



NorthWest

REAL ESTATE

RESIDENTIAL TENANCY APPLICATION FORM

Please fully complete this form in order for your application to be processed - Thank-you.

PROPERTY APPLYING FOR:

Address: _____ Suburb: _____ Post code: _____

Lease Term: _____ years, _____ months

Date property to be occupied: _____ / _____ / _____ Rent payable for the property: \$ _____ per week

Name(s) of other applicants to occupy the property: _____

PERSONAL DETAILS:

Title: _____ First name: _____ Middle initial: _____

Surname: _____

Current address: _____ Suburb: _____ Post code: _____

Home phone no.: _____ Mobile no.: _____ Date of birth: ____ / ____ / ____

E-mail address: _____

Drivers license no.: _____ State of issue: _____ Car registration no.: _____

Alternate I.D. (eg. passport, student card): _____ / No (circle if applicable)

Pension Type: _____ / No (circle if applicable)

Occupation: _____

Employers name: _____ Employers phone no.: _____

CURRENT LIVING ARRANGEMENTS:

Are you an: Owner Tenant - rent paid per month: \$ _____ Duration at your current address: ____ years, ____ months

Name of Landlord / Agent (if applicable): _____ Phone no.: _____

Reason for leaving: _____

Was bond repaid in full? Yes No - if 'No' please specify why not: _____

PREVIOUS RENTAL HISTORY:

Were you an: Owner Tenant - rent paid per month: \$ _____

Previous address: _____ Suburb: _____ Post code: _____

Duration at your previous address: _____ years, _____ months

Name of Landlord / Agent (if applicable): _____

Landlord / Agent phone no. (if applicable): _____

Reason for leaving: _____

Was bond repaid in full? Yes No - if 'No' please specify why not: _____

OTHER INFORMATION:

No. of persons to occupy the property: _____ adults, _____ children. The ages of any children: _____

Do you have any pets: No Yes - if 'Yes' please specify: Type: _____ Breed: _____

NEXT OF KIN:

Emergency contact: _____ Relationship: _____
 Address: _____ Phone no.: _____
 Mobile phone no.: _____ Other: _____

CURRENT EMPLOYMENT DETAILS:

Self employed - A.B.N.: _____
 Employment address: _____ Suburb: _____
 Contact name: _____ Contact phone no.: _____
 Length at current employment: _____ years, _____ months. Net income: \$ _____ per week, \$ _____ per month

PREVIOUS EMPLOYMENT DETAILS:

Occupation: _____ Employers name: _____
 Employment address: _____ Suburb: _____
 Contact name: _____ Contact phone no.: _____
 Length at previous employment: _____ years, _____ months. Net income: \$ _____ per week, \$ _____ per month

IF A STUDENT, PLEASE COMPLETE THE FOLLOWING:

Place of study: _____ Enrolment no.: _____
 Course being undertaken: _____ Course length: _____ years
 Parents name: _____ Phone no.: _____
 Parents address: _____
 Campus contact: _____ Phone no.: _____
 Course Co-ordinator: _____ Phone no.: _____
 Income: \$ _____

PERSONAL REFEREES:

1. Referees name: _____ Occupation: _____
 Relationship: _____ Phone no.: _____
 2. Referees name: _____ Occupation: _____
 Relationship: _____ Phone no.: _____

HOW DID YOU FIND OUT ABOUT THIS PROPERTY - PLEASE CIRCLE

Rent list Reception staff / office 'For Lease' board Newspaper Internet Other: _____

ATTACHMENTS REQUIRED

Current Drivers License Rent receipts for the last 2 rental payments made (ie. if you currently lease)

PREFERRED RENT PAYMENT OPTIONS

• Bank Transfer • Internet banking • Centrepay

BOND PAYMENT OPTIONS

• Bank cheque • Money Order • DOH Bond Loan

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 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.

Signed: _____ Dated: _____



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TENANCY PRIVACY STATEMENT

This form is to be accompanied by an Application for Tenancy. Your Application for Tenancy cannot be accepted unless this has been completed in full and signed. Due to recent changes in the Privacy laws, from 21st December 2001, all real estate agencies 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 it 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 can contact us by the following ways:

Address: 53 Scott Street, Warracknabeal VIC 3393, PO Box 435 Warracknabeal 3393

Phone: 03 5398 2201 **Fax:** 03 53982 339 **E-mail:** warracknabeal@northwestrealestate.net.au

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 provide you with a 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 following: The landlord, the landlord's lawyers, the landlord's mortgagee – for mortgage purposes, referees you have nominated, organisations/tradespeople required to carry out maintenance to the premises, rental bond authorities, Residential Tenancies Tribunals/Courts, collection agencies, National Tenancies Database Pty. Ltd., other real estate agents and landlords, utilities companies such as gas, electricity, water connection, telephone connection, banks – for rental payment facilities and financial records, employers – for reference purposes.

PLEASE NOTE:

1. This application is subject to the owner's approval and may take 2-5 days to process, sometimes longer.
2. All applicants must complete an application form.
3. Initial bond payment must be paid in the form of a bank cheque or money order made payable to the **Residential Tenancies Bond Authority** (personal cheques or cash will not be accepted).
4. Initial rental payments must be paid in cash or Direct Deposit to Drumrossie Pty Ltd Trust Account.
5. The applicant hereby agrees to a credit check being carried out by the National Tenancy Database (NTD) (ABN 65 079 105 025) (www.ntd.net.au, phone 1300 526 836)
6. The applicant acknowledges that the property is in a reasonably clean condition and in good repair as inspected.

TENANCY ACCEPTANCE

We understand that finding and selecting a rental property is often difficult. We will process your application as quickly as possible, but please remember we may be processing many applications at the same time. To assist us please fill out ALL required details on the application and ensure your completed application is returned to our office as quickly as possible.

UNSUCCESSFUL APPLICATIONS

Should your application be unsuccessful you will be advised. However, should you wish to apply for another property we will hold over your application for you.

SUCCESSFUL APPLICATIONS

Should your application be successful you will be notified by phone and requested to confirm your tenancy. We require the leases to be signed and the bond to be paid in full to secure the tenancy. The property manager will supply you with these amounts at the confirmation of your tenancy. Keys will only be handed out when all parties have signed the tenancy agreement, Bond Lodgement Form, all monies have been paid and the tenancy has commenced. No action will be taken against the landlord or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason.

Signing of tenancy agreements and the payment of the bond can be undertaken at the office indicated by your property manager.

It is a policy of our office that rent is paid fortnightly and to remain 2 weeks in advance at all times.

Signed by the Applicant: _____

Print Name: _____ **Date:** _____