



I will take it!

Tenancy application can only begin being processed when all pages are completed and signed by you.

1. Find your perfect property and submit completed application to illtakeit@novak.com.au
 2. Jump the queue by submitting a holding deposit. Applications are processed within 1 business day providing all references are contactable.
 3. If approved, submit your holding deposit. The deposit must be submitted by money order, bank queue or credit card (no cash or personal cheques).
 4. Visit Novak to sign your tenancy agreement and collect keys.
Enjoy a coffee while you wait!
 5. Enjoy your new home!
-

express ready
walk in with application walk out with keys!!

What we need from you:

1. Drivers License or Passport
2. Proof of income
3. Rent receipts or rent ledger

Plus one of the following:

Phone Bill, Gas Bill, Electricity Bill, Bank Statement

Tenancy Privacy Statement

Please fully complete both sides of this form for your application to be processed.

This form is to be accompanied by an Application for Tenancy. Your application for Tenancy cannot be accepted unless this has been completed in full and signed.

Due to changes in the Privacy laws, from 21st December 2001, all real estate agencies 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 it to this office with your tenancy application.

As professional property managers, we collect personal information about you. To ascertain what personal information we have about you, you can contact us by email illtakeit@novak.com.au

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 provide you with a lease/tenancy of the premises.

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

The landlord, the landlord's lawyers, the landlord's mortgagee – for mortgage purposes, referees you have nominated, organisations/trades people required to carry out maintenance to the premises, rental bond authorities, Residential Tenancies Tribunals/Courts, collection agencies, National Tenancies Database Pty Ltd, Remington White, other real estate agents and landlords, utilities companies such as a gas, electricity, water connection, telephone connection, banks – for rental payment facilities and financial records, employers – for reference purposes.

PLEASE NOTE:

1. This application is subject to owner's approval and may take 1-3 days to process.
2. All applicants must complete an application form.
3. Initial bond payment must be paid in the form of a bank cheque or money order made payable to NOVAK (personal cheques or cash will not be accepted)
4. Initial rental payments must be paid in Bank Cheque or Money Order to NOVAK.
5. The applicant hereby agrees to a credit check being carried out by the National Tenancy Database.
6. The applicant acknowledges that the property is in a reasonably clean condition and in good repair as inspected

NOTICE TO PROSPECTIVE TENANTS

The availability of telephone lines; internet services; analogue, digital or cable television (and the adequacy of such services); are the sole responsibility of the tenant (s) and tenants should

make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenant, and tenants must rely upon their own enquiries.

TENANCY ACCEPTANCE

We understand that finding and selecting a rental property is often difficult. We will process your application as quickly as possible, but please remember we may be processing many applications at the same time. To assist us please fill out all required details on the application and ensure your completed application is returned to our office as quickly as possible.

UNSUCCESSFUL APPLICATIONS

Should your application be unsuccessful you will be advised. However, should you wish to apply for another property we will hold over your application for you.

SUCCESSFUL APPLICATIONS

Should your application be successful you will be notified by phone and requested to confirm your tenancy. We require a holding deposit equal to one week rent to be paid in full to secure the tenancy. Should your application be successful and you withdraw from tenancy, your 1 week deposit will be forfeited. Should you proceed, your deposit will contribute to your rent. The property manager will advise you of these amounts at the confirmation of your tenancy. Keys will only be handed out when all parties have signed the tenancy agreement, Bond Lodgment Form, all monies have been paid in full and the tenancy has commenced. No action will be taken against the landlord or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason. Signing of tenancy agreements and the payment of bond can be undertaken at the office indicated by your property manager. It is a policy of our agency that all rental payments are made via Bank Cheque, Money order or IPAY rent card as payment of monthly rent.

SIGNED BY THE:

Applicant

Print Name

Date

Witness

express ready
walk in with application walk out with keys!!

Walk in with your application, walk out with the keys to your new property! Express Ready, only available at Novak Properties, is the quickest property application on the market! For just \$99, we will have your application processed while you wait. There is NO charge if your application is declined.

CREDIT/ DEBIT CARD PAYMENT

Paying by credit card
incurs a 1.33% surcharge.

Paying by debit card
incurs a 0.89% surcharge.

Agent name
Your name
Property
Purpose of payment
Payment amount

Card number
Name on the card
Expiry date
CVN number
Email address

Signature

Residential Tenancy Application Form

Please be advised, we will process this application once all ID & supporting documents have been supplied. One application per adult (over 18)
Agent details: 822 Pittwater Rd, Dee Why NSW 2099 Agents ID: 13508 Ph: 02 8978 6888 Fax: 02 8978 6800 Email: illtakeit@novak.com.au

1. Property Details

Address

SuburbPostcode

Lease termYearsMonths

Date property to be occupied / / Rent payable:

Name(s) of other Applicants to Occupy Property

Smoker: ☐ Yes ☐ No

2. Other Information

Number of persons occupying propertyAdultsChildren

Ages of any children

Do you have pets? ☐ NO ☐ Yes Type of petBreed of pet

3. Personal Details

TitleFirst NameLast Name

Current Address

SuburbPostcode

DOB / / Car Registration Number

Driver License NumberState of Issue

Alternate ID (e.g. Passport)NO

Pension TypeNO

Home Ph #Mobile Ph #

Email

4. Current Situation

Are you the ☐ Owner ☐ Renter

Duration at current address?YearsMonths

Name of Landlord/Agent (if applicable)

Ph #Rent Paid per week/month

Reason for leaving

Was bond repaid in full? ☐ Yes ☐ No, if No, please specify

Email address:

5. Previous Rental History

Previous Address

SuburbPostcode

Duration at your previous address?YearsMonths

Name of Landlord/Managing Agent/Selling Agent

Ph #Rent Paid per week/month

Reason for leaving

Was bond repaid in full? ☐ Yes ☐ No, If No, Please specify

6. Current Employment Details

Occupation

Employment Address

SuburbPostcode

Employers NamePhone #

Length at current employmentYearsMonths

Net Income \$Per Week/\$Per Month/\$Year

Email address:

7. Previous Employment Details

Occupation

Employment Address

SuburbPostcode

Employer Ph #Contact Name

Length at previous employmentYearsMonths

Net IncomePer week \$Per month \$Per year \$

8. If self-employed, please complete the following

Company Name

Company Address

SuburbPostcode

Business TypeA.B.N

Position HeldNet income:

Accountant NameAccountant Phone

Solicitor NameSolicitor Phone

9. Declaration

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 on the due date. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 2010. I acknowledge that I will be required to pay rental in advance and a rental bond, and that this application is subject to approval from the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt and except the property in the condition at the time of inspection.

I authorise the Agent to obtain details of my credit worthiness from, the owner or Agent of my current or previous residence, my personal referees, any record, listing or database of defaults by tenants. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information.

SignedDate / /

Step 1 Choose service ☒Step 2 Choose provider ☒

Step 3 Request connection date

Retailer contact details

Electricity

☐

Origin

☐

AGL

☐

DD/MM/YYYY

Gas

☐

DD/MM/YYYY

Phone

☐

Telstra

DD/MM/YYYY

Internet

☐

Telstra

DD/MM/YYYY

Pay TV

☐

Foxtel

DD/MM/YYYY

Origin Energy Ltd.

Level 7, 321 Exhibition St Melbourne VIC 3000
 Ph: 132 463 Fax: 1800 132 463
 Email: enquiry@originenergy.com.au
 This market retail contract is: **Origin Supply**
 Electricity and/or Dual Fuel Plan.

AGL Energy Limited

L22, 120 Spencer Street Melbourne VIC 3000
 Phone: 131 245 Fax: 03) 8633 6002
 Email: enquiries@agl.com.au
 This market retail contract is: **AGL Select Zero**
 Electricity and/or Dual Fuel Plan.

If AGL or Origin is the existing retailer at your new address, you may be entitled to enter into a standard retail contract with that retailer instead of a market retail contract.

Terms and conditions

This is an OPTIONAL connection service to assist you to obtain energy and/or telecommunications services for your new residence if your rental application is successful. Your decision whether or not to use this service will not affect your rental application. One of realestate.com.au's service providers Fast Connect Pty Ltd (telephone: 1300 661 464) (the "Service Provider") is the marketer of energy and telecommunications services provided by various retailers, and will assist realestate.com.au to provide this connection service to you.

If you have ticked one of the boxes above, you consent to realestate.com.au and its Service Provider using your personal information in this tenant application form in accordance with the Privacy Collection Statement below including using those details to contact you by phone, SMS and email in relation to the selected product(s). You acknowledge that realestate.com.au and its Service Provider may receive commissions or fees from your selected retailer(s), that commissions or fees may be paid between realestate.com.au and its Service Provider, and that your real estate agent may receive commissions or fees from realestate.com.au or its Service Provider, in each case for arranging provision of the requested services.

You may prefer to obtain services under different terms and conditions, or from different retailers, to those set out above. However, the above products are the only ones that are available as part of this connection service. You acknowledge that if you select one of the services above and the relevant retailer agrees to provide that service to you, then you will enter into a contract with that retailer for the provision of that service. Retailers retain discretion in relation to accepting your request for products or services - acceptance may be affected by factors such as a retailer's credit criteria or ability to supply to your selected address. While our connection service can help you get connected or disconnected by your requested dates, we cannot guarantee connection, disconnection or that either will be by your requested date. You agree that, to the maximum extent permitted by law, realestate.com.au and its Service Provider will have no liability to you for the provision of the service.

Energy (Electricity and Gas)

If you have selected an energy product above, you are entitled to be provided with certain information before you enter into a contract for the provision of that electricity or gas. That information is set out in, or accompanies, this form. A summary of some key useful information concerning these contracts is set out below:

Tariffs & charges	We will email you a link with the prices and charges for your selected product upon receipt of your request for that product and also provide you with an opportunity to opt-out at this time.
Contract term	The contract commences when you satisfy any pre-conditions that may be specified in it. The contract may be terminated by you giving notice of termination or by agreement between you and the retailer. The contract will also end if energy is bought for the premises under a different contract or, in some cases, if the premises are disconnected. In addition, the retailer might be entitled to terminate the contract where you are in breach of it or if you vacate the relevant premises.
Billing & payment arrangements	Bills will be issued at least once every 3 months. You may generally pay your bills in person, by telephone, by mail, by direct debit or by electronic funds transfer. In certain circumstances, you may also be able to pay your bills by using Centrepay.
Concessions or rebates	If you hold a current government concession card you may be entitled to receive a rebate on your bill. Further information about the concessions and rebates that may be available to you can be obtained from the retailer.
Service levels	The service will comply with all laws and regulatory requirements applicable in the state or territory in which the supply address is located.
Cooling off period	If a cooling off period applies to your contract (which will typically be the case only where it is a market retail contract), then you may cancel the contract within 10 business days of receiving the retailer's welcome pack by informing the retailer by telephone or in writing of your intention to cancel the contract.
Electronic transactions	If any requirement in connection with the service is to be met electronically, it will be met in accordance with the contract. You will be recognised as having received the information and be bound by the transaction in accordance with applicable laws, regulatory requirements and the contract.
Complaints	You may complain to the retailer about the Service Provider. Contact the retailer if you wish to do this. If your complaint is not satisfactorily resolved by the retailer, then you may complain to the energy ombudsman.

eBilling & Welcome Pack: Unless you request otherwise, your electricity and/or gas bills will be sent to the email address provided in your rental application form.

☐ **No, please post these items to me in hard copy to my new address (PLEASE TICK)**

Explicit Informed Consent - By signing below, I/we understand and agree:

- that I/we have read and accept the prices and charges applicable to the selected energy product;
- that, subject to the terms of the selected contract and any applicable legislation, the selected retailer may vary the energy rates which are used to calculate the applicable usage charges from time to time, and can vary the tariff structure, charges, billing frequency, and the terms of the contract at any time by writing to me/us;
- to become a customer of the selected retailer in accordance with the terms and conditions of the selected contract, including by transferring to that retailer, if the retailer agrees to provide me/us with my/our chosen product on those terms and conditions.

Tenant signature

Co-tenant (if any) signature

Date

Please note, if you select ANY of the products displayed above, you must acknowledge your consent to the above information, our Privacy Collection Statement and you being contacted by our Service Provider in relation to the selected products, by providing your signature.

Privacy Collection Statement

realestate.com.au collects and uses the information in this form and your tenant application form to provide the connection service and will disclose this information to its Service Provider and to your chosen energy and telecommunication retailer(s). realestate.com.au may also use the information to promote its other services, and services of trusted third parties. realestate.com.au's Privacy Policy at www.realestate.com.au/privacy further explains how realestate.com.au collects, uses and discloses personal information and how to access, correct or complain about the handling of personal information. You agree that the personal information you provide to us (or authorise to be provided to us) is your information, or information which you have been authorised to provide us. Where you are authorised to provide another individual's information to us, you must inform that individual that their personal information will be used and disclosed by us in accordance with our Privacy Policy www.realestate.com.au/privacy and these terms and conditions.