

# TENANCY APPLICATION FORM

One form per person

Rothmans Property Group Pty Ltd

662 Chapel Street, South Yarra, VIC 3141

Telephone: (03) 9826 6555

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## Property Details

Property Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_

Have you viewed the property? YES NO

Rental \$ \_\_\_\_\_ pw \$ \_\_\_\_\_ pcm Bond \$ \_\_\_\_\_

Commencement Date: / /

Lease Term: 6mths 12mths Other: \_\_\_\_\_

Number of proposed occupants: \_\_\_\_\_

No. Adults: \_\_\_\_\_

No. & age of children: \_\_\_\_\_

Smoking: YES NO

Pets: YES NO Type: \_\_\_\_\_

## Personal Details

Title: Dr Mr Mrs Ms Miss

Date of Birth: / /

Surname: \_\_\_\_\_

Given Names: \_\_\_\_\_

Driver's Licence no. \_\_\_\_\_ State: \_\_\_\_\_ Exp: / /

Car Registration no. \_\_\_\_\_

Make/Model: \_\_\_\_\_

Passport no. \_\_\_\_\_

Pension no. \_\_\_\_\_

Pension Type: \_\_\_\_\_

Medicare no. \_\_\_\_\_

## Contact Details

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

Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_

Home Phone no: \_\_\_\_\_

Work Phone no: \_\_\_\_\_

Mobile Phone no: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Employment Details / Student Details

(\*Include accountant details if self employed)

Current Employer: \_\_\_\_\_

Occupation: \_\_\_\_\_ Full time/Part time/Casual

Address: \_\_\_\_\_

\*Accountant: \_\_\_\_\_

Phone no: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Net Income: \_\_\_\_\_ per week \_\_\_\_\_ per year

Length of Employment: \_\_\_\_\_

Previous Employer: \_\_\_\_\_

Occupation: \_\_\_\_\_ Full time/Part time/Casual

Address: \_\_\_\_\_

Phone no: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Net Income: \_\_\_\_\_ per week \_\_\_\_\_ per year

Length of Employment: \_\_\_\_\_

## UTILITY CONNECTIONS

This is a free service that connects all your utilities



Once we have received this application we will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this Application to confirm the information on this Application and explain the details

Please tick utilities as required  Electricity  Gas  Water  Phone  Internet  Pay TV  Insur

**DECLARATION AND EXECUTION:** By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue [for a period of 1 year from the date of our/my execution of this application/until [28] days after we/I disconnect the last of the services in respect of which this application is made]; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers,

By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.

Signature

Date

Property Manager Name

Date

### Applicant Rental History

Length of time at your current address: \_\_\_\_\_

Agent/Landlord: \_\_\_\_\_

Phone no: \_\_\_\_\_

Rent: \$ \_\_\_\_\_ per week \$ \_\_\_\_\_ pcm

Why are you leaving this address: \_\_\_\_\_

Previous address: \_\_\_\_\_

Length of time at this address: \_\_\_\_\_

Agent/Landlord: \_\_\_\_\_

Phone no: \_\_\_\_\_

Why did you leave this address: \_\_\_\_\_

Please answer the following questions:                      YES              NO

Have you ever been evicted by a landlord or agent?                 

Have you ever been refused a property?                                   

Are you in debt to another landlord or agent?                           

### Please Provide details of any pets:

Type / Breed    Concil registration number

1. \_\_\_\_\_

2. \_\_\_\_\_

### References / Contacts

Two Personal references (not related)

1. Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone no: \_\_\_\_\_

Mobile no: \_\_\_\_\_

2. Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone no: \_\_\_\_\_

Mobile no: \_\_\_\_\_

Two Business references

1. Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone no: \_\_\_\_\_

Mobile no: \_\_\_\_\_

2. Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone no: \_\_\_\_\_

Mobile no: \_\_\_\_\_

### Emergency Contact: (Not husband / wife / de facto)

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

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone no: \_\_\_\_\_

Mobile no: \_\_\_\_\_

### 100 POINT CHECK:

To process your application we need to varyify who you are. To do this we need identification that adds up to 100 points. The alternatives available to you are listed below.

We require a copy of your chosen documents.

Birth Certificate	60 points
Passport	60 points
Drivers Licence	60 points
Photo ID	60 points
Medicare Card	30 points
Credit/ATM Card	30 points
Pension Card	30 points
Utility Bills	10 points
Bank Statement	10 Points
Car Registration Papers	10 points

Please take note of the following:

This application is accepted subject to the owners approval and no action shall be taken by the applicant against the landlord and the agent should any circumstances arise whereby the property is not available for occupation on the due date.

Processing of applications usually take approximately 48 hours, with all references being contacted.

If the application is approved, a holding deposit equal to the first months rent is due & payable to the office within 24 hours of being accepted.

Initial rental payments must be made by cash, bank cheque or money order within 24 hours after approval of application. No personal cheques accepted.

Keys will not be handed over until the lease agreement has been signed by all applicants.

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent/Landlord's Lawyer. Should this application be accepted by the Landlord I agree to enter into a Residential Tenancies Agreement pursuant to the Residential Tenancies Act 1997.

I acknowledge that this application is subject to the approval of 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 accept that the Real Estate Agent may conduct independent reference and credit checks on this application. I declare that I have inspected the premise.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

OFFICE USE ONLY:

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

Date Processed: \_\_\_\_\_

Amount Received: \$ \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Taken by: \_\_\_\_\_

Faxed to Direct Connect (if required)    YES    NO

## 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 Principals 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, and once completed return to this office with your tenancy application. As professional property managers we collect personal information about you. To ascertain what personal information we have about you, you should contact:

**Rothmans Real Estate - 662 Chapel Street, South Yarra VIC 3141**  
Phone: (03) 9826 6555 Fax: (03) 9826 8844 Email:plarkis@rent.com.au

### Primary Purpose

As professional property managers, we collect 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 Landlord's lawyer
- The Landlord's mortgage
- Referees you have nominated
- Rental Bond Authorities
- Residential Tenancy Database (ABN 65 079 105 205)
- Organisations/Trades people 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

- 1. Enable us, or the Landlord's Lawyer to prepare the lease/tenancy documents for 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 applicable)
- 5. Refer to Collection Agents/Lawyers (where default enforcement actions are required)
- 6. Provide confirmation details for organizations contacting us on your behalf. i.e. banks, Direct Connect, utility companies, employers.

**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 agreement of the premises.**

### Ntd Disclosure Statement

You can contact National Tenancy Database Pty Ltd (ABN 65 079 105 025) ("ntd") by:

Telephone: (03) 9416 2366 Fax: (03) 9416 1640 Email: kim@ntd.net.au  
In Person: 1/191 Johnson Street, Fitzroy, Vic, 3065 Website: www.ntd.com.au  
From 21 December 2001, you can gain access to your personal information.

#### Primary Purpose

**ntd** collects your personal information to provide to its members and others listed below, historical tenancy and public record information on individuals and companies who/which lease residential and commercial property from or through licenced 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 tenancy history.

Ntd usually discloses information to:

- Licenced real estate agent members
- Ntd's parent company, Collection House Limited ABN 74 010 230 716 and its subsidiaries and related entities
- Credit Bureaus

**If your personal information is provided to ntd, the real estate agent/property manager will be able to carry out their professional responsibilities and will be able to provide you with lease/tenancy of the premises.**

Signed by the applicant: **Signature** \_\_\_\_\_ **Print Name** \_\_\_\_\_

**Date** \_\_\_\_\_ **Witness** \_\_\_\_\_