

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

Application Received: / /

## TENANCY APPLICATION

### Application Requirements.

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) \_\_\_\_\_ (W) \_\_\_\_\_ (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 photocopy 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? \_\_\_\_\_ HOW MANY PERSONS 17 AND YOUNGER WILL LIVE ON THE PREMISES?  
THEIR NAMES ARE: \_\_\_\_\_ THEIR NAMES ARE: \_\_\_\_\_ AGE: \_\_\_\_\_  
1. \_\_\_\_\_ 1. \_\_\_\_\_  
2. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 3. \_\_\_\_\_

### Employment:

**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 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: (03) 96104996 Facsimile: (03) 94161640 Email: kim@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)

### UTILITY CONNECTIONS

# connectnow.

A Free Service – Connecting your utilities has never been easier

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

connectnow is a simple and convenient time saving service assisting you to connect your Electricity, Gas, Phone, Internet and Pay-TV to a choice of Australia's leading providers. connectnow can also assist with discounted quotes for removalists, van/truck hire, cleaning services and insurance and more. No longer do you need to call each service provider individually, wait on hold and repeatedly give your personal details. We take care of it all for you – with the one phone call. This is a value-added service independent of your tenancy application—you are not obligated to use connectnow.

A connectnow representative will make all reasonable efforts to contact you within **One** working day of receiving an application. If connectnow was unable to contact you within this period please contact connectnow on 1300 554 323 to ensure connection is completed. 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.

**Declaration:** Connection of your utilities will only be initiated once a representative has discussed your details with you and obtained your consent to the terms and conditions of supply of the relevant utility service provider(s). The privacy of our customers is of vital importance to connectnow.

I consent to the collection of my personal information by Connectnow Pty Ltd ACN 79 097 398 662 for the purposes of arranging for the connection and or disconnection of the nominated moving and connections services and related services, and to providing my personal information contained in this application to the relevant service providers, in accordance with Connectnow's Privacy Policy (which is available for my inspection at [www.connectnow.com.au](http://www.connectnow.com.au)) Connectnow and those service providers may contact me from time to time (including by electronic means) to let me know about new or existing products or services. I understand that I can contact Connectnow at any time if I do not want to receive that information from Connectnow or if I want to update my personal information. 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, terms and conditions once agreeing to use the chosen service provider. I authorise the obtaining of a National Metering Identifier and or a Metering Installation Registration Number on my residential address to obtain supply details. It is the responsibility of the customer/homeowner to ensure that the electricity main switch is in the 'Off Position' for the required timeframe on the day of connection and that there is easy access to the meters. 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 may be paid a fee by the service provider and may pay a fee to the Agent in respect of the provision of the service provided to me by connectnow.

Call me to connect my utilities  Yes

### OFFICE USE ONLY

Property Managers Name: Travis Sanders

Application Faxed to Connectnow

# **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:

Drivers Licence, Passport or Photographic Identification with the Original to be Sighted and Photocopied at our Office.

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

Private Landlord References, Owner Occupied or Relations Homes History; 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.

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

All Privacy Statement Request Boxes are Ticked, to Allow for Required Processing of Application.

Application is Signed and then Witnessed by Another Party.

**Please note that it is preferred that All Applications are Submitted in Person to our Head Office of 246 Main Street, Lilydale. An Application Form Will Not Be Accepted, Unless All of the Above Are Provided At Lodgement.**