

F. APPLICANT HISTORY

8. How long have you lived at your current address?

	Years		Months
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9. Why are you leaving this address?

10. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

 \$

11. What was your previous residential address?

 Postcode

12. How long did you live at this address?

	Years		Months
--	-------	--	--------

13. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

 \$

Was bond refunded in full?

If not why not?

G. EMPLOYMENT HISTORY

14. 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

 Postcode

Contact name

Phone no.

Length of employment

	Years		Months
--	-------	--	--------

Net Income

 \$

15. Please provide your previous employment details

Occupation?

Employer's name

Length of employment

	Years		Months
--	-------	--	--------

Net Income

 \$
H. CONTACTS/REFERENCES

16. Please provide a contact in case of emergency

Surname

Given name/s

Relationship to you

Phone no.

17. Please provide 2 personal references (not related to you)

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

I. OTHER INFORMATION

18. Car Registration

19. Please provide details of any pets

Breed/type

Council registration / number

1.	
2.	

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 all 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.

OFFICE USE ONLY

Property Rental

\$		per week	\$		per month
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Other notes/comments

HOW DID YOU FIND OUT ABOUT THIS PROPERTY?

- The Age The Internet Local Paper
 Board Counter List Relocation Company
 Referral Other (specify)

PLEASE PROVIDE US WITH 100 POINTS OF IDENTIFICATION

Driver's Licence	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

6/32 Mountjoy Parade
Lorne Victoria 3232
Ph: (03) 5289 1278
Fax: (03) 5289 2314
email: info@smythlorne.com.au
website: www.smythrealestate.com.au



79 Great Ocean Road
Anglesea Victoria 3230
Ph: (03) 5263 2477
Fax: (03) 5263 2323
email: info@smythanglesea.com.au
website: www.smythrealestate.com.au

RENTAL AGREEMENT

Holiday Booking for: _____ Maximum number to be accommodated: _____

Each child is counted as one person (**NO EXCESS PERMITTED**)

PROPERTY SITUATED AT: _____

We acknowledge receipt of your deposit in confirmation of your booking for the above property commencing from
2 pm / 3 pm _____ to 10 am _____
12 noon _____ to 4 pm _____ at the tariff of \$ _____ per day/week

the **BALANCE OF THE RENTAL PAYABLE ON OR PRIOR TO YOUR ARRIVAL IS AS HEREUNDER**

<u>PAYMENT DETAILS</u>	
Rental _____ weeks _____ days at \$ _____ per day/week	\$ _____
PLUS SECURITY BOND	\$ _____
PLUS BOOKING FEE	\$ _____
Less deposit paid by Chq: _____ Cr. Card _____ Cash: _____ / _____ / _____	\$ _____
BALANCE DUE PRIOR TO GIVING OUT OF KEYS	\$ _____
Payment of \$ _____ on _____ / _____ / _____	New Balance \$ _____
Payment of \$ _____ on _____ / _____ / _____	New Balance \$ _____
Credit Card: _____ No: _____	Expiry Date: _____

A non refundable **CANCELLATION FEE of \$60.00** is included in the above amount. In case of **CANCELLATION**, deposit paid (less cancellation fee) may be refunded at the discretion of the Landlord, if the property can be re-let.

BOND money will be refunded by mail pending satisfactory inspection at conclusion of tenancy.

Tenants are required to bring their own **LINEN** (including sheets, doona covers, towels and tea towels)

WE REGRET NO DOGS OR PETS ALLOWED

Tenants requiring to collect or return **KEYS** other than during normal business hours must do so by prior arrangement.
All keys to be returned to our office.

NORMAL BUSINESS HOURS ARE FROM 9.00 AM TO 5.00 PM WEEK DAYS
Saturdays: 9.00 am to 4.00 pm. Sundays: 10.00 am to 4.00 pm.

IMPORTANT NOTICE

*You, as the person responsible for the letting, must now **CONFIRM THIS BOOKING** by
*** THOROUGHLY READING, SIGNING AND RETURNING** to our office, the completed pink copy of the
Rental Agreement (see front and rear)*

I/We: _____ (FULL NAMES)

OF: _____ (ADDRESS)

being the tenants and persons responsible for letting this property have read and understand the conditions of tenancy and payment details above. I/WE agree to abide by each one over the duration of our stay and acknowledge receiving a copy of them.

Number of adults: _____ Number of children: _____

Signed: _____ Print Name: _____

Date Signed: _____ Driver's Lic No: _____ D.O.B. _____ / _____ / _____

No deviation from this will be entertained.

**IMPORTANT - PLEASE CHECK BOOKING DATES,
READ TERMS OF TENANCY AND RETURN PINK COPY TO CONFIRM THIS BOOKING.**