



Tenancy Application



<https://www.facebook.com/bixbyrealestateaustralia>

Email: rent@bixbyrealestate.com.au

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 which will help your application:

If you have a rental history, please include any copies of tenant ledger or receipts from real estate agencies. If you own your own home, please supply a copy of rates notice or sale contract.

Pay Slips, Bank Statements and/or accountants reference will support your ability to service rental

Including written references with your application will assist us in shortening our response time. These can be from your previous employers, landlords and/or agents.

If Pets are acceptable then a reference letter from your previous landlords and/or agents will assist.

ONCE APPLICATION APPROVED

1. Firstly, make an appointment with your Property Manager within 24 hours of acceptance or by other arrangement to sign the lease agreement.
2. **Within 24 hours you must:**
Pay your Security Bond made payable to "The Residential Tenancies Bond Authority" (RTBA) by Bank Cheque or Money Order. Bond lodgement form needs to be completed.
3. **Handover of property and keys:**
Keys are only handed over once all documentation has been acknowledged, signed and Bond along with first month's rent paid in advance.
4. **Rent Calculations**
Rent is payable one month in advance. The monthly rent is calculated by the following method:
Weekly rent divided by 7, multiplied by 365 days and then divided by 12.
(e.g. \$300/week=\$1,304/month)



TENANCY APPLICATION

Bixby Real Estate
1289B North Road,
Huntindale VIC 3166
Office: 0405 494 949

Web:

www.bixbyrealestate.com.au

Email: rent@bixbyrealestate.com.au

Proposed Property: _____

Rent Per Week: \$ _____ Bond Amount: \$ _____ Term: _____ (months) Commence: / / _____

How many tenants will occupy the property?: Adults _____ Children _____ Ages _____

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

SEE RENTAL METHOD ON SECOND PAGE FOR MONTHLY RENT CALCULATION

Applicant 1

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: _____

Phone: _____ Mob ☎: _____

E-Mail: _____

Notes _____

Applicant 2

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: _____

Phone: _____ Mob ☎: _____

E-Mail: _____

Your Current Accommodation History

Are you the: Owner Renter

How long at Current Address?: _____ Years _____ Months

Reason for Leaving: _____

Landlord/Agent?: _____ ☎: _____

Rent: \$ _____ per week

Bond Refunded: Y/N If not why? _____

Notes _____

Your Current Accommodation History

Are you the: Owner Renter

How long at Current Address?: _____ Years _____ Months

Reason for Leaving: _____

Landlord/Agent?: _____ ☎: _____

Rent: \$ _____ per week

Bond Refunded: Y/N If not why? _____

Your Previous Accommodation History

Previous Address: _____

_____ Post Code: _____

Where you the: Owner Renter

Length at previous Address?: _____ Years _____ Months

Reason for Leaving: _____

Landlord/Agent: _____ ☎: _____

Rent: \$ _____ per week

Bond Refunded: _____ If not why? _____

Notes _____

Your Previous Accommodation History

Previous Address: _____

_____ Post Code: _____

Where you the: Owner Renter

Length at previous Address?: _____ Years _____ Months

Reason for Leaving: _____

Landlord/Agent: _____ ☎: _____

Rent: \$ _____ per week

Bond Refunded: _____ If not why? _____

If Self Employed

Accountant Name: _____ ☎: _____

Company Name: _____ ABN: _____

If Self Employed

Accountant Name: _____ ☎: _____

Company Name: _____ ABN: _____

Current Employment History

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

Previous Employer: _____
Occupation: _____
Address: _____
Previous Employer's ☎: _____ Time Employed: ____

Current Employment History

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

Current Employment History

Previous Employer: _____
Occupation: _____
Address: _____
Previous Employer's ☎: _____ Time Employed: ____ Notes

Centrelink Payment

Type: _____ Cust No: _____
Amount \$: _____ Per Fortnight

Student

Institution: _____ Dept: _____
Union No: _____ Student ID: _____
Income Source: _____ Income: \$ _____ Net PW

Emergency Contact (Not living with you)

Name: _____
Address: _____
Home ☎: _____ Mob ☎: _____
Relationship to you: _____

References

Name: _____
Address: _____
Home ☎: _____ Mobile ☎: _____
2) Name: _____
Address: _____
Home ☎: _____ Mobile ☎: _____
Ref 1: Relative/Work/ Friend Ref 2: Relative/Work/ Friend (circle)

Declaration and Authorities

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. I acknowledge that this application is subject to the approval of the Landlord/Owner. I declare that all information contained in this application (including the front page) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt. This application is subject to the availability of the property on the due date and no action will be taken against the Landlord or Agent should any circumstance arise whereby the property is not available.

I also authorize the Agent to obtain personal information from:

- The owner or the Agent of my current or previous residence.
- My personal referees and employer/s
- Any record listing or database of defaults by tenants.
- My accountant or payroll officer

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 personal information on the contact details above.

Applicant Signature: _____ Dated: ____ / ____ / ____

Centrelink Payment

Type: _____ Cust No: _____
Amount \$: _____ Per Fortnight

Student

Institution: _____ Dept: _____
Union No: _____ Student ID: _____
Income Source: _____ Income: \$ _____ Net PW

Emergency Contact (Not living with you)

Name: _____
Address: _____
Home ☎: _____ Mob ☎: _____
Relationship to you: _____

References

1) Name: _____
Address: _____
Home ☎: _____ Mobile ☎: _____
2) Name: _____
Address: _____
Home ☎: _____ Mobile ☎: _____
Ref 1: Relative/Work/ Friend Ref 2: Relative/Work/ Friend (circle)

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

- Communicate with the owner and select a tenant.
- Prepare lease/Tenancy documents.
- Allow tradespeople or equivalent organisations to contact me.
- Lodge/claim/transfer to/from a Bond Authority.
- Refer to Tribunals/Courts & Statutory Authorities where applicable.
- Refer to collection agents/lawyers where applicable.
- Complete a credit check with NTD (National Tenancies Database). If you wish to view your records or the information is not accurate, you can contact NTD on 1300 563 826 or www.ntb.net.au to amend or dispute the record.
- Transfer water account details into my name.
- Connect utilities through Fast Connect.

Applicant/Partner: _____ Dated: ____ / ____ / ____

FREE UTILITY CONNECTIONS - This is a Free Service that quickly connects your



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.

	Supplier	Tick to Connect	Tick	Connection Date	Do you require:
WATER	AGL	<input type="checkbox"/>	<input type="checkbox"/>	/ /	Broadband Internet <input type="checkbox"/>
ELECTRICITY	AGL	<input type="checkbox"/>	<input type="checkbox"/>	/ /	Wireless Broadband <input type="checkbox"/>
GAS	AGL	<input type="checkbox"/>	<input type="checkbox"/>	/ /	Pay TV (Foxtel) <input type="checkbox"/>
TELEPHONE	TELSTRA	<input type="checkbox"/>	<input type="checkbox"/>	/ /	

How to connect with No Lock-in contract

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

Things You Need to Know

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: _____



Get connected fast

**Power and Gas connections
made easy *by* Fast Connect**



FAST CONNECT

Telstra

makes it happen