

**ace**

REAL ESTATE

SERVING THE  
BEST **ACE**  
IN **REALTY**

# Tenancy Application



## Laverton Office

Shop 4/4 Neville Avenue  
Laverton, VIC 3028  
Phone: 03 9931 1333

## Point Cook Office

Suite 6/114, 22-30 Wallace Ave  
Point Cook, VIC 3030  
Phone: 03 8393 5500

*[www.acerealestate.com.au](http://www.acerealestate.com.au)*

## DOCUMENT CHECKLIST

Please note it takes 48 hours for processing an application form and for staff member to contact you. In order to ensure your application form is processed quickly and smoothly, please attach all required documents when submitting your application form.

- ☐ Completed and signed application form
- ☐ 3 Recent payslips
- ☐ Most recent bank statement (Up to 6 months old is acceptable)
- ☐ 100 Points of ID (See table on application form for details)
- ☐ Ensure you have listed your current Landlord or real estate agency's contact details

You can submit your application by emailing all documents to [contact@acerealestate.com.au](mailto:contact@acerealestate.com.au) or alternatively you can drop your form at the addresses mentioned on the back page.

### IF YOUR APPLICATION IS SUCCESSFUL

- You will be required to pay the 1st months rent within 24 hours by bank cheque or money order, to the payable office i.e. **Ace Real Estate**.
- The bond will be payable by bank cheque or money order, payable to the **Residential Tenancies Bond Authority (RTBA)**

For further information please call our office on (03) 9931 1333

**PROPERTY DETAILS—Property you would like to rent if this application is accepted?**

Property you would like to rent?: \_\_\_\_\_ Post Code: \_\_\_\_\_

Rent Per Week: \$ \_\_\_\_\_ Rent PCM: \$ \_\_\_\_\_ Bond: \$ \_\_\_\_\_

Length of Tenancy: \_\_\_\_\_ Years \_\_\_\_\_ Months Tenancy to Commence: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

Inspected the property?: Yes ☐ No ☐ Do you accept the property in its current condition? Yes ☐ No ☐**Applicant & Contact Details (To be completed by applicant)**

Salutation \_\_\_\_\_ (Mr, Mrs, Ms, Miss, Dr, Other) First Name: \_\_\_\_\_

Family/Last Name: \_\_\_\_\_

Date of Birth : \_\_\_\_/\_\_\_\_/\_\_\_\_ Drivers Lic #: \_\_\_\_\_ Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ License State: \_\_\_\_\_

Vehicle Registration: \_\_\_\_\_ State: \_\_\_\_\_ Passport No : \_\_\_\_\_ Passport country: \_\_\_\_\_

Home ☎: \_\_\_\_\_ Mob ☎: \_\_\_\_\_ Work ☎: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Current Address: \_\_\_\_\_ Suburb: \_\_\_\_\_ P/Code: \_\_\_\_\_

Pension No: (if applicable) \_\_\_\_\_ Type: \_\_\_\_\_

Do you have pets? Yes ☐ No ☐ If yes what type?: \_\_\_\_\_ Indoor or Outdoor?: \_\_\_\_\_Are you a smoker? Yes ☐ No ☐

Notes: \_\_\_\_\_

**Current Accommodation History**Are you the: ☐ Owner ☐ Renter How long at Current Address?: \_\_\_\_\_ Years \_\_\_\_\_ Months

Reason for Leaving: \_\_\_\_\_

Landlord/Agent?: \_\_\_\_\_ ☎: \_\_\_\_\_ Rent: \$ \_\_\_\_\_

**Previous Accommodation History**

Previous Address: \_\_\_\_\_ Suburb: \_\_\_\_\_ P/Code: \_\_\_\_\_

Were you the: Owner ☐ Renter ☐ How long at Previous Address?: \_\_\_\_\_ Years \_\_\_\_\_ Months

Reason for Leaving: \_\_\_\_\_

Landlord/Agent (If Applicable)?: \_\_\_\_\_ ☎: \_\_\_\_\_ Rent: \$ \_\_\_\_\_

Bond Refunded: Yes ☐ No ☐ If not why? \_\_\_\_\_**Current Employment History**Current Occupation: \_\_\_\_\_ Nature of Employment: **FULL TIME / PART TIME/ CASUAL** (circle)

Employer's Trading Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Employer's Address: \_\_\_\_\_ Suburb: \_\_\_\_\_ P/Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ ☎: \_\_\_\_\_

Length of Employment: \_\_\_\_\_ Years \_\_\_\_\_ Mths Net Income: \$ \_\_\_\_\_ Weekly \$ \_\_\_\_\_ Monthly

**Previous Employment History**Previous Occupation: \_\_\_\_\_ Nature of Employment: **FULL TIME / PART TIME/ CASUAL** (circle)

Employer's Trading Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_ ☎: \_\_\_\_\_

Employer's Address: \_\_\_\_\_ Suburb: \_\_\_\_\_ P/Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ ☎: \_\_\_\_\_

Length of Employment: \_\_\_\_\_ Years \_\_\_\_\_ Mths Net Income: \$ \_\_\_\_\_ Weekly \$ \_\_\_\_\_ Monthly

## If you are a Student

Institution: \_\_\_\_\_ Dept: \_\_\_\_\_ Union No: \_\_\_\_\_ Student ID: \_\_\_\_\_

## If You Receive a Centrelink Payment

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

## References

**1) Name:** \_\_\_\_\_ **2) Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Address:** \_\_\_\_\_  
**Home ☎:** \_\_\_\_\_ **Mobile ☎:** \_\_\_\_\_ **Home ☎:** \_\_\_\_\_ **Mobile ☎:** \_\_\_\_\_

## Emergency Contact

**Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_  
**☎ Phone:** \_\_\_\_\_ **Mob ☎:** \_\_\_\_\_ **Relationship to you:** \_\_\_\_\_

## Application Instructions

**100 Point Identification Check** - Please provide 100 points of identification, photocopy and attach to your application.

Item		Points	Item		Points
Current Drivers License	<input type="text"/>	50	Copy of Mobile Phone Account	<input type="text"/>	20
Passport	<input type="text"/>	50	Copy of Medicare Card	<input type="text"/>	20
Proof of Age Card	<input type="text"/>	50	Concession / Pension Card	<input type="text"/>	20
Student ID Card	<input type="text"/>	50	Copy of Electricity/Gas/Water account	<input type="text"/>	30 each

## TENANT PRIVACY STATEMENT

### PRIMARY PURPOSE

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

- Communicate with the owner/landlord and select a tenant
- Communicate with my refers to obtain rental and/or employment history
- Prepare lease/tenancy documents
- Allow tradespeople or equivalent organisations to contact me
- Lodge/claim/transfer to/ from a Bond Authority
- Refer to collection agents/lawyers (where applicable)
- Complete a credit check with National Tenancies Database T1300 563 826 &/or Tica Default Tenancy Control Pty Ltd T 190 222 0346
- Transfer water account details into my name
- Lodge applications with or through Residential Tenancy Tribunals/ Courts (where applicable)
- Provide or obtain rental history to other Real Estate Agents and Landlords
- Connect utilities through Fast Connect

I am aware that if 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 and that I may access personal information on the contact details on the last page of this application.

Ace Real Estate is the trading name of SSSM Property Group Pty Ltd ABN 65153654249

### I authorise the agent to obtain information from:

- a) The owner or the agent of my current or previous residence
- b) My personal referees employer/s or accountant
- c) Any record listing or database of defaults by tenants

If I default under a rental agreement, I agree that the agent may disclose details of any such default to a tenancy database, and to agents/landlords of properties I may apply for in the future.

NTD collects your personal information to provide it's members historical tenancy and public record information on individuals and companies who/which lease residential and commercial property from or through licensed real estate agent members of NTD.

NTD also provides credit information on companies/directors applying for commercial leases.

The real estate agent/property manager will advise NTD of your conduct throughout the lease, tenancy and that information will form part of your tenants history.

NTD usually disclose information to:

- Licensed real estate agent members
- NTD's parent company, Collection House Ltd and its subsidiaries and related entities.
- Credit Bureaus

If your personal information is not provided to NTD, the property manager will not be able to carry out their professional responsibilities and will not be able to provide you with a lease/tenancy of the premises you have applied for.

By signing this form I hereby consent that Ace Real Estate will use my personal information as outlined above.

Signed by the Applicant: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Witness: \_\_\_\_\_

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



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	Connection Date	Do you require:
WATER	<input type="text" value="Supplier"/> <input type="text" value="Ace Real Estate will connect"/>	<input checked="" type="checkbox"/>	<input type="text" value="/ /"/>	<input type="checkbox"/> Broadband Internet
ELECTRICITY	<input type="text" value="AGL"/> <input type="text" value="Tick to Connect with AGL"/>	<input type="checkbox"/>	Please enter earliest connection date for services required	<input type="checkbox"/> Wireless Broadband
	<input type="text" value="ORIGIN"/> <input type="text" value="Tick to Connect with Origin"/>	<input type="checkbox"/>		<input type="checkbox"/> Pay TV (Foxtel)
GAS	<input type="text" value="AGL"/> <input type="text" value="Tick to Connect with AGL"/>	<input type="checkbox"/>		Tenants are required to pay for water usage. Tenants Water Usage accounts are set up by our office on behalf of Tenants and is a condition of rental. <b>Please note:</b> ACE Real Estate is not affiliated with any utilities company and does not guarantee the successful connection of your utilities. Please directly contact the utility provider from which you require services.
	<input type="text" value="ORIGIN"/> <input type="text" value="Tick to Connect with Origin"/>	<input type="checkbox"/>		
TELEPHONE	<input type="text" value="TELSTRA"/> <input type="text" value="Tick to Connect"/>	<input type="checkbox"/>		

## How to Connect—WITH NO LOCK IN CONTRACTS, BOND or EXIT FEES

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

**Plan: AGL/ORIGIN 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/Origin 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/ORIGIN. If you wish to cancel after the cooling off period, you need to give AGL/ORIGIN 20 business days' notice.

**Billing by AGL/ORIGIN** 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/ORIGIN, we receive a fee when you enter into an energy plan. The contact number for AGL is 131245, ORIGIN is 132461 and the contact number for Fast Connect is 1300661464.

**AGL's/ORIGIN Privacy and Credit Reporting Policies** describe how it handles your personal information, the credit reporting bodies AGL/ORIGIN 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/ORIGIN or the ombudsman. These policies are in the Welcome Pack and are available on AGL's/ORIGIN website or on request. By consenting to this offer, you consent to these policies, including that AGL/ORIGIN may exchange your information with credit providers and others for credit reporting, credit checks and debt collection, and that AGL/ORIGIN 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/ORIGIN 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 /ORIGIN is not the current retailer this agreement constitutes consent to transfer my/our fuel/s to AGL/ORIGIN

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

# ace

## REAL ESTATE

### **LAVERTON**

Shop 4/4 Neville Avenue,  
Laverton, Vic 3028  
Ph: (03) 9931 1333  
Fax: (03) 9931 1322

### **TRADING HOURS**

Monday to Friday  
9:00am—5:30pm  
Saturday  
9:00am—3:00pm

### **POINT COOK**

Suite 6, 114/22-30 Wallace Avenue,  
Point Cook, Vic 3030  
Ph: (03) 8393 5500  
Fax: (03) 9931 1987

### **TRADING HOURS**

Monday to Friday  
9:00am—5:30pm  
Saturday  
By Appointment Only

Email: [contact@acerealestate.com.au](mailto:contact@acerealestate.com.au)