



209 Barkly Street, ST KILDA Vic 3182
Ph: 9593 6777 Fax: 9593 6766

PLEASE COMPLETE REVERSE SIDE →

Tenancy Application

Each prospective tenant should complete an application form.

RENTAL PROPERTY DETAILS

Address
.....
.....
.....Postcode.....
Multiply weekly \$ rate X 52 then divide by 12 = \$ Calendar mnthly payment
Rental amount Bond amount
\$..... PW \$.....
Tenancy start date
...../...../..... Tenancy term mnths

APPLICANT DETAILS

First Name:
.....
Surname:
.....
Male Female
Current address
.....
.....Postcode.....
Email Address:

Home Ph.No. Work Ph.No.
.....
Mobile No. Date of birth
...../...../.....
How long at this address
Years Months
Name of current Landlord/Agent
.....
Phone:.....
Reason For Leaving
.....
.....

Previous Address
.....
.....
.....
How long at this address
Years Months
Name of Landlord/Agent
.....
Phone:.....
Reason For Leaving
.....
.....

EMPLOYMENT DETAILS - OCCUPATION

.....
Full Time Part Time Casual
Name of current employer/Contact person
.....
Salary/Income per week Other – (eg:Investments) per week
\$..... \$.....
How long employed there?..... yrsmnths
Position held
.....
Address of employer
.....
.....Phone.....
Name of **previous** employer/Contact person
.....
.....
How long employed there?..... yrsmnths
Position held
.....
Address of employer
.....
.....Phone.....

REFERENCES

1. Name
.....
Relationship to applicant
.....
Home Phone number Work Phone number
.....

2. Name
.....
Relationship to applicant
.....
Home Phone number Work Phone number
.....

EMERGENCY CONTACT – NAME/ADDRESS/PHONE

.....
.....
.....Phone.....
No. of occupants – Adults Children
Pets / type / breed

ApplicantsSignature Date

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I hereby offer to rent the property from the owner under a lease to be prepared by the agent. I acknowledge that I will be required to pay 1mnth rent in advance & a security deposit, & that this application is subject to the owners approval. I declare that all the information given is true & correct & given of my own free will. I declare that I have inspected the property and that I have satisfied myself as to what the property comprises and what is included with the property. Should my application be successful I agree to enter into a Residential Tenancies Agreement pursuant to the Residential Tenancies Act 1997.



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TENANCY PRIVACY STATEMENT

Due to recent changes in the Privacy Laws, from December, 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.

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 provide you with the 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 Landlord
- » The Landlords Lawyers
- » The Landlords Mortgagee
- » Referees you have nominated
- » Rental Bond Authorities
- » Collection Agents
- » Residential Tenancy Tribunals/Courts
- » Other Real Estate Agents & Landlords
- » National Tenancy Database Pty Ltd (ABN 65 079 105 025) ("NTD")
- » Organisations/Tradespeople required to carry out maintenance to the premises

SECONDARY PURPOSE

We also collect your personal information to:

Tick each box if you consent to the use and disclosure.

- Enable us, or the Landlord's lawyers to prepare the lease/ tenancy documents for the premises.
- Allow organisations/ 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 organisations contacting us on your behalf ie Banks, Utilities, Employers etc.

If your personal information is not provided to us, 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 then cannot provide you with the lease/tenancy of the premises.

I (Insert name of applicant) acknowledge that I have read the contents of this Privacy Collection Notice.

Signed by the Applicant:

Date:

OFFICE USE ONLY

Application approved: YES / NO

Owner notified:

Comments:

.....

Length Lease:

Welcome letter given to Tenant/s:

1st month rent \$.

Date paid:

Lease signed:

Quickrent Card issued to Tenant/s:

Parking permit application if needed:

Rights & Duties booklet:

BOND \$.

Date paid:

Bond lodgement signed:

Sent to R.T.B.A.:

Condition Report to Tenant/s:

Tenant/s sign for keys: