



DOMAIN
CHARTER
GROUP

Domain Charter Group Pty Ltd.
ABN 95 102 392 254. ACN 102 392 254
1357 Burke Road, Kew Victoria 3101.
Tel: 03 9817 6266 Fax: 03 9817 4166
Email: admin@domaincharter.com.au

TENANCY APPLICATION FORM

Proposed property:..... Rent per week: \$.....

Term: 12 mths / 2 yrs or..... (please circle) Tenancy to Commence:/...../20..... Bond: \$.....

Name of Property Manager:..... Contact Number:.....

APPLICANT NUMBER 1

APPLICANT NUMBER 2

Title:..... Family/Surname:.....

Title:..... Family/Surname:.....

Given Name(s).....

Given Name(s).....

Driver's Licence No:..... State:.....

Driver's Licence No:..... State:.....

Expiry date:/...../..... Date of Birth:/...../.....

Expiry date:/...../..... Date of Birth:/...../.....

18+ Card Number:.....

18+ Card Number:.....

Car Make & Model :.....

Car Make & Model :.....

Car Registration & State.....

Car Registration & State.....

Current Address:.....

Current Address:.....

..... Postcode:.....

..... Postcode:.....

Home Ph:..... Work Ph:.....

Home Ph:..... Work Ph:.....

Mobile Ph:.....

Mobile Ph:.....

Email address:.....

Email address:.....

Bank:..... Branch/BSB:.....

Bank:..... Branch/BSB:.....

EMPLOYMENT DETAILS

EMPLOYMENT DETAILS

Employer's Name:.....

Employer's Name:.....

Address:.....

Address:.....

Postcode:..... Position:.....

Postcode:..... Position:.....

Ph:..... Length of employment:yrs.....mths

Ph:..... Length of employment:yrs.....mths

*Weekly Income (Net): \$.....

*Weekly Income (Net): \$.....

*Provide 2wks past pay-slips or bank statement:

*Provide 2wks past pay-slips or bank statement:

If employed for less than 12 mths,

If employed for less than 12 mths,

Previous Employer's Name:.....

Previous Employer's Name:.....

Address:.....

Address:.....

Postcode..... Occupation.....

Postcode:..... Occupation.....

Ph:..... Length of employment:yrs.....mths

Ph:..... Length of employment:yrs.....mths

APPLICANT'S SIGNATURE

APPLICANT'S SIGNATURE

Signed:..... Date:.....

Signed:..... Date:.....

I declare that the information given on this application is true and correct to the best of my knowledge.

I declare that the information given on this application is true and correct to the best of my knowledge.

NO OBLIGATION FREE UTILITY CONNECTION SERVICE



PH: 1300 850 360
FAX: 1300 661 160

If you would like assistance, (at no additional charge) with connection and disconnection of telephone, electricity, gas and water to your new home then tick the box below. On The Move will contact you and explain the details of the services available.

YES! I would like *On The Move* to contact me to arrange my utility connections.

You may receive a \$15 gift voucher by using our utility connection services

Note: This service has no effect on your application for this rental property

Terms & Conditions: I consent to the disclosure of this page of the application form to **On The Move (Aust.) ABN 84 101 648 257** for the purpose of enabling On The Move to offer connection and disconnection services to me. Where On The Move is requested to arrange for the provision of the services, I consent to On The Move disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I acknowledge that neither On The Move nor the Agent accept any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. I acknowledge that the Agent, its employees and On The Move may receive a benefit in relation to the connection of a utility service. The agent will receive your new phone number for contact purposes, unless you specifically request this not to happen. If you would like to access your personal information held by On The Move, please contact our office. Normal connection fees and bonds apply. **An On The Move representative will contact you to confirm your personal and property details prior to connection. If On The Move has not contacted you within 24 hrs of the application being submitted, it is the tenants responsibility to call On The Move on 03 9272 8888 if you wish On The Move to arrange connections.**

Are the mains switched off at the new premises? YES NO

The mains switch **must** be off on the requested date for a power connection to occur.

IF YOU ARE SELF-EMPLOYED

Name of business.....
ABN:.....
Industry:
Address
Postcode
Personal Net Income/Week:.....
Name of Accountant:.....
Ph No:
Period in which business has been in operation:
.....

Name of business
ABN:.....
Industry:
Address
Postcode
Personal Net Income/Week:
Name of Accountant:.....
Ph No:
Period in which business has been in operation:
.....

IF YOU ARE A STUDENT

Name of University/TAFE:.....
Location of University/TAFE:.....
Faculty/Department:.....
Student ID Number:.....
Course ID Number:
Source of Income:
Net Weekly Income:
If your income is sourced through Austudy, please provide a
photocopy of your last 3 statements

Name of University/TAFE:.....
Location of University/TAFE:.....
Faculty/Department:.....
Student ID Number:
Course ID Number:
Source of Income:
Net Weekly Income:
If your income is sourced through Austudy, please provide a
photocopy of your last 3 statements

IF YOU RECEIVE A CENTRELINK PAYMENT

Type of payment:.....
Customer Reference Number (CRN):
Please provide a photocopy of your last 3 statements

Type of payment:
Customer Reference Number (CRN):
Please provide a photocopy of your last 3 statements

YOUR RENTAL HISTORY

CURRENT LANDLORD/AGENT

Name:.....
Contact Number:
Rent paid per week: Period of time rented:
Was your bond refunded in full?.....
If Not, why?

CURRENT LANDLORD/AGENT

Name:
Contact Number:
Rent paid per week: Period of time rented:
Was your bond refunded in full?.....
If Not, why?

PREVIOUS LANDLORD/AGENT

Name:.....
Contact Number:
Rent paid per week: Period of time rented:
Previous address:.....
.....
Was your bond refunded in full?.....
If Not, why?

PREVIOUS LANDLORD/AGENT

Name:
Contact Number:
Rent paid per week: Period of time rented:
Previous address:
.....
Was your bond refunded in full?.....
If Not, why?

I would like to set up Direct Debit rental payments OR

I would like to set up direct EFT rental payments.

REFERENCES

Four references are to be included with your application as follows:

- 1) Two Business references
- 2) One personal reference
- 3) One reference from a relative

1) Business Reference

Name:.....
 Address:.....
 Postcode:.....
 Work Phone:
 Mobile Number:.....
 Relationship:
 Period of time known:.....

2) Business Reference

Name:.....
 Address:.....
 Postcode:.....
 Work Phone:
 Mobile Number:.....
 Relationship:
 Period of time known:.....

3) Personal Reference

Name:.....
 Address:.....
 Postcode:.....
 Work Phone:
 Mobile Number:.....
 Relationship:
 Period of time known:.....

4) Next of Kin/Parent/Guardian Reference

Name:.....
 Address:.....
 Postcode:.....
 Work Phone:
 Mobile Number:.....
 Relationship:
 Period of time known:.....

1) Business Reference

Name:
 Address:.....
 Postcode:.....
 Work Phone:
 Mobile Number:.....
 Relationship:
 Period of time known:.....

2) Business Reference

Name:
 Address:.....
 Postcode:.....
 Work Phone:
 Mobile Number:.....
 Relationship:
 Period of time known:.....

3) Personal Reference

Name:
 Address:.....
 Postcode:.....
 Work Phone:
 Mobile Number:.....
 Relationship:
 Period of time known:.....

4) Next of Kin/Parent/Guardian Reference

Name:
 Address:.....
 Postcode:.....
 Work Phone:
 Mobile Number:.....
 Relationship:
 Period of time known:.....

Do you have any pets? YES / NO (please circle)

Are they registered? YES / NO (please circle)

Registration Details:

How many occupants under the age of 18 will be residing with you?.....

Please provide their ages:.....



TENANCY PRIVACY STATEMENT



Due to recent changes in the Privacy laws from December 21, 2001, all property managers must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional property managers. Please take the time to read this Privacy Statement carefully, and once completed, return to this office with your tenancy application.

As professional property managers, Domain Charter Group Pty Ltd collect personal information about you. To ascertain what personal information we have about you, please contact our office.

Primary Purpose

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested, and if the risk is considered acceptable, to providing you with the lease/tenancy of the premises.

To carry out this role and during the term your tenancy, we will disclose your personal information to:

- The Landlord
- The Landlord's lawyer
- The Landlord's mortgagee
- Referees you have nominated
- Organisations / Trades people required to carry out maintenance to the premises.
- Rental Bond Authorities
- Residential Tenancy Tribunals / Courts
- Collection Agents
- National Tenancy Database Pty. Ltd. (ABN 65 079 105 025) ("NTD")
- Other Real Estate Agents and Landlords

Secondary Purpose

We also collect your personal information to

1. Enable us, or the Landlord's lawyers, to prepare the lease / tenancy documents on the premises.
2. Allow organizations / trades people to contact you in relation to maintenance matters relating to the premises.
3. Pay / release rental bonds to / from Rental Bond Authorities (where applicable)
4. Refer to Tribunals, Courts, and Statutory Authorities (where necessary)
5. Refer to Collection Agents / Lawyers (where default / enforcement action is required)
6. Provide confirmation details for organizations contacting us on your behalf ie. Banks, Utilities (Gas, Electricity, Water, Phone), Employers etc.

If your personal information is not provided to us and NTD, and you do not consent to the uses to which we put your personal information; we cannot properly assess the risk to our client, or carry out our duties as professional property managers. Consequently, we may not provide you with the lease / tenancy of the premises.

NTD Disclosure Statement.

You can contact National Tenancy Database Pty. Ltd. (ABN 65 079 105 025) ("NTD") by

Telephone: 03 9610 4996
Facsimile: 03 9620 7339
Email: kim@ntd.net.au
In Person: Level 7, 477 Collins St, Melbourne, VIC 3000
Mail: P.O. Box 156, Collins St West, Melbourne, VIC 8007
Visit website: www.ntd.net.au

Primary Purpose

NTD collects your personal information to provide to its 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 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 tenant history.

NTD usually discloses information to

- Licensed real estate agent members
- NTD's parent company, Collection House Limited (ABN 74 010 230 716) and its subsidiaries
- Credit Bureaus

I acknowledge that I have read and understood this privacy statement.

Signed Applicant 1:

Print Name:

Signed Applicant 2:

Print Name:

Date:.....

APPLICATION INSTRUCTIONS

1. All details are to be printed clearly and completed in full.
2. Your application can only be processed on the understanding that you have inspected the property and accept the property in its current condition.
3. Should your application be successful we will require the following:
 - i. The first months rent payable by **money order** or **bank cheque**, (made payable to **Domain Charter Group P/L**).
 - ii. The bond amount payable by **money order** or **bank cheque**, (made payable to **Residential Tenancies Bond Authority (RTBA)**).
4. If the required amount is not received within 24 hours the property will then be put back on the market for the next application or tenant/s to take

DIRECT DEBIT REQUEST

Request to establish Debit Authority within the Direct Debit System



DOMAIN
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GROUP

Customer Information

I/We:

Customer Name(s) giving Direct Debit Request

Customer Residential Address

Postcode

Authorize: **Domain Charter Group Pty. Ltd. ABN: 95 102 392 254** with **User ID 344765**
to arrange for funds to be debited from my/our account, held with the Financial Institution identified above, as described in
The Schedule below.

Payment Details:

Monthly Rental Payment of:

\$.

Date Due:

Identified by Reference Information:

(Personal Property Reference Code)

The Schedule

Details of account to be debited:

Name of Institution:

Suburb of branch:

Account name(s) of:

Financial Institution's BSB:

Account Number:

(Please check with your Financial Institution to ensure the account nominated will facilitate direct debiting. See attached Service Agreement Clause 5.)

AND

Credit Card:

Visa:

Mastercard:

Expiry Date:

Card Number:

Name on Card:

*All credit card charges will be made payable to Yarrabank Solutions Pty Ltd.

Direct Debit Request Authorisation

I/We allow Domain Charter Group to alter the monthly rental payment amount due to a rental increase.
I/We have read and understood the "Service Agreement" overleaf and acknowledge and agree to it.
I/We request this Arrangement remain in force in accordance with The Schedule described above and in compliance
with the "Service Agreement" overleaf.

Customer(s) Signature: _____ Date: _____

_____ Date: _____

Service Agreement

1. **Domain Charter Group** (the 'Debit User') will debit the BSB/Account nominated in The Schedule of this Direct Debit Request as specified.
2. **Domain Charter Group** will give not less than 14 days written notice to the customer should it propose to vary the arrangement of this Direct Debit Request.
3. The customer(s) may request **Domain Charter Group** to defer or alter the payment amount specified in the Schedule of this Direct Debit Request. Requests authorizing these changes may be made by phoning or by written advice to **Domain Charter Group**. Customer(s) may change the:
 - Due Date of Payment
 - Payment Amount
 - Frequency of Payment (written advice required under special terms only)

Customers(s) wishing to vary the drawing account details specified in The Schedule of this Direct Debit Request must provide signed authority for such changes to be effected.

4. In compliance with the Industry's Direct Debit Claims Process, **Domain Charter Group** will assist customer(s) disputing any payment amount drawn on the nominated BSB/Account in The Schedule of this Direct Debit Request. **Domain Charter Group** will endeavor to resolve this matter within the Industry agreed timeframes. Customer(s) may visit any branch of their financial institution and complete a 'Direct Debit System Claim Request' form to initiate the process.
5. **Domain Charter Group** advises that some Financial Institution accounts do not facilitate direct debits and as such the customer(s) must check with their Financial Institution to ensure that account nominated in The Schedule of this Direct Debit Request enables direct debiting.
6. It is the customer(s) responsibility to ensure at all times there is sufficient cleared funds available, at the due date of the debit drawing, to enable payment from the BSB/Account as nominated in The Schedule of the Direct Debit Request.
7. **Domain Charter Group** advises the debit drawing will be made on the agreed due date as nominated in The Schedule of this Direct Debit Request. When the due date is a closed business day **Domain Charter Group** will initiate the debit drawing on the next open business date. Customer(s) may direct processing enquiries to their financial institution.

A closed business day is defined as any calendar day on which the customer(s) financial institution is not open for direct debit processing. This is:

- Weekends
 - Public Holiday – State
 - Public Holiday – National
8. Where an unpaid debit item is returned by the customer(s) financial institution, **Domain Charter Group** will, apply an Outward Dishonor Fee to the customer(s) account.
 9. If there are **insufficient funds** in your bank account when **Domain Charter Group** debits your rent, you can and will be charged a dishonor fee between \$20.00 and \$40.00 depending on your nominated bank. **It is your responsibility as a tenant to ensure you have sufficient funds in your bank account available to avoid these costs.**
 10. Customer(s) who wish to cancel this Direct Debit Request must notify **Domain Charter Group** in writing no less than 7 days before the next scheduled debit drawing. This request must be directed to **Domain Charter Group** in writing only.
 11. **Domain Charter Group** requests the customer(s) to direct all enquiries, dispute requests for payment changes or cancellation directly to them.
 12. **Domain Charter Group** agrees to keep confidential all customer(s) records and account details contained in The Schedule of this Direct Debit Request unless authorized to release such information pursuant to a debit item dispute or similar event where the customer(s) has provided prior consent to do so.



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1357 Burke Road, Kew Victoria 3101.
Tel: 03 9817 6266 Fax: 03 9817 4166
Email: admin@domaincharter.com.au

Domain Charter Group Pty Ltd.

FREE UTILITY CONNECTION SERVICE



Service provided by.....

**FAX ALL APPLICATIONS TO:
1300 661 160**
Tel: 1300 850 360
Email: sales@onthemove.com.au

APPLICANT 1

Title:
First Name:
Surname:
Date of Birth:
Contact Home:
Contact Mobile:
Email Address:

APPLICANT 2

Title:
First Name:
Surname:
Date of Birth:
Contact Home:
Contact Mobile:
Email Address:

ONE FORM OF ID MUST BE SUPPLIED:

Drivers License #:
Passport #:
Country:.....
Healthcare # / Pension #:
(Please Circle)
Expiry Date:.....

ONE FORM OF ID MUST BE SUPPLIED:

Drivers License #:
Passport #:
Country:.....
Healthcare # / Pension #:
(Please Circle)
Expiry Date:.....

CONNECT: Property Address:.....
Suburb:.....Postcode:

TO BE CONNECTED ON: Date / /

ELECTRICITY MAIN SWITCH MUST BE TURNED OFF ALL DAY ON DAY OF CONNECTION. THIS IS YOUR RESPONSIBILITY

AUTOMATICALLY CONNECTED:

- **Electricity – TRUenergy.** (I have read the information sheet attached to this application form)
- **Gas – TRUenergy.** (I have read the information sheet attached to this application form)
- **Water – Allocated Water Authority In Your Area**

WE WILL CONTACT YOUR FOR INFORMATION ON THESE SERVICES:

- **Telephone –** . If applicable please list telephone number to relocate
- **Foxtel &/or Broadband Internet Services.** (An On The Move consultant will contact you regarding the latest specials and promotions)

DISCONNECT: Property Address:.....
Suburb:.....Postcode:

Phone: SupplierPhone #Date / /
Electricity: SupplierAccount #Date / /
Gas: SupplierAccount #Date / /
Water: SupplierAccount #Date / /

* All accounts must be under the name of the person listed on this form and account numbers supplied so we can organize disconnections for your previous property.

Water Authority - In your local area

We will send your details to the local Water Authority in your area so you will receive Water Usage and Sewage charges. If there is no separate meter at your premises you will not be charged for these. **No Connection Fee.**

Gas and Electricity Connections - TRUenergy

You have selected TRUenergy's Go Easy energy plan - its designed to help you reduce your energy costs and still give you freedom and flexibility.

There are no contracts if you decide to move, change providers or disconnect you will not be charged any penalties which is great for the rental market.

- 3% discount when you pay bill by the due date
- No exit fees
- No security bond
- No late payment fees
- No Fixed Term Contracts

The standard Pricing and Government Regulated Tarriffs apply. TRUenergy will send out an information pack with this information to you in the mail shortly after you move in, if you require this information please contact On The Move on 1300 850 360 and we will provide to you over the phone.

Payment methods of your accounts can be made be Cheque / Money order / Bpay / Australia Post / Direct Debit or Credit Card. TRUenergy occasionally run credit checks on customers as well.

Electricity Bills – QUARTERLY (3 months)

Gas Bills – BI-MONTHLY (2 months)

CONNECTION FEES:

Connections Fees differ depending on the network area you are moving into.

Electricity – between \$23.00 - \$32.90

Gas - \$7.70 (all areas)

If you have a healthcare card or pension card the electricity connection fee will be waived and you will receive the winter energy concession which is 17.5% off your usage in the winter months.

These details MUST be supplied on the application form to obtain discounts. Please contact On The Move on 1300 850 360 if you wish to obtain the correct connection fee in your area.

FURTHER DISCOUNTS:

If you wish to receive even bigger discounts on your energy bills we can get you 3% off your Gas and Electricity Charges and a further 3% off when you pay on time. To get this special GO FOR MORE offer please contact On The Move for information. This is a 3 year plan.

For more information please goto: <http://www.truenergy.com.au>

<p>Privacy Policy: On The Move (Aust) P/L will ensure your private details are protected and will not release this information to any third parties except for the express purpose of connecting and disconnecting the agreed utility services.</p> <p>You have the right to access this information in accordance with the Privacy Act.</p> <p>The Agent will receive your new telephone details for contact purposes, unless you specifically request this not to happen.</p>	<p>Customer Declaration: I consent to the disclosure of this page to On The Move (Aust) P/L (ABN:84 101 648 257) for the purpose of enabling On The Move to offer connection and disconnection services to me. I accept neither On The Move (Aust) P/L nor the agent is liable for any loss, delay experienced or failure to connect or disconnect utility services. The agent and On The Move (Aust) P/L may receive a benefit to provide this service. Standard connection fees and bonds will apply.</p> <p>An On The Move representative will contact you to confirm your personal and property details prior to connection. If On The Move has not contacted you within 24 hrs of the application being submitted, it is the tenants responsibility to call On The Move on (03) 9272 8888 if you wish On The Move to arrange connections.</p>
<p>Applicant 1 - Signature:.....</p> <p>Applicant 2 - Signature:.....</p>	<p>Date: /..... /.....</p> <p>Date: /..... /.....</p>

Telephone / Broadband and Foxtel Digital.

On The Move can supply all Telephone / Broadband and Foxtel Digital Services as well. We will contact your regarding these services. At the time of printing the latest special promotions were:

\$0 BROADBAND INSTALLATION

**EXTREME CABLE
ADSL2**

and up to 12 months half price usage!

FOXTEL
digital

**\$0 INSTALLATION
& \$15.95 OFF YOUR BILL
FOR 3 MONTHS!***

*CONDITIONS APPLY

