

Taken By / Collected _____

Date Rec ____/____/____

Comments _____



56 Mostyn Street, Castlemaine VIC 3450

Tel: 54706 277 Fax: 03 5470 6377

Email: rentals@castlemaineproperty.com.au

ABN: 19 101 693 789

RESIDENTIAL TENANCY APPLICATION FORM

Applicants please note that all areas of the application form must be completed. There are **three** signatures required on the application form. These items need to be completed for your application to be processed.

PROPERTY DETAILS:

1. What is the address of the property you would like to rent? (If more than one property, please list in order of preference)

Property Address	Weekly rental \$
1.	
2.	
3.	

2. What date would you like to move in?

Day Month Year

3. Lease term and bond details? (Please circle one)

6months / 12months Own bond / Ministry of Housing

4. How many people will normally occupy the property?

Each adult will be required to complete a separate application.

Adults Names

<input type="text"/>	<input type="text"/>
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Children

 Ages

Pets & Type

<input type="text"/>

PERSONAL DETAILS:

5. Please give us your details

Mr Ms Miss Mrs Other

Full Name

<input type="text"/>

Date of Birth Age ABN (if applicable)

<input type="text"/>	<input type="text"/>
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Current Address Suburb Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Home Phone Work Phone

<input type="text"/>	<input type="text"/>
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Mobile Email

<input type="text"/>	<input type="text"/>
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Drivers Licence No. State of Issue

<input type="text"/>	<input type="text"/>
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Passport no. Passport Country

<input type="text"/>	<input type="text"/>
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Pension no. (if applicable) Pension Type

<input type="text"/>	<input type="text"/>
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EMPLOYMENT HISTORY:

6. Please provide your employment details

Occupation?

<input type="text"/>

Current Employer?

<input type="text"/>

Address Suburb Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Contact Name?

<input type="text"/>

Contact Number:

<input type="text"/>

Length of Employment:

Years Months

Net Income:

\$ Weekly / Monthly

7. Please provide your previous employment details

Occupation?

<input type="text"/>

Employers name?

<input type="text"/>

Length of Employment:

Years Months

Net Income:

\$ Weekly / Monthly

8. Self Employment details (if applicable)

Company Name?

<input type="text"/>

Business Type?

<input type="text"/>

Business Address Suburb Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Position held? ABN:

<input type="text"/>	<input type="text"/>
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Accountant Name

<input type="text"/>

Phone

Net Income

<input type="text"/>	\$ <input type="text"/>
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APPLICANT RENTAL HISTORY

9. Please provide your current rental details:

How long have you lived at your current address?

Years Months

Are you the - Owner Renter

How much Rent is paid?

Weekly / Monthly

Name of landlord or agent?

Phone Number (business hrs) Contact Name

Why are you leaving this address?

10. Please provide your previous rental details:

Previous address Suburb Postcode

How long did you live at this address?

Years Months

how much rent was paid?

Weekly / Monthly

Name of Landlord or Agent? Phone Number:

Was bond returned in full? If not, Why?

REFEREES

11. Please provide three referees (family not permitted)

1. Name Relationship/Occupation

Phone No. (Business hours) Known how long?

2. Name Relationship/Occupation

Phone No. (Business hours) Known how long?

3. Name Relationship/Occupation

Phone No. (Business hours) Known how long?

EMERGENCY CONTACT

12. Please provide a contact in case of an emergency

Name Relationship to you

Address

Phone No. Mobile

UTILITY CONNECTIONS

connectnow.

Phone: 1300 554 323

Fax: 1300 889 598

Email: info@connectnow.com.au

A free service

Connecting Your Utilities Has Never Been Easier

connectnow 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. connectnow 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. This is a value-added service independent of your tenancy application—you are not obligated to use connectnow

A connectnow representative will make all reasonable efforts to contact you within **One** working day of receiving an application. If connectnow was unable to contact you within this period please contact connectnow on 1300 554 323 to ensure connection is completed. While the connectnow service is **FREE**, standard service provider connection fees and charges still apply. You pay **NO** extra charges as a result of using the connectnow service.

Declaration:

If you agree, 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, terms and conditions once agreeing to use the chosen service provider. I authorise the obtaining of a National Metering Identifier 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 will be paid a fee by the service provider and will pay a fee to the Agent in respect of the provision of the service provided to me by connectnow. Connection of your utilities will only be initiated once a representative has discussed your details with you and obtained your consent to the terms and conditions of supply of the relevant utility service provider(s). Privacy Policy: The privacy of our customers is of vital importance to connectnow. You have the right to access our records of your information under the Privacy Act. We 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.

Call me to connect my utilities Yes

Signed: _____

DECLARATION

I acknowledge that the application to lease this property is subject to the owner's approval and the availability of the premises on the due date. No action will be taken against the landlord or agent if the application is unsuccessful or should the premises not be ready for occupation on the due date for whatever reason.

I acknowledge that I am responsible for the connection and payment of gas, electricity, and telephone and water consumption.

I acknowledge that my application will not be processed until I have inspected the properties listed on this form as my preference.

The tenant acknowledges that the premises is a "Smoke Free Zone" and will ensure they and their invitees do not smoke inside the premises.

****Please note that should your application be successful you will be required to sign a lease within three business days of approval providing a payment for two weeks rent upon signing.**

SIGNATURE

PRINT NAME

DATE

Tenancy Privacy Statement & 100 point ID Check

Please provide the information requested, sign & date this form for your application to proceed

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 and once completed, return to this office with your tenancy application.

As professional property managers, we need to collect personal information about you.

100 Point Check

To process your application we need to verify who you are. To do this we need to see some identification that adds up to 100 points. The alternatives available to you and the applicable points towards your 100 point check are listed below. Please make copies of the relevant documents

Drivers License 40 points

Passport 40 points

Birth Certificate 30 points

Other photo ID 30 points

Current wage advice 20 points

Previous tenancy reference 20 points

Previous two rental receipts 20 points

Motor vehicle registration certificate 10 points

Bank statement 10 points

Telephone account 10 points

Electricity account 10 points

Gas account 10 points

Note: At least one proof of identification must include a photograph of the tenant

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 may disclose your personal information to:

- The Landlord
- The Landlord's Lawyer
- The Landlord's mortgagee
- Referees you have nominated
- Organizations/Trades people required to carry out maintenance to the premises
- Rental Bond Authorities
- Residential Tenancy Tribunals/courts
- Collection Agents
- 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 to 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) ("NTD") by:

Telephone: 03 9610 4996 Facsimile: 03 9620 7339

Email steph@ntd.net.au Website: www.ntd.net.au

In Person: Level 7, 477 Collins Street, Melbourne 3000

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 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: _____

Date: _____

Print

Name _____

IMPORTANT

Please note that options for rental payments will be Direct Debit from our office or Centrepay.

In the event of a successful application you will be require to produce your bank details at sign up of the tenancy agreement. You are also required to pay two (2) weeks rent upfront and the Bond, equivalent to four (4) weeks rent unless stated otherwise.