

# RESIDENTIAL TENANCY APPLICATION



Frankston Leasing Department  
2/459 Nepean Hwy, Frankston, Vic, 3199

Tenant Name: \_\_\_\_\_

Ph: 1300 50 3000

central@harcourts.com.au

## PLEASE NOTE:

**ALL PAPERWORK MUST BE PHOTOCOPIED PRIOR TO HANDING IN APPLICATION,  
AS WE DO NOT PROVIDE THIS SERVICE**

Before any application can be processed, each applicant must complete this form and achieve a minimum of 100 points.

Please attach the following items with your application;

(Please read the application form carefully as some sections may not apply to you and ensure you sign where necessary)

ITEMS	POINTS – 100 required
<b>COMPULSORY</b> Proof of income (payslip, bank statement, centrelink statement, letter from employer, ATO Letter, if self-employed a letter from your accountant) and Drivers license and/or passport	<b>MUST HAVE 50 points</b>
Ledger From Current Real Estate Agent (if renting)	50 POINTS
Recent Bank Summary Statement (within three months)	40 POINTS
Rates Statement (if own a home)	20 POINTS
Photo Id (Drivers Licence, 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 & or power accounts for current address (each)	20 POINTS
Birth Certificate	10 POINTS
<b>TOTAL NUMBER OF POINTS</b>	

**NO APPLICATION WILL BE ACCEPTED UNTIL ALL DETAILS HAVE BEEN PROVIDED.**

Please Note:

- Leases are required to be signed within 24 hours of approval
- Bond to paid in full via BANK CHQ or MONEY ORDER payable to the RESIDENTIAL TENANCIES BOND AUTHORITY within 24 hours of approval
- First month's rent to be paid in full via BANK CHQ or MONEY ORDER within 24 hours of approval.

# Residential Tenancy Application Form

For your application to be processed,  
you must answer all questions  
and sign next to all relevant sections  
(including the reverse side)

## RESIDENTIAL TENANCIES ACT 1997

Section 439C

### NOTICE OF USUAL USE OF DATABASE©

**Important information for the person filling-in this Notice**

You must complete this Notice and give it to the applicant when the application for the tenancy agreement is made, whether or not you intend to use the residential tenancy database(s) for deciding whether a tenancy agreement should be entered into with the applicant.

The name(s) of the residential tenancy database(s) the landlord usually uses, or may use, for deciding whether a tenancy agreement should be entered into with a person are as follows:

**Residential Tenancy Database:**  
NATIONAL TENANCY DATABASE

How to contact and obtain information from the operator of this database:

**Address:** LEVEL 7, 477 COLLINS STREET; MELBOURNE, VIC 3000

**Mail:** P.O. BOX 156, COLLINS STREET WEST MELBOURNE, VIC 8007

**Telephone:** 03 9610 4996

**Facsimile:** 03 9620 7339

**Email:** KIM@NTD.NET.AU

**Why does the landlord use a residential tenancy database?**

The reason the landlord uses a residential tenancy database is for checking an applicant's tenancy history.

**Dated:**            /            /20

HARCOURTS CENTRAL

.....  
Landlord/Landlord's agent

.....  
Applicant(s)

## 1. Agent Details

### Harcourts Central

**Address:** 2/459 Nepean Hwy  
Frankston VIC 3199  
**Phone no:** 1300 50 3000  
**Email:** central@harcourts.com.au

Property Manager: \_\_\_\_\_ ID: \_\_\_\_\_

## 2. Property Details

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Do you have any pending applications with other agents?  Yes  No

Lease Term \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_

Date Property is to be occupied \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Number of other Applicants to Occupy the Property \_\_\_\_\_

Adults \_\_\_\_\_ Children \_\_\_\_\_ Age/s \_\_\_\_\_

## 3. Personal Details

Title \_\_\_\_\_ 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

Please provide contact details

Home Ph \_\_\_\_\_ Mobile Ph \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_ Work No \_\_\_\_\_

Current Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

## 4. Emergency Contact

Please provide an emergency contact not residing with you

First Name \_\_\_\_\_ Surname \_\_\_\_\_

Relationship \_\_\_\_\_ Phone No \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

## 5. Payment Details

Property Rental \$ \_\_\_\_\_ Per Week or \$ \_\_\_\_\_ Per Month

First Payment of rent in advance \$ \_\_\_\_\_

Rental Bond (1 Month Rent) \$ \_\_\_\_\_

Sub Total \$ \_\_\_\_\_

## 6. Utility Connections

### Harcourts Connect

#### Moving home has never been easier

Harcourts Connect is dedicated to helping you move home more easily. We can connect your utilities including electricity, gas, phone, internet and pay TV to a broad choice of leading providers. We can also organise your disconnections and offer a range of additional services, such as cleaning and food services, removalists and vehicle hire.

What's more, you pay no extra charges as a result of using the Harcourts Connect service. We will make all reasonable efforts to contact you within 1 working day of receiving this application to explain the details of the services offered. If we are unable to contact you within this period please call **1300 554 028** to ensure your services can be addressed by the required date.

We'll attempt to contact you within 1 working day of receiving this application to provide you with our connection service. If you don't hear from us, please call **1300 554 028** to ensure your services are connected.

**PRIVACY CONSENT AND TERMS:** By signing this form you consent and agree to the following: Connect Now Pty Ltd (ABN 79 097 398 662) ("connectnow") will collect, use and disclose your personal information to contact you (including electronically) about providing moving, connection and disconnection services and to inform you about products and services offered by its related companies and third party suppliers. These other companies may also use your details to contact you directly about their products and services. See connectnow's Privacy Policy for further details, including your rights to access and correct the information held about you at [connectnow.com.au](http://connectnow.com.au). Third party service providers (who may transfer your data overseas) may have their own Privacy Policy, which you can request from them. You consent to connectnow continuing to market to you unless you opt out, including by emailing [privacy@connectnow.com.au](mailto:privacy@connectnow.com.au). To the extent permitted by law, connectnow is not responsible or liable for delayed or failed connections or the service providers' connection charges, which you must pay to them directly. Connectnow may be paid a fee by service providers and may pay a fee to real estate agents relating to services provided to you. If you nominate an alternative contact person on this application, you authorise them to act on your behalf to arrange moving, connection and disconnection services, including accepting third party terms. You warrant that you are authorised to make this application on behalf of all applicants and alternative contact persons listed and that each person has consented and agreed to the handling of their personal information on the same terms as you have.

**Yes, I accept the Terms.** Please call me to connect my new home services

Signed \_\_\_\_\_ Date \_\_\_\_\_

PH: 1300 554 028 | Fax: 1300 889 598  
info@connectnow.com.au | harcourtsconnect.com.au

## 7. 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 1997.

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.

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 and National Tenancy Database (NTD) which lists 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 including National Tenancy Database (NTD).

If a landlord or estate agent finds details of a prospective tenant on a database, they must advise the tenant in writing, within seven days, of:

- the name of the database and the person who listed the information
- the tenant's information held in the database
- how the tenant can check, change or remove the listing (ie, by contacting the person who listed them or the database operator).

Signed \_\_\_\_\_ Date \_\_\_\_\_

## 8. Applicant History

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 repaid in full?  Yes  No If No, please specify why

## 9. Employment Details

Occupation

Employers Name

Employment Address

Suburb      Postcode

Employer Phone No

Contact Name

Length at employment      Years      Months

Net Income \$      Per Week      \$      Per Month

## 10. Previous Employment Details

Occupation

Employers Name

Employment Address

Suburb      Postcode

Employer Phone No

Contact Name

Length at previous employment      Years      Months

Net Income \$      Per Week      \$      Per Month

## 11. Social Security Benefits

Type

\$      Per Week      \$      Per Month

## 12. If Student, please complete the following

Place of Study

Course being undertaken

Course Length

Enrolment Number

Campus Contact      Ph

Course Co-ordinator      Ph

Income

## 13. Other information

Car Registration

Do you have pets?  Yes  No If Yes, please specify:

Are you a smoker?  Yes  No

## 14. Personal Referees

1. Reference name

Occupation

Relationship      Phone No

2. Reference name

Occupation

Relationship      Phone No

### TENANCY PRIVACY STATEMENT

Due to the 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 Statement carefully, and once completed, return to this office with your tenancy application. As professional property managers, Harcourts collects 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 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) by

**Telephone:** 03 9610 4996

**Facsimile:** 03 9620 7339

**Email:**

[kim@ntd.net.au](mailto:kim@ntd.net.au)

**In Person:**

Level 7, 477 Collins St

Melbourne, VIC 3000

P.O. Box 156, Collins St West.

Melbourne, VIC 8007

[www.ntd.net.au](http://www.ntd.net.au)

**Visit Website:**

#### 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
- Credit Bureaus

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

PRINT NAME

SIGN

DATE