

Tenancy Application

YourPörter

YourPorter call you, identify your needs, find you the right products and save you time and money and best of all its FREE.
Let YourPorter do all the hard work for you. It's simple and it's free.

YourPorter connects your:

- Electricity
- Gas
- Water
- Internet
- Pay TV
- Telephone

For more information see over, ask your property manager or contact YourPorter on **1300 400 600** or visit: **yourporter.com.au**

BECK & SMALL

PROPERTY

Documentation required to apply

- Each adult who will be residing in the property is required to complete this application
- 100 points of identification are required - this must be photocopied and attached to this application.
(Any photocopying required will be charged at a rate of \$1.00 per page.)

Item			Item			Item		
Current Driver's Licence		50	Minimum of two references from previous landlord		20	Current car registration papers		10
Passport		40	Last four rent receipts (if renting)		20	Current gas, phone or power account in name of applicant		10
Photo ID		40	Centrelink statement		30			
Rates statement (if own home)		40	Copy of birth certificate		10			

Security deposit and rental payments

A security deposit and first month's rent must be paid in advance. The security deposit will be held in trust, and must be made payable to R.T.B.A. (Residential Tenancies Bond Authority).

Additions that will help your application.

- If you have any rental history, please attach rental receipts to help us establish your payment history
- The inclusion of pay slips, bank statements and proof of employment will help us confirm your ability to service the rent
- Ensure you have completed all questions, and submit your application as quickly as possible.

The application process

Once your application has been received, our property management department will assess it.

Your application, together with any others received for the property, will then be referred to the owner.

You will then be contacted by the relevant property manager and advised of the outcome.

If your application is successful, you will be asked to make an appointment with the property manager to sign leases and make payment of the security deposit and first month's rent.

You will be provided with an information pack containing:

- A document outlining your rights and responsibilities as a tenant
- After-hours emergency maintenance procedures
- A copy of your signed lease agreement, and
- General advice to help you with your move.

YourPorter

If you require electricity, gas, internet, Pay TV or telephone connection when you move we can help. Just fill out the YourPorter free utility connection section of the Tenancy Application form. It is best to request connection for one day prior to moving in as electricity connection can occur at any time on the requested day.

Important information regarding electricity connection

Before the electricity can be connected, the main electrical switch at the rental property must be switched to 'OFF' (sometimes a second switchboard is installed inside the property, and this must also be switched to 'OFF'). Connections will not occur if the main power switch is left in the 'ON' position on the day of connection. It is the obligation of the tenant, not the agent, to ensure this has been done.

Property details you would like to rent if this application is accepted:

Property address _____ P/Code _____

Rent Per Week \$ _____ Bond Amount \$ _____ Length of Tenancy _____ Years _____ Months

Tenancy to Commence ____ / ____ / ____ How many tenants will occupy the property? Adults ____ Children ____ Ages _____

Have you inspected the property? Yes ☐ No ☐ Do you accept the property in its current condition? Yes ☐ No ☐

Comment _____

Pets: Yes ☐ No ☐ Types _____ Registered? Yes ☐ No ☐ Breed/s _____ Ages _____

Do you have any other applications or other properties pending? Yes ☐ No ☐

Applicant & Contact Details

Title ☐ Mr ☐ Mrs ☐ Ms ☐ Dr First Name _____

Last Name _____ Date of Birth ____ / ____ / ____

Drivers Licence No. _____ Expiry Date ____ / ____ / ____ Licence State _____ Vehicle Registration _____ State _____

Passport No. _____ Passport Country _____ Pension No. (if applicable) _____ Type _____

Mobile Phone _____ Home Phone _____ Work Phone _____

E-Mail _____

Current Accommodation History

Current Address _____ Suburb _____ P/Code _____

Are you the: ☐ Owner ☐ Tenant How long at current address? _____ Years _____ Months

Reason for leaving _____

Landlord / Agent _____ Phone _____ Rent \$ _____

Previous Accommodation History

Previous Address _____ Suburb _____ P/Code _____

Were you the: ☐ Owner ☐ Tenant How long at previous address? _____ Years _____ Months

Reason for leaving _____

Landlord / Agent _____ Phone _____ Rent \$ _____

Bond refunded ☐ Yes ☐ No If not, why? _____

Utility Connections

YourPorter
1300 400 600 yourporter.com.au

YourPorter is a free service connecting utilities and other services.

If the office approves this application, YourPorter will connect your water where applicable for the purpose of usage charges at your new property on behalf of the Real Estate Agent. YourPorter will be contacting you by phone, SMS or email for the purposes of assisting you to connect your utilities within 24 hours of receiving this application for next business day connection.

☐ Electricity ☐ Gas ☒ Water ☐ Telephone ☐ Pay TV ☐ Internet

☐ Car Insurance ☐ Life Insurance ☐ Health Insurance ☐ Home & Contents ☐ Home Loans

DECLARATION OF ACCEPTANCE:

I/We consent to the disclosure of this application form (including any personal information contained in this form) to YourPorter Pty Ltd (ABN 36 252 576 050) for the purpose of allowing YourPorter and its service providers to contact me for the connection of services as offered by YourPorter.

I/We acknowledge that if I/We do not provide my/our personal information, YourPorter will not be able to provide these services to me/us. YourPorter will ensure that my/our personal information is collected, used, held and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

I/We acknowledge that YourPorter may receive a benefit in relation to the connection of any of the services listed above. I/We consent to YourPorter contacting me by phone or SMS in relation to the connection of the services listed above. I/We acknowledge that this consent permits YourPorter to contact me even if the numbers listed on this application are listed on the Do Not Call Register. YourPorter will otherwise collect, hold, use and disclose personal information in accordance with their privacy policies, which are available at www.yourporter.com.au/general/privacy-policy/. YourPorter is a free service, but I/We acknowledge that standard connection fees may apply for services connected (in addition to the ongoing service fees).

I/We acknowledge that neither YourPorter nor the Agent accept any responsibility for any delay in or failure to arrange or provide for any connection of a service or for any loss, damage, cost or expense in connection with such delay or failure. By signing this application, I/We understand YourPorter is a value add product and that I/We are under no obligation to use YourPorter.

Signature _____ Date ____ / ____ / ____

Employment History

Current Occupation _____ Nature of Employment: ☐ Full Time ☐ Part Time ☐ Casual

Employer's Trading Name _____ Contact Name _____ Phone _____

Contact Email _____

Employer's Address _____ Suburb _____ P/Code _____

Length of Employment _____ Years _____ Months Net Income: Weekly \$ _____ Monthly \$ _____

If Self Employed:

Accountant's Name _____ Company Name _____ ABN _____

Phone _____ Email _____

Previous Employment History:

Previous Occupation _____ Nature of Employment ☐ Full Time ☐ Part Time ☐ Casual

Employer's Trading Name _____ Contact Name _____ Phone _____

Employer's Address _____ Suburb _____ P/Code _____

Length of Employment _____ Years _____ Months Net Income: Weekly \$ _____ Monthly \$ _____

If you are a Student:

Institution _____ Department _____ Union No _____ Student ID _____

If you receive a Centrelink Payment:

Type _____ Customer No _____ Amount Per Fortnight \$ _____

Emergency Contact

Name _____ Address _____

Suburb _____ Home Phone _____ Mobile _____ Relationship to you _____

References

1. Name _____	2. Name _____
Relationship to you _____	Relationship to you _____
Address _____	Address _____
_____	_____
Home Phone _____ Mobile _____	Home Phone _____ Mobile _____

Tenancy Collection Statement (Privacy Act 1988: APP Privacy Policy)

The information on this form is being collected by "**Beck & Small Property**" ("we"/"us"). It is a condition of application for a tenancy for any property managed by us, or in conjunction with other agents that you consent to us collecting and using your personal information. We require this information so we can consider your application to become a preferred tenant and/or rent a property. If you provide us with the personal information of other parties (such as a joint tenant, emergency contact or of your referees), you must make them aware of the matters contained in this collection statement and let them know that their personal information had been provided to us.

We may provide this information and any or all information provided to us by any party to third parties including landlords, landlords' agents and solicitors and various government or statutory authorities in the interests of openness and transparency between all parties concerned. We may also contact personal and credit referees you nominate and exchange personal information according to normal commercial practice. You authorise us to conduct a tenant check with National Tenancy Database ("ntd"). Your information may be listed with ntd and might be made available to other users or the ntd in the future. You may contact ntd directly on 1300 563 826 to verify the accuracy of the information on ntd and request any amendments.

Your personal information will be added to our database and may be used for the secondary purposes of providing you with further information about properties and services marketed by us, and for marketing, planning, product development, research and other commercial purposes. Beck & Small Property will have access to this database and your information.

Your personal information may be disclosed by us to third parties who provide services to us.

From time to time we may also share personal information with partner businesses offering complementary products or services that we believe may be of interest to you.

If you do not wish to receive marketing material or information about such complementary products or services please tick the box below.

☐ I do not wish to receive offers from partner businesses.

Your personal information will otherwise be collected, held and disclosed in accordance with Beck & Small Property privacy policy, which is available at [their website](#), and which sets out how to access or correct your personal information and how to complain about the treatment of your personal information as held by us.

Declaration

If the 'property details' section is complete, I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay rental in advance and a security deposit and that this application is subject to the approval of the owner. I declare that I have inspected the premises and should my application be accepted by the owner, I agree to enter into a Residential Tenancies Agreement pursuant to the Residential Tenancies Act 1997.

I/We declare that all information contained in this is true and correct and given of my own free will and I am not bankrupt.

I/we are aware that Beck & Small Property will disclose my personal information to YourPorter for the purposes of transferring the water account into my name. This will enable YourPorter to connect all accepted tenants to relevant water boards for water usage where applicable.

_____/_____/_____
Signature/s Date