

**APPLICANT HISTORY**

How long have you lived at your current address?

<input type="text"/> Years	<input type="text"/> Months – as a	<input type="text"/>	<input type="text"/>
		Tenant	Owner

Why are you leaving this address?

Landlord/Agent details of this property (if applicable)

Name of Landlord or Agent

Landlord/Agent's Phone No.

Weekly Rent Paid

 \$

What was your previous residential address?

Post Code

How long did you live at this address?

<input type="text"/> Years	<input type="text"/> Months – as a	<input type="text"/>	<input type="text"/>
		Tenant	Owner

Landlord/Agent details of this property (if applicable)

Name of Landlord or Agent

Landlord/Agent's Phone No.

Weekly Rent Paid

 \$**EMPLOYMENT HISTORY**

Please provide your employment details:

What is your occupation?

What is the nature of your employment?

(Full time/Part time/Casual)

Employer's Name (inc. accountant if self employed or Institution if student)

Employer's address:

Post Code:

Contact name

Phone Number

Length of employment

<input type="text"/> Years	<input type="text"/> Months
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Net income per week

 \$

Other Income from?

<input type="text"/> Years	<input type="text"/> Months
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Other income per week

 \$

Provide your previous employment details

Employer's Name

Length of employment

<input type="text"/> Years	<input type="text"/> Months
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Net income per week

 \$**CONTACTS / REFERENCES**

Attach copies of any written references

Surname

Given Name

Relationship to you

Phone number

Please provide 2 personal references (not family members)

1. Surname

Given Name

Relationship to you

Phone number

2. Surname

Given Name

Relationship to you

Phone number

**OTHER INFORMATION**

Age(s) of children occupying the property

Car Registration, Make and Model

Please provide details of any cats or dogs that you own

Breed/Type

Council registration / number

Other Pets

Property Rental

 \$

Bond

 \$

per calendar month

**PLEASE NOTE**

Security deposits are to be paid separately by bank cheque or Australia Post money order made out to the RTBA prior to the lease commencement date. Personal cheques cannot be accepted.

First rent payment must be made by EFT, bank cheque or money order within 24 hours after approval of application. Personal cheques cannot be accepted.

Keys will not be handed over until the lease agreement has been signed by all applicants and all monies paid.

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 and the agent should any circumstances arise whereby the property is not available for occupation on the due date.

**OFFICE USE ONLY**

Office Use \_\_\_\_\_

Date received:

## APPLICATION FORM

For your application to be processed you must answer all questions (including the reverse side).

### AGENT DETAILS

**Cooper Newman Real Estate**  
255 Burwood Highway, Burwood, Vic, 3125  
Phone: (03) 9831 9831  
Fax: (03) 9831 9832  
Email: [rentals@coopernewman.com.au](mailto:rentals@coopernewman.com.au)

### PROPERTY DETAILS

What is the address of the property you would like to rent?

Post Code:

Have you inspected the inside of the property?

Yes  No

Lease Commencement Date?

Day  Month  Year

Lease term

Years  Months

How many tenants will occupy the property

Adults  Children

### PERSONAL DETAILS

Photo I.D. is required for photocopying

Please give us your details

Mr  Ms  Miss  Mrs  Other

Surname  Given Name

Date of Birth  Driver's Licence No.

Driver's licence expiry date  Driver's Licence State

Passport No.  Passport Country

Pension No (if applicable)  Pension Type (if applicable)

Please provide your contact details

Home phone no.  Mobile phone no.

Work phone no.  Fax no.

Email address:

What is your current address?

Post Code:

### INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Thank you for choosing Cooper Newman Real Estate.

In order to provide you with a QUICK answer to your Tenancy Application please complete the application thoroughly and follow the important points:

**APPLICATIONS WILL ONLY BE PROCESSED IF THE DOCUMENTS HAVE BEEN SUPPLIED AND ALL INFORMATION IS PROVIDED AS PER APPLICATION.**

1. Applicant/s must make an appointment and inspect the property they wish to apply for.
2. All adults over the age of 18 who will be living at the property must apply.
3. Each applicant is required to submit a separate Application Form.
4. 100 Points of identification must be supplied for each applicant and must be accompanied by a copy of your current Driver's Licence/Passport for identification purposes.

What makes up 100 points	Points
Existing Cooper Newman tenant	100
Current Passport	50
Drivers Licence	50
Birth Certificate/Citizenship Certificate	30
Proof of Age Card/Student ID	30
Pension Card	20
Medicare Card or Membership Card	10

5. Two Pay Slips from your current employer.
6. Bank or Credit Card Statement.
7. A copy of a bill with your name on it (e.g. Electricity / Gas / Telephone).

### DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given by my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information from:

1. The owner or the Agent of my current or previous residence;
  2. My personal referees and employer(s);
  3. Any record listing or database of defaults by tenants;
- If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

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

1. communication with the owner and select a tenant
2. prepare lease/tenancy documents
3. allow tradespeople or equivalent organisations to contact me
4. lodge/claim/transfer to/from a Bond Authority
5. refer to Tribunals/Courts & Statutory Authorities (*where applicable*)
6. refer to collection agents/lawyers (*where applicable*)
7. complete a credit check with NTD (*National Tenancies Database*)
8. transfer water account details into my name.

*I am aware that if 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 personal information on the contact details above.*

Signature

Date