

# APPLICATION FORM



## Rental Property Details

Preferred Unit Number:  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Carlton, 50 Barry Street      | <input type="checkbox"/> Melbourne, 68 Hayward Lane          | <input type="checkbox"/> Collingwood, 45 Victoria Parade |
| <input type="checkbox"/> Carlton, 127 Leicester Street | <input type="checkbox"/> Melbourne, 593 Elizabeth Street     | <input type="checkbox"/> Footscray, 133 Droop Street     |
| <input type="checkbox"/> Carlton, 24 Barkly Place      | <input type="checkbox"/> North Melbourne, 1 O'Connell Street | <input type="checkbox"/> Macleod, 116 Main Drive         |
| <input type="checkbox"/> Carlton, 255 Cardigan Street  | <input type="checkbox"/> North Melbourne, 6 High Street      | <input type="checkbox"/> Other location: _____           |
| <input type="checkbox"/> Carlton, 131 Pelham Street    | <input type="checkbox"/> North Melbourne, 8 Vale Street      |  |

Preferred End Date  January 2019  February 2019

Preferred Start Date  /  / 20  
*(preferred start date must be completed)*

|              |    |
|--------------|----|
| Weekly Rent  | \$ |
| Monthly Rent | \$ |
| Rental Bond  | \$ |

Rent is calculated as \$ (rent pw) divided by 7 (days) multiplied by 365 (days), divided by 12 (months) = \$ (rent per calendar month) (rounded up to nearest dollar)

Do you want to rent a Car Space if available? Yes  No

No of Occupants  1  2  
Apartment Type  Studio  1 Bed  2 Bed

## Applicant Details

|                    |     |     |    |          |    |
|--------------------|-----|-----|----|----------|----|
| Title              | MR  | MRS | MS | MISS     | DR |
| First Name         |     |     |    |          |    |
| Surname            |     |     |    |          |    |
| Date of Birth      | / / |     |    |          |    |
| Email Address      |     |     |    |          |    |
| Mobile no.         |     |     |    |          |    |
| Other Contact no.  |     |     |    |          |    |
| Driving License no |     |     |    | State    |    |
| Passport no.       |     |     |    | Country: |    |
| Car make / model   |     |     |    |          |    |
| Colour of car      |     |     |    |          |    |
| Registration No.   |     |     |    |          |    |

## Current address in Australia

|  |                   |  |
|--|-------------------|--|
| Current Address  |                   |  |
| <input type="checkbox"/> Renting <input type="checkbox"/> Living with friends <input type="checkbox"/> Family home |                   |  |
| <i>If Renting, please fill in the following details</i>  |                   |  |
| Landlord/Agent   |                   |  |
| Contact Name   |                   |  |
| Contact number   |                   |  |
| Length of stay   | Rent per month \$ |  |

## Education Details

|                   |     |     |     |     |     |
|-------------------|-----|-----|-----|-----|-----|
| University / TAFE |     |     |     |     |     |
| Campus location   |     |     |     |     |     |
| Student Card No.  |     |     |     |     |     |
| Course attending  |     |     |     |     |     |
| Year of Study     | 1st | 2nd | 3rd | 4th | 5th |

## Previous address in Australia

|  |                   |  |
|--|-------------------|--|
| Previous address   |                   |  |
| <input type="checkbox"/> Renting <input type="checkbox"/> Living with friends <input type="checkbox"/> Family home |                   |  |
| <i>If Renting, please fill in the following details</i>  |                   |  |
| Landlord/Agent   |                   |  |
| Contact Name   |                   |  |
| Contact number   |                   |  |
| Length of stay   | Rent per month \$ |  |

## Current Employment Details

|                |    |              |         |
|----------------|----|--------------|---------|
| Occupation     |    |              |         |
| Employers Name |    |              |         |
| Address        |    |              |         |
| Contact number |    |              |         |
| Manager Name   |    |              |         |
| Start Date     |    |              |         |
| Net Income     | \$ | Weekly OR \$ | Monthly |

## Emergency Contact / Next of Kin in Australia (not residing with you)

|                |  |  |
|----------------|--|--|
| Name           |  |  |
| Relationship   |  |  |
| Contact number |  |  |
| Email address  |  |  |
| Address        |  |  |

*(Must be Completed)*

## Parent / Guardian Contact Details

|                |  |  |  |
|----------------|--|--|--|
| Name           |  |  |  |
| Country        |  |  |  |
| Contact Number |  |  |  |
| Email address  |  |  |  |
| Address        |  |  |  |

*(Must be Completed)*

## Please attach the following documents

- \*Student Card and/or Letter of Offer
- \*Driving License or Passport
- \*Current Bank Statement
- \*Parental Guarantee
- Most recent Pay Slip
- Other \_\_\_\_\_

*\*Compulsory for application to be processed*



**Discovered By (Please Tick)**

|                          |                           |                          |                              |
|--------------------------|---------------------------|--------------------------|------------------------------|
| <input type="checkbox"/> | www.sha.com.au            | <input type="checkbox"/> | Friends                      |
| <input type="checkbox"/> | www.realestate.com.au     | <input type="checkbox"/> | University Website           |
| <input type="checkbox"/> | www.domain.com.au         | <input type="checkbox"/> | Signage on Building          |
| <input type="checkbox"/> | www.realestateview.com.au | <input type="checkbox"/> | SHA Brochure                 |
| <input type="checkbox"/> | Facebook - SHA            | <input type="checkbox"/> | Airport Student Welcome Desk |
| <input type="checkbox"/> | Current tenant            | <input type="checkbox"/> |                              |
| <input type="checkbox"/> | Education Agents          | Name - _____             |                              |
| <input type="checkbox"/> | Other                     |                          |                              |

Have you rented through SHA previously? YES  NO

**Declaration**

I hereby offer to rent the property from the owner under an Agreement to be prepared by Student Housing Australia

- Should this application be accepted by the owner / landlord I agree to enter into a Residential Tenancy Agreement
- I acknowledge that this application is subject to the approval of the Owner / Agent.
- I declare that all information contained in this application (including the additional page/s) is true and correct and given of my own free will.
- I declare that I am not bankrupt.
- 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 in accordance with Section 439 of the Residential Tenancies Act (1997).
- I am aware that if information is not provided, or I do not consent to the uses to which personal information is put, the Owner / Agent will not grant me a lease / tenancy of the premises.

**Applicant Signature**

Date

**Parental Guarantee (completed by parents)**

I / We are the parents of \_\_\_\_\_  
hereby consent to his / her Tenancy of the property at \_\_\_\_\_

and furthermore guarantee all rental payments will be made on time and in the full monthly amount payable.

Upon vacation, I / we will ensure that the property is left in a clean and tidy condition according to the specifications of the Condition Report including the carpets being steam cleaned by a professional carpet cleaning company. I / We agree any damage to the property will be rectified at my / our cost upon notification from Student Housing Australia.

*I acknowledge that I have read and understand this Privacy Statement:*

|                           |                  |
|---------------------------|------------------|
| <b>Name</b>               |                  |
| <b>Address</b>            |                  |
| <b>Email</b>              |                  |
| <b>Ph (Mobile)</b>        | <b>Ph (Work)</b> |
| <b>Parents' Signature</b> |                  |
| <b>Date</b>               |                  |

**Privacy Statement**

I authorise SHA to obtain personal information from:

- The owner or the Agent of my current or previous residence/s;
- My referees and employer/s;
- Any record listing or database of defaults by tenant, and I authorise and consent to each of those persons providing requested personal information about me to SHA.

I am aware that SHA will use & disclose my personal information in order to:

- Communicate with the owner / landlord and select a tenant.
- Prepare lease / tenancy documents
- Allow tradespeople or equivalent organisations to contact me
- Lodge/claim/transfer to/from the Residential Tenancies Bond Authority.
- Undertake and/or enforce legal process/decisions of a Tribunal/Court and/or Statutory Authority (where applicable).
- Refer to collection agents/ lawyers (where applicable)
- Complete a credit check with TICA (a tenancy information database)
- Transfer water account details into my name.

**NATIONAL TENANT INFORMATION CHECKING SYSTEM**

Student Housing Australia uses TICA for residential tenancy database checks on the history of all applicants.

- I confirm that I have been notified of tenancy databases, their contact details and the reasons for use.

You can contact TICA (ABN 84 087 400 379) by

Telephone: 1902 220 346 Website: www.tica.com.au

Address: P.O. Box 120 CONCORD NSW 2137

**"YourPorter"** is a FREE service connecting utilities and other services. If Student Housing Australia approves this application, YourPorter will connect your water and where applicable electricity for the purpose of usage charges at your new property. YourPorter may contact you by phone, SMS, or email within 24 hours of receiving this application from Student Housing Australia, for the purpose of assisting you to connect any other utilities you have requested help with.

YourPorter is a free service, but I/we acknowledge that standard connection fees by the Utility supplier may apply for services connected (in addition to the ongoing service fees). I/We acknowledge that neither YourPorter nor the Student Housing Australia accept any responsibility for any delay in or failure to arrange or provide any connection or disconnection 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 will connect water and where applicable electricity, but are under no obligation to use YourPorter for any additional services."

**Acceptance of Terms of Tenancy**

- I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises.
- I acknowledge that the tenant is responsible for connection and payment of gas, electricity, telephone and water usage (as applicable). The tenant is also responsible for ensuring the main switch is in the off position for power connection.
- I acknowledge that the apartment is a "smoke free zone" and will ensure that I, other occupants and/or guests do not smoke inside the premises.
- Should the owner /agent accept my application, I accept that I will be required to sign a Tenancy Agreement and pay the full bond and first months' rental within 24 – 48 hours of my application being approved. I also agree to pay the bond and first months' rent via bank cheque, money order or credit card. The owner / agent reserve the right to withdraw their acceptance and offer the property to other applicants.
- I acknowledge that the keys will not be available until the day my tenancy commences.
- I accept that this property is subject to its availability on the due date and no action shall be taken on my part against the landlord or agent, should under any circumstances the property not be available for occupation on the due date for whatever reason.

**TICK OPTION A OR B**

- Option A** – I accept that it is my personal choice NOT to inspect the property prior to my occupancy date, in doing so I accept the property in its current condition upon my commencement.
- Option B** – I / my representative (e.g. friend/guardian/family member) have inspected the property and I accept the property in the condition as inspected. (Any exceptions must be provided in writing, signed, dated and attached to this application).

*I acknowledge that I have read and understand this privacy statement:*

Applicant Signature

Date