

# RESIDENTIAL TENANCY APPLICATION FORM



**Buyer Solutions**

*focused on your property needs*

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ABN: 11 882 116 470

## Rental Property Details

Address

Suburb Postcode

Lease Term Years Months

Preferred Lease Start Date / /

Number of other Applicants to Occupy the Property

Number of: Adults Children Age/s

Pet/s?  Yes  No If Yes, please specify:

Property Rental \$ Per Week \$ Per Month

Rental Bond \$

## Personal Details

Title MR MRS MS MISS DR PROF (circle)

First Name Initial

Last Name

Date of Birth / / Age:

Drivers Licence Number State of Issue

Alternate ID (eg passport) No

Pension Type (if applicable) No

Home Ph. Work Ph.

Mobile

Email

Current Address

Suburb Postcode

## Emergency Contact

Please provide an emergency contact not residing with you

First Name Surname

Relationship Phone No

Address

Suburb Postcode

## Current Employment Details

Occupation

Employers Name

Employment Address

Suburb Postcode

Employer Phone No

Manager / Supervisor Name

Length at current employment Months Years

Net Income \$ Per Week \$ Per Month

## Previous Employment Details

Occupation

Employers Name

Employment Address

Suburb Postcode

Employer Phone No

Manager / Supervisor Name

Length at previous employment Years Months

Net Income \$ Per Week \$ Per Month

## Professional/ Personal Referees

1. Reference name

Relationship Phone No

2. Reference name

Relationship Phone No

## Rental History

### Current Address

How long have you lived at your current address? Years Months

Name of Landlord/Agent

Phone No Rent Paid per month \$

Reason for leaving

### Previous Residential Address:

How long did you live at this address? Years Months

Name of Landlord/Agent

Phone No Rent Paid per month \$

Reason for leaving

Was bond refunded in full?  Yes  No - If No, specify why:

**Social Security Benefits /Other Income**

Type / Details

\$ \_\_\_\_\_ Per Week \$ \_\_\_\_\_ Per Month

**If Student, please complete the following**

Place of Study \_\_\_\_\_

Course being undertaken \_\_\_\_\_

Course Length \_\_\_\_\_

Enrolment Number \_\_\_\_\_

Campus Contact \_\_\_\_\_ Ph. \_\_\_\_\_

Course Co-ordinator \_\_\_\_\_ Ph. \_\_\_\_\_

Income \$ \_\_\_\_\_

**Other information**

Car Make &amp; Model Car \_\_\_\_\_ Registration \_\_\_\_\_

Are you a smoker?  Yes  No**Declaration (if yes please sign)**

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 1997.

I acknowledge that I will be required to pay rental in advance and a security 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 have inspected the premises
- I am not bankrupt.

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.

**I understand that once my application is approved:****\* Leases are required to be signed within 24 hours of approval****\* Bond must be paid in full via BANK CHQ or MONEY ORDER payable to the RTBA (Residential Tenancies Bond Authority) within 24 hours of approval****\* The First month's rent must be paid in full via BANK CHQ, MONEY ORDER or BANK TRANSFER within 24 hours of approval**

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

PLEASE PROVIDE 100 Points of IDENTIFICATION	POINTS
PROOF OF INCOME (eg: wage slip, bank statement)	<b>MUST HAVE</b>
Drivers Licence or Passport	50 POINTS
Ledger From Current Real Estate Agent (if renting)	50 POINTS
Last 4 rent receipts/Council Rates Notice	50 POINTS
Student ID Card	50 POINTS
Photo ID (Proof of Age Card or Key Pass Only)	20 POINTS
Current Motor bike/Car Registration Papers	20 POINTS
References from previous Landlord/Agent	20 POINTS
Copy of Phone/Gas/Elec/Water accounts for current home	20 POINTS Each
Pension/Centrelink Card	10 POINTS
Medicare Card or Birth Certificate	10 POINTS

**Tenancy Privacy Statement**

Due to 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 duties. As professional property managers, we 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 of your tenancy, we may disclose your personal information to:

- The Landlord
- The Landlord's Lawyer
- The Landlord's mortgagee
- Referees you have nominated
- Organisations / Tradespeople 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:

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

Telephone: 03 9610 4996  
 Facsimile: 03 9620 7339  
 Email: info@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 agents 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 the 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 and Credit Bureaus.

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

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