

# RESIDENTIAL TENANCY APPLICATION

**Harcourts**

Harcourts Drouin  
81 Princes Way  
Drouin Vic 3818

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

Ph: **03 5625 2877**

Fax: 03 5625 2910

Email: drouin@harcourts.com.au

## 100 POINTS OF IDENTIFICATION REQUIRED BEFORE APPLICATION CAN BE PROCESSED

ITEMS	POINTS
<b>Proof of income</b> (payslip, centrelink statement, letter from employer, ATO Letter, if self-employed a letter from your accountant)	<b>MUST HAVE</b>
<b>Drivers license and/or passport</b>	<b>MUST HAVE - 50 points</b>
Rates Statement (if you own a home)	40 points
Recent Bank Statement (within three months)	40 points
Photo Id (Proof of Age Card or Key Pass Only)	20 points
Current Vehicle Registration Papers	20 points
References from previous Landlord/Agent	20 points
Copy of phone, gas & or power accounts for current address	20 points each
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
- **First month's rent** to be paid in full via CASH or BANK CHEQUE within 24 hours of approval.
- **Bond** to be paid in full via CASH or BANK CHEQUE payable to the RESIDENTIAL TENANCIES BOND AUTHORITY prior to commencement date

### **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  
**Mail:** P.O. Box 156, Collins St West.  
Melbourne, VIC 8007  
**Visit Website:** [www.ntd.net.au](http://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
- Credit Bureaus

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

**PRINT NAME**

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**SIGN**

**DATE**

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## Agent Details

### Harcourts Drouin

Address: 81 Princes Way, Drouin Vic 3818

Phone no: 03 5625 2877

Fax no: 03 5625 2910

Email: drouin@harcourts.com.au

Property Managers: Amy Keen, Lia Olsen & Kellie Bray

## Application Property Details

Address (preference 1)

Suburb Postcode

Address (preference 2)

Suburb Postcode

Lease term preferred Years Months

Commencement date / /

Applicants to occupy the property:

Adults Children Age/s

## Personal Details

Title First Name Initial

Last Name

Date of birth / / Age

Drivers Licence Number State of Issue

Home Ph Mobile Ph

Email

## Current Address

Address

Suburb Postcode

How long have you lived at your current address?

Years Months

Landlord/Agent Phone No

Rent Paid \$ per week/fortnight/month

Reason for leaving

## Previous Address

Address

Suburb Postcode

How long did you live at your previous address?

Years Months

Landlord/Agent Phone No

Rent Paid \$ per week/fortnight/month

Reason for leaving

Was your bond refunded in full?

## Current Employment

Occupation

Employers Name

Employment Address

Suburb Postcode

Employer Phone No

Contact Name

Length at current employment Years Months

Net Income \$ Per week/fortnight/month

## Previous Employment

Occupation

Employers Name

Employment Address

Suburb Postcode

Employer Phone No

Contact Name

Length at previous employment Years Months

## Social Security Benefits

Benefit Type

Net Income \$ per week/fortnight/month

## Personal References

1. Reference name \_\_\_\_\_

Occupation \_\_\_\_\_

Relationship \_\_\_\_\_

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

2. Reference name \_\_\_\_\_

Occupation \_\_\_\_\_

Relationship \_\_\_\_\_

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

## Emergency Contact (not residing with you)

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

Surname \_\_\_\_\_

Relationship \_\_\_\_\_

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

Address \_\_\_\_\_

## Other Details

Car Registration \_\_\_\_\_

Make/model \_\_\_\_\_

Do you have pets? Yes / No Specify: \_\_\_\_\_

Applications pending on other properties? Yes / No \_\_\_\_\_

Are you a smoker? Yes / No \_\_\_\_\_

## Utility Connections



Phone: 1300 554 323  
Fax: 1300 889 598  
Email: info@connectnow.com.au



A free service –

**Connecting Your Utilities Has Never Been Easier**

Harcourts Connect is a simple and convenient time saving service assisting you to connect your Electricity, Gas, Phone, Internet and Pay-TV to a choice of Australia's leading providers. Harcourts Connect can also assist with discounted quotes for removalists, van/truck hire, cleaning services and security monitoring.

No longer do you need to call each service provider individually, wait on hold and repeatedly give your personal details. We take care of it all for you – with the one phone call.

A Harcourts Connect representative will make all reasonable efforts to contact you within one working day of receiving an application. If we are unable to contact you please phone 1300 554 323 to ensure connection can be completed by your requested date.

**Please call me  YES  NO**

## Declaration (if yes, please sign)

A) 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 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.

B) If section 6 is complete please note that the following terms will apply if you ask us to contact you. Firstly you will be consenting to ConnectNow Pty.Ltd. A.B.N. 79 097 398 662 arranging for the connection and disconnection of the nominated home services and to providing information contained in this application to the service providers for this purpose. I agree that neither ConnectNow nor the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames and terms and conditions once the client has agreed to use the chosen service provider. I authorise the obtaining of a National Metering Identifier (N.M.I.) on my residential address to obtain supply details. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that ConnectNow Pty Ltd will be paid a fee by the service provider and will be paying a fee to the Agent in respect of the provision of the service being provided to me by ConnectNow Pty Ltd.

### PRIVACY POLICY:

The privacy of ConnectNow customers is of vital importance to ConnectNow. You have the right to access ConnectNow records of your information under the Privacy Act. ConnectNow will not release your personal information to any third party other than for the purposes of connecting the nominated utility service, unless required to do so under law or government order.

**Signed:** \_\_\_\_\_

**Date** / / \_\_\_\_\_