RESIDENTIAL TENANCY APPLICATION

 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)

<table>
<thead>
<tr>
<th>ITEMS</th>
<th>POINTS – 100 required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COMPULSORY</strong></td>
<td><strong>MUST HAVE</strong></td>
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<tr>
<td>Proof of income (payslip, bank statement, centrelink statement,</td>
<td>50 points</td>
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<tr>
<td>letter from employer, ATO Letter, if self-employed a letter from</td>
<td></td>
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<td>your accountant) and Drivers license and/or passport</td>
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<tr>
<td>Ledger From Current Real Estate Agent (if renting)</td>
<td>50 POINTS</td>
</tr>
<tr>
<td>Recent Bank Summary Statement (within three months)</td>
<td>40 POINTS</td>
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<tr>
<td>Rates Statement (if own a home)</td>
<td>20 POINTS</td>
</tr>
<tr>
<td>Photo Id (Drivers Licence, Proof of Age Card or Key Pass Only)</td>
<td>20 POINTS</td>
</tr>
<tr>
<td>Current Motor bike/Car Registration Papers</td>
<td>20 POINTS</td>
</tr>
<tr>
<td>References from previous Landlord/Agent</td>
<td>20 POINTS</td>
</tr>
<tr>
<td>Copy of phone, gas &amp; or power accounts for current address (each)</td>
<td>20 POINTS</td>
</tr>
<tr>
<td>Birth Certificate</td>
<td>10 POINTS</td>
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</tbody>
</table>

TOTAL NUMBER OF POINTS

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: 4/454 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

Movinghub is a complimentary, concierge service we offer at Harcourts Central. Movinghub are 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 and offer a range of additional services, such as cleaning, removalists and vehicle hire.

PRIVACY CONSENT AND TERMS: Successful applicants will be contacted by a Movinghub Movologist to discuss the connection of services such as electricity, gas, water and broadband. We can also source obligation free quotes for removalists, cleaning, storage, maintenance services and much more. Movinghub (ABN 73 603 267 465) (Movinghub) will; acquire, use and disclose your data as subject to this form only provided to them to contact you by means provided here for the purpose of discussing connection services related to moving house. Related but not limited to; Water Authority, Gas, Electricity and Home telecommunication services. Consent to Movinghub using collected information as stated above to assist in the nominated services selected by yourself. This includes providing selected information as provided by you to nominated services providers and Service providers thus engaged by you. They may use all information to: Connect, Supply and share you for their services. Consent to Movinghub to obtain identifiers for the premises you are moving to. Including National Metering Identifier and Water Metre Number. Agree that, except to the extend provided in the terms and conditions, Movinghub has no responsibility to you for the connection or supply including failure to connect or supply any of these services as engaged by you to them. Acknowledge that the agent and Movinghub may receive a benefit in relation to Home services organised throughout as agreed above. You warrant that you are authorised to make this application and fill all related details out truthfully. Your warrant that you are authorised to make this application on behalf of all applicants and/or alternative contact persons are provided and that each person consents and agrees to the handling of their information as the same terms as you have.

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

Signed  Date

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 References

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 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

In Person: Level 7, 477 Collins St Melbourne, VIC 3000 Phone: 03 9610 4996

Mail: P.O. Box 156, Collins St West. Melbourne, VIC 3007

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 agents 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