


# Residential Application Form

For your application to be processed you must answer all questions (including the reverse side)

AGENT DETAILS	
Ballarat Real Estate Pty Ltd 402 Sturt Street, Ballarat VIC 3350 Phone: (03) 5331 2233 Fax: (03) 5331 7317 Email: <a href="mailto:bre@ballaratrealstate.com.au">bre@ballaratrealstate.com.au</a>	
PROPERTY DETAILS	
1. What is the address of the property you would like to rent? <input type="text"/> <input type="text"/> <input type="text"/> Postcode	
2. Preferred move in date? <input type="text"/>	Lease Term (Preference 12 months) <input type="text"/> months
3. Rental amount per week? \$ <input type="text"/>	Bond (One months rent) \$ <input type="text"/>
4. Do you have any pets? If yes please how many, type, breed & age? <input type="text"/>	
5. How many people will normally occupy the property? Each adult over the age of 18 must submit their own application. <input type="text"/> Adults <input type="text"/> Children, Ages: _____	
PERSONAL DETAILS	
Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Other <input type="checkbox"/>	
First Name <input type="text"/>	
Last Name <input type="text"/>	
Date of Birth <input type="text"/>	Driver's licence number <input type="text"/>
Driver's licence expiry date <input type="text"/>	Driver's licence state <input type="text"/>
6. Please provide your contact details	
Home/ work phone no. <input type="text"/>	Mobile phone no. <input type="text"/>
Email address <input type="text"/>	
7. What is your current address? <input type="text"/> <input type="text"/> <input type="text"/> Postcode	
8. Emergency/ Next of Kin contact – Not living with you	
Name: <input type="text"/>	
Relationship: <input type="text"/>	
Mobile: <input type="text"/>	

UTILITY CONNECTIONS	
	Let <b>On The Move</b> reduce your stress and save you time by arranging your utility connections at the property.... at no extra cost!
<b>ELECTRICITY, GAS, WATER, TELEPHONE, BROADBAND, FOXTEL</b> Ph: 1300 850 360 Fax: 1300 661 160	
<input checked="" type="checkbox"/>	<b>YES!! I would like On The Move to contact me to arrange my connections</b>
<b>Please note On the Move will arrange water with Central Highlands Water as a compulsory connection on your behalf and will contact you.</b>	
<small>Terms &amp; Conditions - I consent to the disclosure of this page of the application form to On The Move for the purpose of enabling On The Move to offer the connection and disconnection services to me. I consent to On The Move disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I acknowledge that neither On The Move nor the Agent accept any responsibility for any delay in, or failure to arrange or provide for, any connection or disconnection.</small>	
REFERENCES	
<b>People with Position of Standing preferably in the Ballarat Community. Referees of quality, No relatives &amp; No Agents. All three are required per applicant.</b>	
1. Reference Full Name <input type="text"/>	
Relationship to you <input type="text"/>	Occupation <input type="text"/>
Phone/ work no. <input type="text"/>	Mobile no. <input type="text"/>
2. Reference Full Name <input type="text"/>	
Relationship to you <input type="text"/>	Occupation <input type="text"/>
Phone/ work no. <input type="text"/>	Mobile no. <input type="text"/>
3. Reference Full Name <input type="text"/>	
Relationship to you <input type="text"/>	Occupation <input type="text"/>
Phone/ work no. <input type="text"/>	Mobile no. <input type="text"/>
PLEASE COMPLETE THE BELOW QUESTIONS	
Are you able to pay rent via direct debit?	YES / NO
Do you wish to pay your bond via monthly installments with <b>easyBondpay™</b> ? <small>makes renting easier for you</small>	YES / NO
Do you receive Government Assistance? <i>If yes, please attach a recent Centrelink Statement.</i>	YES / NO
Are you a Student? (If Yes, please answer below)	YES / NO
Name of Institution: _____	
Course Name: _____	
Year of Study: _____	Net Income P.W \$ _____

**APPLICANT HISTORY****9. How long have you lived at your current address?**

<input type="text"/>	Years	<input type="text"/>	Months
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**10. Please tell us about this property**

Name of landlord or agent/ I am the Owner/ Living with Parents

Landlord/agent's phone no.

Weekly rent paid

 \$**Reason for leaving this address?****11. What was your previous residential address?**

Postcode

**12. How long did you live at your previous address?**

<input type="text"/>	Years	<input type="text"/>	Months
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**13. Please give us further information about this rented property**

Name of landlord or agent/ I was the Owner/ Living with Parents

Landlord / Agent's phone no.

Weekly rent paid

 \$

Was bond refunded in full?

 YES  NO

If not, why?

**EMPLOYMENT HISTORY****14. Please provide your employment details**

What is your occupation?

What is the nature of your employment?  
(FULL TIME / PART TIME / CASUAL)

Employer's name (inc. accountant if self employed)

Employer's address

Postcode

Contact name

Phone no.

Length of employment

<input type="text"/>	Years	<input type="text"/>	Months
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Weekly Income after Tax

 \$

Other Income

 \$**PREVIOUS EMPLOYMENT DETAILS****15. Please provide your previous employment details**

Occupation?

Employer's name:

Length of employment

<input type="text"/>	Years	<input type="text"/>	Months
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**DECLARATION**

Ballarat Real Estate Pty Ltd ("Ballarat Real Estate & Maryborough-Ballarat Real Estate") ("we") or ("our agency") respects your right to privacy. We are bound by and adhere to the Australian Privacy Principles ("Principles") contained in the Privacy Act 1988 ("Privacy Act"). Those Principles regulate most of our activities with respect to personal information collected, stored, used and disclosed by us. The information collected from you in this form is required for us to consider your application to rent a property that we manage and to generally carry out our role as property managers including for the ongoing management of your tenancy. To carry out this role, we may disclose the personal information you have provided to us to third parties including the following:

- i. Landlord
- ii. The Landlord's lawyer, mortgagee or insurer;
- iii. Referees you have nominated;
- iv. Organisations or tradespeople required to carry out maintenance to the premises;
- v. Rental bond authorities or rent bond insurance providers;
- vi. Residential Tenancy Tribunals and courts;
- vii. Debt collection agents;
- viii. TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379)

In addition, your personal information will be added to our database and may be used by us and/or other third parties to contact you in relation to other properties, for marketing purposes and for other purposes relating to our agency's functions and activities including providing to external parties whom may contract you to offer you goods and or services. You can contact us to access the personal information we are holding, correct or complain about our handling of your personal information by: By phone: 03 5331 2233, Facsimile: 03 5331 7317 or in person at 402 Sturt Street, Ballarat. Our Privacy Policy provides further details about how we will manage your personal information and can be found at our website at [ballaratrealstate.com.au](http://ballaratrealstate.com.au) and can be provided to you in another format upon request. **National Tenancy Database** You can contact TICA Default Tenancy Control Pty Ltd and ask for access to any of your personal information stored on the database by writing to us at: To obtain your information from the TICA Group proof of identity will be required and can be made by mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80 For further information about TICA and TICA's Privacy Policy, visit the website: [www.tica.com.au](http://www.tica.com.au). TICA collects the following information in accordance with the APPS for the purpose of operating a tenancy database for risk management and risk assessment purposes and for identity verification. Generally, this information is collected from our members.

- Full name, date of birth, gender, driver's licence number and occupation;
- Current and previous residential addresses;
- Contact details (phone, fax and email);
- Details of rental history.

Generally, personal information is used and disclosed for the purposes for which it was collected. The purposes for which TICA collects your personal information are: Provision of a database for the use of property managers and real estate agents for risk assessment and risk management purposes; Provision of information to third parties with regard to your tenancy including but not limited to your landlord, your landlord's mortgagee or insurer, residential tenancy tribunals and courts, rent bond boards, mercantile agents, related corporate entities, Government agencies and departments and, in the case of commercial leases, to credit bureaus. In addition, there may be circumstances where TICA is required or authorised by law to disclose your personal information e.g. to an Ombudsman, tribunal, court, law enforcement agency or government department.

**Name****Date****Signature**