people required to carry out maintenance to the premises
- Residential Tenancies Bond Authorities

- Victorian Civil and Administrative Tribunal
- Magistrates Court
- Collection Agents
- National Tenancy Database Pty Ltd (ABN 65 079 105 025) ("ntd")
- Other Real Estate Agents and Landlords including printed copies of payment ledgers

2) Secondary Purposes

We also collect your information to: **Please "Tick"** the boxes to the use and disclosure:

Enable us, or the Landlord's lawyers, to prepare the lease/tenancy documents for the premises

Allow organizations/trades people to contact you in relation to maintenance matters relating to the premises ☐

Pay/release rental bonds to and from the Residential Tenancies Bond Authority ☐

Refer to Tribunals, Courts and Statutory Authorities (Please note by ticking this box you are acknowledging we can obtain any information in your name & including any prior addresses you have not disclosed) ☐

Refer to Collection Agents/Lawyers (where default/enforcement action is required) ☐

Provide confirmation details for organisations contacting us on your behalf i.e. Banks, Utilities (Gas, Electricity, Water, Phone.), Employers etc. ☐

If your personal information is not provided to us, and you do not consent to the uses to which we put your personal information, we cannot properly assess the risk to our client, or carry out duties as professional property managers. Consequently, we then cannot provide you with the lease/tenancy of the premises.

3) Ntd Disclosure Statement

You can contact **National Tenancy Database Pty Ltd** (ABN 65 079 105 025) (**ntd**) by:

Telephone: 1300 563 826 Facsimile: (07) 3009 0619 Email: info@ntd.net.au

4) Primary Purpose

ntd collects your personal information to provide to its members and other listed below, historical tenancy and public record information on individuals and companies who/which lease residential and commercial property from or through licensed real estate agent members of ntd.

ntd also provides credit information on companies/directors applying for commercial leases.

The real estate agent/property manager will advise ntd of your conduct throughout the lease/tenancy, and that information will form part of your tenant history.

ntd usually discloses information to:

- Licensed real estate agent members
- **ntd's** parent company, Collection House Limited ABN 74 010 230 716 and its subsidiaries and related entities
- Credit Bureaus

If your personal information is not provided to ntd, the real estate agent/property manager will not be able to carry out their professional responsibilities and will not be able to provide you with a lease/tenancy of the premises.

Signed by the Applicant _____

(Signature)

_____

(Print Name)

_____

Date Month Year

_____

(Witness)

Tenancy details

City West Water

Please email your completed application to revenue@citywestwater.com.au

Please note: All fields are mandatory for applications to be processed. Incomplete applications will be returned for full completion.

For agent's completion

Tenant's previous address: Listed on Front Page of Application

Move in date: / /2014

Managing agent's details: Noble Knight Real Estate Pty Ltd, 246 Main Street, Lilydale, Vic, 3140.

Do you wish to receive a SMS advising this application has been processed? Yes Mobile: 041 931 4997

At least two working days notice is required (to enable a meter reading to be undertaken) before a tenant can be made liable for water usage and sewer disposal charges. If you are a pension card holder, you may be eligible for a rebate on water usage charges. Please phone 131 691 for more information.

Please note City West Water does not bill tenants directly for water usage on commercial properties.

Electricity Supply Agreement

By entering into this agreement, you agree to OC Energy managing the supply of electricity to your property.
Please sign and return it to OC Energy by EMAILinfo@ocenergy.com.au. Your monthly accounts will be emailed to you.

Do you require bills to be posted to you? ☐ Yes ☐ No Do you require electricity for life support reasons? ☐ Yes ☐ No

☐ I require next business day connection (**additional fees apply**).
We must receive this agreement, properly completed and signed, by 12 noon on the business day prior.

Postal Address

Please complete if you require bills by post.

☐ **Same as Supply Address, or:** Apartment No .____ Street address _____ Suburb _____ State _____ Postcode _____

Declaration

☐ **I/We acknowledge that I/we have read and understood OC Energy terms and conditions of this agreement and agree to be bound by them**

Signature_____ Print name _____ Date ____/____/2014

Terms and Conditions

1. The customer authorises OC Energy Pty Ltd ("**OC Energy**") to **act as agent and facilitator for the on-selling of electricity to** the property on the terms and conditions set out below.
2. The customer agrees:
   (a) OC Energy or its representative may take all steps necessary to provide electricity to the property,
   (b) OC Energy may enter the property to read, connect, disconnect, inspect, test maintain, repair, update and/or remove the metering equipment,
   (c) all meters and associated equipment remains the property of OC Energy,
   (d) not to interfere with, alter or damage in any way any metering equipment or electrical wiring installed by or belonging to OC Energy,
   (e) if this agreement is signed by more than one person, then each person will be jointly and severally liable under this agreement.
3. The customer acknowledges that he/she has the right to elect to purchase electricity from a licensed retailer of his/her choice.

Fees and Charges

4. The customer agrees to pay to OC Energy the charges for and associated with the supply and usage of electricity at the property. The charges will be at the relevant tariff and service to property rate set by OC Energy from time to time. The customer acknowledges that these rates may change, and that if they do change, OC Energy will give the customer notice as soon as practicable and, in any event, no later than the customer's next bill.
5. OC Energy may charge additional fees for:
   (a) connection or disconnection of the customer's service;
   (b) same day or next day connection;
   (c) reconnection of a service which has been suspended or disconnected by OC Energy for non-payment by the customer;
   (d) a final meter read where the customer terminates this agreement;
   (e) postage and handling fees where the customer requests invoices be sent by post;
   (f) payment processing fees where payment is made by credit card; and
   (g) any bank, merchant or re-processing fees incurred by OC Energy as a consequence of a declined payment from the customer.
6. The customer acknowledges that the cost of any charge or fee referred to above can be obtained by contacting OC Energy.
7. If any tax, impostor similar charge is imposed on OC Energy (either directly or indirectly) in respect of carbon emissions or greenhouse gas emissions, OC Energy may increase the relevant tariff to include such tax, impost or similar charge.
8. The customer must give OC Energy not less than 3 days written notice if the customer wishes to disconnect the electricity supply to the property. To be valid, the notice must include a forwarding address to which a final bill may be sent. If valid notification has not been given to OC Energy, then the customer agrees that the customer will remain liable for all charges incurred under this agreement until 3 days after a valid notice is given to OC Energy.
9. The customer agrees to OC Energy charging to the customer's credit card on or after the due date for payment the outstanding amount payable for all charges for the supply and consumption of electricity at the property billed under this agreement. This authority continues until payment in full of the customer's last bill issued after the customer has given a disconnection notice under clause 8 of this agreement.
10. If the customer does not provide credit card details with this agreement, then OC Energy reserves the right to refuse electricity supply to the property, or to disconnect supply if the customer refuses to provide credit card details when requested by OC Energy (unless OC Energy specifically waives this requirement).
11. The customer shall be liable for any expenses, costs or disbursements incurred by OC Energy in recovering any monies owing to it, including but not limited to debt collection agency fees and legal costs.
12. Where the customer is a tenant occupying the property, the customer irrevocably authorise OC Energy and the leasing agent to deduct from the customer's rental bond any amount owing to OC Energy on a final bill issued to the customer.

Privacy

13. The customer authorises OC Energy to provide information about the customer to credit reporting agencies for the purpose of obtaining a credit report.

Liability

14. The customer acknowledges that OC Energy does not own or operator the electrical network and related infrastructure (except the meter and associated equipment) through which electricity is provided. The customer agrees that OC Energy, its representatives, employees and agents are not responsible, nor liable for any failure, interruption or fault in the supply of electricity to the property.
15. To maximum extent permitted by law, the customer releases OC Energy, its employees, agents and representatives from all claims and all liability whatsoever arising from or related to the supply and use of electricity by the customer, including but not limited to all claims for financial loss, any claim by a third party, and for property damage.
16. OC Energy's liability under this Agreement is limited to the maximum extent permitted by section 64A of Sch 2 to the Competition and Consumer Act 2010 (Cth). To the extent that it is fair and reasonable to do so, OC Energy's liability under this Agreement is limited to the cost of electricity supply for any period during which supply has been affected.

TENANCY APPLICATION CHECKLIST

To ensure that we can Process your Application with Minimal Delay, please take a moment to Double Check that you have available all the Following Requirements or Documentation Listed Below:

☐ **Identification:**
Drivers Licence, Passport or Photographic Identification Scanned All Pages or Both Sides. The Original will Need to be later Sighted and Photocopied at our Office.

☐ **Income:**
Most Recent Wage Slip, Letter of Appointment, Entitlements Statement or Taxable Income Statement for Self Employed.

☐ **Properties Previously Occupied:**
Occupied History or Relations Homes; must be in Writing (Letter). All Other Real Estate History Both Rental and Sales, Listed with Full Contact Details. A Rental Payment, Receipt History or Ledger; if renting.

☐ **References:**
Two Character References in Writing (Letter) from People that are Separate to Those Listed Under Previously Occupied Properties.

☐ **Privacy Statement, Secondary Purposes:**
All Privacy Statement Request Boxes are Ticked (page 3), to Allow Processing of your Application.

☐ **Signed by the Applicant:**
Application is Signed and then Witnessed by Another Party.

Please note that the Application Form, together with all Required Documentation, can be Emailed To: rent@nobleknight.com.au

We Recommend that you Do Not Attempt to Send Files Exceeding Ten Megabytes in Size. It is your responsibility to ensure that your Application has been Received by Our Office. An Application Form Will Not Be Accepted for Processing, Unless All of the Above Are Provided At Lodgement.