



TENANCY APPLICATION FORM

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PLEASE ENSURE ALL FIELDS ARE COMPLETED SO WE CAN PROCESS YOUR APPLICATION PROMPTLY

RENTAL PROPERTY DETAILS

Address:
..... Postcode:.....
Rental Amount \$ Weekly OR \$ Monthly
Bond Amount \$ Payable to RTBA
Preferred Tenancy start date: .. / .. / .. Term: mths
How many people will reside at the property?
Adults: Children: Age of Children:.....
Pets: Y / N If yes, how many?.....
Type/breed: Age of Pet/s:
Registration Number of Pet/s:

HOW DO YOU INTEND TO PAY YOUR RENT?

BPAY DIRECT DEBIT IN OFFICE

APPLICANT DETAILS

Title: Surname:.....
Given Name/s:
Date of Birth: / / Home Ph:
Work Ph: Mobile Ph:.....
Email address:
Australian Driver's Licence No:
State: Expiry date:.....
Passport No (if applicable):.....
Country:..... Expiry date:.....
Pension No (if applicable):.....
Type:..... Expiry date:.....
Own Motor Vehicle? Yes No
Car Make/Model:
Car Registration: State:

CURRENT ADDRESS

.....
..... Postcode:.....
How long at this address: years..... months
If Rented Y / N (Owner occupied) — If yes, rent paid \$ per week
Current landlord/agent:.....
Phone no. of landlord/agent:.....
Reason for leaving:
***If your landlord is a private landlord (doesn't use an estate agent), please provide us with a copy of the Rate's Notice or proof of ownership and your last 4 rent receipts ***

PREVIOUS ADDRESS

..... Postcode:.....
How long at this address: years..... months
Previous landlord/agent:
Phone no. of landlord/agent:
Reason for leaving:.....

CURRENT EMPLOYER

Occupation:
 Full time Part time Casual
Length of Employment: years..... months
Net Income per week: \$
Address:.....
..... Postcode:.....
Contact person: Phone:
(If self-employed, please provide your accountant's contact details)

PREVIOUS EMPLOYER

Length of employment: years..... months
Address:.....
..... Postcode:.....
Contact person: Phone:

I declare that the above information is true and correct to the best of my knowledge and agree that the agent may conduct independent evaluation checks and use the information supplied in assessing this application. This application is accepted subject to the availability of the premises on the due date and the owner's approval.
** PLEASE NOTE THAT SHOULD YOU BE APPROVED FOR THIS PROPERTY, YOU WILL NEED TO PROVIDE OUR OFFICE WITH THE BOND AND FIRST MONTH'S RENT WITHIN 24 HOURS OF APPROVAL OR THE PROPERTY WILL CONTINUE TO BE ADVERTISED AND APPLICATIONS ACCEPTED **
** PLEASE ENSURE THAT SHOULD YOU BE APPROVED FOR THIS PROPERTY, YOU WILL NEED TO ARRANGE CONNECTION OF YOUR UTILITIES THREE (03) DAYS PRIOR TO OCCUPATION **



TENANCY APPLICATION FORM

REFERENCES *(No Family or Current Employer Contacts)*

1. Name:
 Relation to the applicant:
 Home Ph: Work Ph:
 Mobile Ph:
 2. Name:
 Relation to the applicant:
 Home Ph: Work Ph:
 Mobile Ph:

EMERGENCY CONTACT / NEXT OF KIN:

1. Name:
 Relationship to the applicant:
 Address:
 Home Ph: Mobile Ph:
 2. Name:
 Relationship to the applicant:
 Address:
 Home Ph: Mobile Ph:

IF YOU RECEIVE A CENTRELINK PAYMENT

(Copy of most recent payment statement to be supplied)

Type of payment:
 Customer Reference Number (CRN):
 Payment Amount: \$

IF YOU ARE A STUDENT

Name of Institution:
 Faculty / Department:
 Student Identification (ID) Number:
 Income source: Net weekly income: \$

BEFORE ANY APPLICATION CAN BE PROCESSED, EACH APPLICANT MUST ACHIEVE A **MINIMUM OF 100 POINTS**
 YOU WILL NEED TO ATTACH PHOTOCOPIES OF DETAILS TO THIS APPLICATION FORM – PLEASE READ APPLICATION FORM CAREFULLY AS SOME SECTIONS MAY NOT APPLY TO YOU. CHECK YOU HAVE READ ALL PAGES AND SIGNED WHERE NECESSARY.

Source (circle the points you are providing)	Points	Source (circle the points you are providing)	Points
COMPULSARY: Proof of income ie: payslip – bank Statement – Centrelink form – letter from employer – ATO letter – or if self employed we can contact your accountant.	MUST HAVE	Birth Certificate	40
		Photo ID (ie: Proof of Age Card or Key Pass only)	30
		Passport	30
		Medicate Card	30
Your last (4) rent receipts if you rent	50	Current Car / Motorbike Registration Papers	10
You own / owned your own property	50	Minimum 2 References from previous Landlord / Agent	20
Drivers Licence	40	Copy of Phone, Gas and or power Accounts fro current address: each	10

NB: IF YOU ARE UNABLE TO MEET THE '100 POINTS', PLEASE SPEAK TO THE PROPERTY MANAGER. ALL APPLICANTS ARE REFERRED TO THE NATIONAL TENANCY DATABASE (NTD) FOR CONFIRMATION OF DETAILS SUPPLIED. NO APPLICATION WILL BE ACCEPTED UNTIL ALL DETAILS HAVE BEEN REFERRED TO THE NTD.

TENANCY PRIVACY STATEMENT

Due to 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 role as professional property managers. Please take the time to read this Privacy Statement carefully. 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 accepting you for the lease/tenancy of the premises you have requested, and if the risk is considered acceptable, in providing you with the lease/tenancy of the premises.

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:

- Enable us, or the Landlord's lawyers, to prepare the lease / tenancy documents on the premises.
- Allow organizations / trades people 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, Phone), Employers etc.

If your personal information is not provided to us and the NTD, and you do not consent to the uses which we have outlined above, 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 the National Tenancy Database Pty. Ltd. (ABN 65 079 105 025) ("NTD") by:

Telephone: 03 9610 4996
Facsimile: 03 9620 7339
Email: 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

PRIMARY PURPOSE

NTD collects your personal information to provide its members with historical tenancy and public record information on individuals and companies who / which lease residential and commercial properties from or through licensed real estate agent 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 that 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:

SIGNED:

PRINT NAME:

DATE: