

THE HOPKINS GROUP



RESIDENTIAL TENANCY APPLICATION

Please complete this application and return to our office via fax, post or email:

Fax: 1300 726 132

Postal Address: GPO Box 4347, Melbourne, VIC 3001

Email: propertymanager@thehopkinsgroup.com.au





Residential Tenancy Application Form

Please fully complete all sides of this form for your application to be processed.

1. Property Applying For

Address _____

Suburb _____ Post Code _____

Lease Term _____ Years _____ Months _____

Commencement Date _____ / _____ / _____

Rent Payable \$ _____ Per Week \$ _____ per Calendar Month

Bond Amount \$ _____

2. Personal Details

Title _____ First Name _____ Middle Name _____

Last Name _____

Date of Birth _____

Current Address _____

Suburb _____ Post Code _____

Drivers License Number _____ State of Issue: _____

Other ID (eg Passport) _____ No _____

Motor Vehicle Make _____ Model _____

Registration Number _____

Pension/Govt Benefit _____

Home Phone _____

Business Phone _____

Facsimile Number _____

Mobile Number _____

Email _____

Next of Kin or Relative (Not Living With You) In Case of Emergency

Name _____ Contact Number _____

Address _____

Postcode _____

3. Other Information

Number of Persons Occupying Property _____ Adults _____ Children _____

Names of Other Persons Occupying Property _____

Please Specify The Ages of Any Children _____

Do You Have Any Pets? Yes _____ No _____ If yes, please specify _____

4. Current Employment Details

Occupation _____

Employer's Name _____

Employer's Phone Number _____

Employment Address _____

Suburb _____ Post Code _____

Contact Name _____

Length at Current Employment? _____ Years _____ Months _____

Net Income \$	Per Week \$	Per Month \$
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5. If Self Employed, Please Complete

Company or Trading Name _____

Company Address _____

Suburb _____ Post Code _____

Business Type _____

Position Held _____

A.B.N _____ A.C.N _____

Accountant _____ Phone _____

6. Previous Employment Details

Occupation _____

Employer's Name _____

Employer's Phone Number _____

Employment Address _____

Suburb _____ Post Code _____

Contact Name _____

Length at Current Employment? _____ Years _____ Months _____

Net Income \$	Per Week \$	Per Month \$
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7. If Studying, Please Complete

Place of Study _____

Course Being Undertaken _____

Enrolment Number _____ Student I.D. _____

Campus Contact Name _____

Phone Number _____

Course Coordinator Name _____

8. Current Rental History

Property Address

Are you The Owner The Renter Sharing Living with Parents

How long have you lived at your current address? Years Months

Name of Landlord/Agent

Phone Number

Rent Payable \$ Per Week \$ Per Calendar Month

Reason For Leaving

Was bond repaid in full? Yes No If No, Please Specify

9. Previous Rental History

Property Address

Were you The Owner The Renter Sharing Living with Parents

How long did you live at this address? Years Months

Name of Landlord/Agent

Phone Number

Rent Payable \$ Per Week \$ Per Calendar Month

Reason For Leaving

Was bond repaid in full? Yes No If No, Please Specify

10. Personal Reference

1. Reference Name

Occupation

Relationship Phone

2. Reference Name

Occupation

Relationship Phone

11. Business Reference

1. Reference Name

Occupation

Relationship Phone

2. Reference Name

Occupation

Relationship Phone

12. Rental Payments (Must Be Completed)

The Hopkins Group does not provide a cash handling facility when paying your rent. The convenient method of a National Rent Card will be provided to you for payment.

I agree and understand that my rental payments must be paid in full on or before the due date as stated in my tenancy agreement.

Signed

13. Utility Connection Service

This is a free service that connects all your utilities



Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

Please tick utilities you would like Direct Connect to contact you

Water Electricity Gas Phone

Internet Pay TV Insurance

PO Box 1519, Box Hill, Victoria 3128

P: 1300 664 715 F: 1300 664 185 www.directconnect.com.au



We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

DECLARATION AND EXECUTION:

By signing this application, you:

- Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
- Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
- Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
- Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
- Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
- Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signed

Date / /

Due to recent changes in the Privacy laws 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.

As professional property managers, The Hopkins Group collects personal information about you. To ascertain what personal information we have about you, you may contact us.

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 providing you with the lease/tenancy of the premises.

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

- The Landlord
- The Landlord's lawyer
- The Landlord's mortgagee
- Referees you have nominated
- Organisations / trades people required to carry out maintenance to the premises.
- Rental Bond Authorities
- Residential Tenancy Tribunals / Courts
- Collection Agents
- National Tenancy Database Pty. Ltd. (ABN 65 079 105025) ("NTD")
- Other Real Estate Agents and Landlords

Secondary Purpose

We also collect your personal information to

1. Enable us, or the Landlord's lawyers, to prepare the lease /tenancy documents on the premises.
2. Allow organizations / trades people to contact you in relation to maintenance matters relating to the premises.
3. Pay / release rental bonds to / from Rental Bond Authorities (where applicable)
4. Refer to Tribunals, Courts, and Statutory Authorities (where necessary)
5. Refer to Collection Agents / Lawyers (where default /enforcement action is required)
6. Provide confirmation details for organizations 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 NTD, 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 our duties as professional property managers. Consequently, we may not provide you with the lease / tenancy of the premises

NTD Disclosure Statement

You can contact National Tenancy Database Pty. Ltd. (ABN 65 079 105 025) ("NTD") by

Telephone: 03 9610 4996

Facsimile: 03 9620 7339

Email: steph@ntd.net.au

In Person: Level 7, 477 Collins Street, Melbourne, 3000

I acknowledge that the application to lease this property is subject to the owner's approval and the availability of the premises on the due date. 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 due date for whatever reason. I hereby offer to rent the property from the owner under the terms and conditions outlined in a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997. I acknowledge that if this application is successful, I will be required to pay rental in advance and a rental bond on or prior to the signing of the lease agreement. I declare that all information contained in this application is true and correct and given of my own free will and that only those persons on this application will reside permanently at the property.

I declare that I am over the age of 18 years, that the rental payments are within my means, I have inspected the premises and am not bankrupt or an undischarged bankrupt. I authorise the Agent to make all necessary enquires to verify the information provided herein, including information relating to my employment, rental history, business and personal references and 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.

I have inspected the property and agree to accept it in the condition it was viewed.

I acknowledge and accept that I will be added to the The Hopkins Group mailing list. If you do not wish to be added to this list please tick this box

IMPORTANT NOTICE REGARDING PAYMENTS

If you are successful with your application you will be required to provide a bank cheque or money order for the first month's rent and a separate bank cheque or money order made payable to the RTBA for your bond money. NO personal cheques will be accepted. I acknowledge that I have read and understood this privacy statement.

Signed _____

Print Name _____

Date _____

PLEASE NOTE

Initial payments must be made by cash, bank cheque or money order within 24 hours after approval of application. No Personal Cheques accepted.

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

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.

HOW DID YOU FIND OUT ABOUT THIS PROPERTY?

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> The Age | <input type="checkbox"/> Counter List |
| <input type="checkbox"/> Board | <input type="checkbox"/> Local Paper |
| <input type="checkbox"/> Referral | <input type="checkbox"/> Relocation Company |
| <input type="checkbox"/> The Internet | <input type="checkbox"/> Other (specify) |

PLEASE PROVIDE US WITH 100 POINTS OF IDENTIFICATION

Driver's License	50
Passport	50
Proof of Age Card	50
Student ID Card	50
Copy of Mobile Phone Account	20
Copy of Medicare Card	20
Concession/Pension Card	10
Copy of gas/water/electricity account	30 each

OFFICE USE ONLY

Property Rental

\$ _____ Per Week \$ _____ Per Month