

Required documentation when you submit an application:

- All adults intending to reside in the property will be required to complete an application
- 100 Points of Identification is required, which must be photocopied and attached to this application

ITEM	POINTS	ITEM	POINTS	ITEM	POINTS
Drivers Licence	50	Rates Notice	50	Gas or Electricity Account	30
Passport	50	Student ID	50	Bank Statement	10
Birth Certificate	50	Current Wage Advice	20	Concession or Pension Card	10
Proof of age card	50	Previous Rent Receipts	20	Current car registration papers	20

Additions that will help your application:

- If you have a rental history, a copy of your tenant ledger or your last six rental receipts.
- Bank statement and/or your last three payslips.
- Proof of Employment
- Cover letter explaining a little about yourself and why you would like to rent this property

Acting quickly. By fully completing the application and submitting it promptly with the required documentation will improve your chances of being successful.

Successful Applicant

Should your application be successful you will be notified and asked to confirm the tenancy agreement by processing all the relevant documentation and making the initial financial commitment.

Initial Financial Commitment

You will be required to pay one month's rent in advance and a bond (equal to one month's rent). Both payments must be received within 48 hours of your application being approved.

Free Utility Connection Service

Please fill out the free utility connection section (Fast Connect) should you wish to use this service.

Connection can occur anytime on the requested day. The main electrical switch must be OFF (tenant responsibility). Sometimes in units a second switchboard is installed – this must be OFF as well. Connections will not happen if the power switch is left ON.

Keys

The keys will be available from our office at 9:00am on the commencement date, provided all documentation has been completed and the initial payments have been received (first month's rent and bond).

Declaration and Authority

All applicants are required to read, acknowledge and sign the Declaration and Authority on page 4 of the Tenancy application.

Contact Us

NOW Property Management
1/207 Warrigal Road
Hughesdale VIC 3166

P 9021 0867
F 9563 8088

E daniel@nowpm.com.au
W www.nowpm.com.au

PROPERTY DETAILS - Property you would like to rent

Proposed Property: _____ Post Code: _____
 Rent Per Week: \$ _____ Bond Amount: \$ _____ Length of Tenancy: _____ Months Tenancy to commence: ____/____/____
 Number of Adults: _____ Relationship: _____ (Partner/Married/Friends)
 Children _____ Ages _____

FIRST APPLICANT

Salutation ____ (Mr,Mrs,Ms) First Name: _____
 Family/Last Name: _____
 Date of Birth : ____/____/____ Drivers Lic No: _____
 Expiry Date: ____/____/____ License State: _____
 Vehicle Registration: _____ State: _____
 Passport No : _____ Passport country: _____
 Pension No: (if applicable) _____ Type: _____
 Current Address: _____
 _____ Post Code: _____
 ☎ _____ Mob ☎ _____
 E-Mail: _____

SECOND APPLICANT

Salutation ____ (Mr,Mrs,Ms) First Name: _____
 Family/Last Name: _____
 Date of Birth : ____/____/____ Drivers Lic No: _____
 Expiry Date: ____/____/____ License State: _____
 Vehicle Registration: _____ State: _____
 Passport No : _____ Passport country: _____
 Pension No: (if applicable) _____ Type: _____
 Current Address: _____
 _____ Post Code: _____
 ☎ _____ Mob ☎ _____
 E-Mail: _____

Your Current Accommodation History

Are you the: ☐ Owner ☐ Tenant
 How long at Current Address?: _____ Years _____ Months
 Reason for Leaving: _____
 Landlord/Agent?: _____ ☎ _____
 Rent per Week \$: _____
 Bond Refunded: _____ (YES/NO) If not why? _____

Your Current Accommodation History

Are you the: ☐ Owner ☐ Tenant
 How long at Current Address?: _____ Years _____ Months
 Reason for Leaving: _____
 Landlord/Agent?: _____ ☎ _____
 Rent per Week \$: _____
 Bond Refunded: _____ (YES/NO) If not why? _____

Your Previous Accommodation History

Previous Residential Address: _____
 _____ Post Code: _____
 Were you the: ☐ Owner ☐ Tenant
 How long at previous Address?: _____ Years _____ Months
 Reason for Leaving: _____
 Landlord/Agent (if applicable): _____
 Landlord/Agents Phone No: _____
 Rent per Week \$: _____
 Bond Refunded: _____ (YES/NO) If not why? _____

Your Previous Accommodation History

Previous Residential Address: _____
 _____ Post Code: _____
 Where you the: ☐ Owner ☐ Tenant
 How long at previous Address?: _____ Years _____ Months
 Reason for Leaving: _____
 Landlord/Agent (if applicable): _____
 Landlord/Agents Phone No: _____
 Rent per Week \$: _____
 Bond Refunded: _____ (YES/NO) If not why? _____

If Self Employed

Company: _____
 ABN: _____
 Address: _____
 Accountant: _____
 Accountant Email: _____

If Self Employed

Company: _____
 ABN: _____
 Address: _____
 Accountant: _____
 Accountant Email: _____

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

Notes: _____

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: _____

Notes: _____

Previous Employment History - Applicant 2

Previous Employer: _____

Occupation: _____

Address: _____

Previous Employer's ☎ _____ Time Employed: _____

If You Receive a Centrelink Payment

Type: _____ Cust No: _____

Amount \$: _____ Per Fortnight

If You Receive a Centrelink Payment

Type: _____ Cust No: _____

Amount \$: _____ Per Fortnight

Other Details – If you have Pets

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

Breed/s: _____ Ages: _____

Other Details - If you have Pets

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

Breed/s: _____ Ages: _____

Emergency Contact - Applicant 1 (not living with you)

Name: _____

Address: _____

Home ☎ _____ Mob ☎ _____

Relationship to you: _____

Emergency Contact - Applicant 2 (not living with you)

Name: _____

Address: _____

Home ☎ _____ Mob ☎ _____

Relationship to you: _____

References - Applicant 1

1) Name: _____

Address: _____

Home ☎ _____ Mobile ☎ _____

2) Name: _____

Address: _____

Home ☎ _____ Mobile ☎ _____

Notes: _____

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 pursuant to the Residential Tenancies Act 1997.

I acknowledge that this application is subject to the approval of the Landlord/Owner. I declare that all information contained in this application 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:

- (a) The owner or the Agent of my current or previous residence.
- (b) My personal referees and employer/s
- (c) Any record listing or database of defaults by tenants.
- (d) My accountant or Payroll Officer

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

- (a) Communicate with the owner and select a tenant.
- (b) Prepare lease/Tenancy documents.
- (c) Allow tradespeople or equivalent organisations to contact me.
- (d) Lodge/claim/transfer to/from a Bond Authority.
- (e) Refer to Tribunals/Courts & Statutory Authorities where applicable.
- (f) Refer to collection agents/lawyers where applicable.
- (g) Complete a credit check with NTD (National Tenancies Database). You may request copies of your records from NTD on 1300 563 826 or www.ntb.net.au to amend or dispute the record.
- (h) Transfer water account details into my name.
- (i) Connect utilities 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. I am aware that I may access or seek correction to my personal information by contacting Now Property Management Pty Ltd ABN55 600 094 102. The contact details are above: 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 or the agent should any circumstances arise whereby the property is not available for occupation on the due date.

Applicant #1 Signature: _____ Dated: ____/____/____ Applicant #2 Signature: _____ 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 real estate agent. Both agent and Fast Connect may receive a commission.

			Tick	Connection Date	Do you require:
WATER	Supplier	Tick to Connect	<input checked="" type="checkbox"/>	<input type="text" value="/ /"/>	Broadband Internet <input type="checkbox"/>
ELECTRICITY	AGL	Tick to Connect	<input type="checkbox"/>	Tick required service and enter your requested connection date	Wireless Broadband <input type="checkbox"/>
GAS	AGL	Tick to Connect	<input type="checkbox"/>		Pay TV (Foxtel) <input type="checkbox"/>
TELEPHONE	TELSTRA	Tick to Connect	<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
4. Sign and date the terms and conditions below

Plan: AGL 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. If you wish to cancel after the cooling off period, you need to give AGL 20 business days' notice.

Billing by AGL 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, we receive a fee when you enter into an energy plan. The contact number for AGL is 131245 and the contact number for Fast Connect is 1300661464.

AGL's Privacy and Credit Reporting Policies describe how it handles your personal information, the credit reporting bodies AGL 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 or the ombudsman. These policies are in the Welcome Pack and are available on AGL's website or on request. By consenting to this offer, you consent to these policies, including that AGL may exchange your information with credit providers and others for credit reporting, credit checks and debt collection, and that AGL 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 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 is not the current retailer this agreement constitutes consent to transfer my/our fuel/s to AGL?

Signed: _____

Signed: _____