

## Tenancy Application Form

(For your application to be processed you must answer all questions)

**Totally Real Estate PTY LTD**

2/66 Yellowbox Drive,

Craigieburn, Vic, 3064

**Phone;** 9333 8423

**Email:** info@tr.properties

### Supporting Documents Required

**PLEASE NOTE:** Your application may be declined if the supporting documentation criteria is insufficient. (Please attach a certified photocopy)

1. Drivers Licence or Passport or Birth Certificate or Other Photo ID with Address
2. 4 Current Wage Advice or Letter from Employer on Company letterhead.
3. Previous Landlord Reference
4. Previous 4 Rent Receipts or Tenant Ledger
5. Bank Statement

### 1. Property Details

What is the address of the property you would like to rent?

  

Preferred move in date?

How long would you like to lease the premises?

How many people will normally occupy the property?

 Adults  Children, Ages: \_\_\_\_\_

Rental Amount per week \$

### 2. Personal Details

Mr  Mrs  Ms  Miss  Other

Surname

First Name

 

Date of Birth

Driver's License No.

 

Driver's License Expiry No.

Driver's License State

 

Passport No.

Passport Country

 

Pension No. (if applicable)

Pension Type (if applicable)

 

### 3. Contact Details

Home Phone No.

Mobile No.

 

Work Phone No.

Fax No.

 

Email Address

Current Address

  

How long have you been at your current address?

 Year  Months

Reason for leaving this address?

  
  

Please tell us about this rented property. Name of Landlord or Agent

Landlors or Agent's no.

Weekly rent paid \$

#### 4. Applicant History

What was your previous residential address?


How long did you live at this address?

	Years		Months
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Please give us further information about this rented property.

Name of Landlord or Agent

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Landlord / Agent's phone No.      Weekly rent paid \$

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Was bond refunded in full?      If not why not?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	
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#### 5. Employment History

What is your occupation?

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What is the nature of your employment?

(Full time / Part time / casual)

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Employer's Name

(inc. Accountant if self-employed or institution if a student)

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Employer's Address


Contact Name      Phone No.

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Length of employment

	Year		Months
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Net Income \$

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If Studying; What course are you studying?

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Length of course?

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#### 6. Contact / References

Please provide a contact in case of emergency

Surname      First Name

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Relationship to you

Phone No.

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#### 6. Contact / References (cont.)

Please provide two personal references (not related to you)

1. Surname      First Name

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Relationship to you

Phone No.

--	--

2. Surname

First Name

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Relationship to you

Phone No.

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(If you have written referenced please attach a copy to this form)

#### 7. Further information

Car Registration

Make/Model

--	--

Colour

Year

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Please provide details of any pets.

Breed / Type

Inside / Outside

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Council Registration No.

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#### 8. Further Questions

You **MUST** answer the following questions:

Have you ever been evicted from a property?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If answer is Yes, Why?

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Are you in debt to another landlord or agent?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If answer is Yes, Why?

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Have you ever been served a Notice to Vacate?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Is answer is Yes, why?

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If you receive Centrelink Payment. What type of payment do you receive?

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Amount per fortnight \$

Customer Reference No.

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## 9. Declaration

We confirm and acknowledge that:

1. The information contained in this Application is true and correct.
2. I/We am over the age of 18 years of age
3. I/We are not bankrupt or an undischarged bankrupt
4. I/We will pay a Security Bond BY BANK CHEQUE OR MONEY ORDER plus 4 weeks rent by cash or by bank cheque or money order before taking possession of the property. **We are unable to accept personal cheques. THE BOND WILL NEED TO BE PAID TO THE AGENT UPON COLLECTION OF PROPERTY KEYS.**
5. I/We understand and accept that immediately upon advise from the Agent that the Landlord has offered to let the property to me/us (based on my/our statements in the application) and I/We accept that offer, a tenancy agreement with terms including the rent and other conditions in this Application comes into existence and is legally binding upon me/us in accordance with the rent amount, term and start date.
6. Only those persons on this application will reside permanently at the property.
7. I/We hereby authorize the Agent to make all necessary enquires to verify the information provided herein, including information relating to my/our employment, rental history, business and any other references. I/We further authorize the Agent to provide information relating to my/our tenancy of the Property to any Registered Agent who is authorized by me/us to inquire about that matter. Further, we give permission for the Agent to make necessary enquires on the National Tenancy Database and any other tenancy database to verify this information given.
8. I/We have supplied required identification, signed the Privacy Act Acknowledgement.
9. That this application creates no legal relations between me/us and the Agent and/or the Landlord

Signature

Date

### PRIVACY ACT ACKNOWLEDGEMENT FORM FOR TENANT APPLICATIONS & OCCUPATIONS

This form provides information about how Totally Real Estate PTY LTD (ABN 88169040233) (“we”, “our” or “us”) will collect and handle your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to certain third parties (which are set out below) in specified circumstances. If you do not consent to the disclosure of your personal information to those third parties we cannot process your application for a tenancy. -

We will collect and handle personal information about you in order to process your application for a tenancy.

**Primary Purpose:** Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property. In order to assess your application we disclose your personal information to

- The Lessor/Owners for approval or rejection of your application
- National Tenancy Database and other databases to assess to risk to our clients and verify the details provided in your tenancy application.
- Referees to validate information supplied in your application
- Other Real Estate Agents to assess the risk to our clients

**Secondary Purpose:** During and after the tenancy we may need to disclose your personal information to

- Tradespeople to contact you for repairs and maintenance of the property.
- Refer to Tribunals or Courts having jurisdiction seeking orders or remedies
- Refer to Debt Collection Agencies where Tribunal /Court orders have been awarded
- Refer to National Tenancy Database and other database record details of your tenancy history
- Refer to the Lessors/Owners insurer in the event of an insurance claim.
- To provide future rental references to other asset managers/owners

If you fail to provide your personal information and do not consent to the uses set out above we cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently we cannot provide you with the property you requested to rent.

Signature

Date

Name