

# Residential Application Form

For your application to be processed you must answer all questions



## A. AGENT DETAILS

### David Short Real Estate P/L

1377 Pt Nepean Road, Rosebud VIC 3939

Ph: (03) 5986 8188

Fax: (03) 5981 2623

www.davidshort.com.au

## B. PROPERTY DETAILS

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

Postcode

Property Rental

\$  Per week \$  per month \$  bond

2. Lease commencement date?

Day  Month  Year

3. Lease term?

Months

4. How many tenants will occupy the property?

Adults  Children \_\_\_\_\_ Ages

## C. PERSONAL DETAILS

5. Please give us your details

Mr  Ms  Miss  Mrs  Other

Surname  Given Name/s

Date of birth

**Please complete either the Drivers Licence OR Passport details.**

Drivers licence number

Drivers licence expiry date

Passport no.

Passport country

Pension no. (if applicable)

Pension type (if applicable)

6. Please provide your contact details

Home phone no.

Mobile phone no.

Work phone no.

Fax no.

Email address

7. What is your current address?

Postcode

## E. APPLICANT HISTORY

8. How long have you lived at your current address?

Years  Months

9. Why are you leaving this address?

10. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

11. What was your previous residential address?

Postcode

12. How long did you live at this address?

Years  Months

13. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

Was bond refunded in full?

If not, why not?

## F. 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

Years  Months \$  Net income

HOW DID YOU FIND OUT ABOUT THIS PROPERTY?

- Board  The Internet  
 Current rental list in office

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## G. CONTACTS/REFERENCES

15. Please provide a contact in case of emergency

Surname  Given name/s

Relationship to you  Phone no.

16. Please provide 2 personal references (not related to you)

1. Surname  Given name/s

Relationship to you  Phone no.

2. Surname  Given name/s

Relationship to you  Phone no.

## H. OTHER INFORMATION

18. Car Registration

19. Please provide details of any pets  
Breed/type  Council registration/number   
1   
2

### If you receive a Centrelink Payment

Copy of most recent payment statement to be supplied

Type of Payment

Customer Reference Number

### PLEASE NOTE

**Initial payments must be made by cash or bank cheque within 24 hours after approval of application.**

I acknowledge that my application is subject to the owners' Approval and the availability of the premises on the due date. No action will be taken against the Landlord or the Agent if the application is unsuccessful or upon acceptance should the premises not be ready for occupation on this date, for whatever reason. I accept that rental amounts are subject to change by providing the required notice.

I believe the following items should be attended to prior to my tenancy commencing. I acknowledge that these items are subject to the owners' approval.

\_\_\_\_\_

\_\_\_\_\_

## TENANCY PRIVACY STATEMENT

*Due to recent changes in the Privacy Laws from December 21st 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 sign where indicated.*

*As professional Property Managers, David Short Real Estate P/L collect personal information about you. To ascertain what personal information we have about you, please contact our office.*

### 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.

To carry out this role and during the term of your tenancy, we will disclose your personal information to:

- The Landlord
- The Landlord's Lawyer
- The Landlord's Mortgagee
- Referees you have nominated
- Organisations/Trades people required to carry out maintenance to the premises
- Rental Bond Authority
- Residential Tenancy Tribunals/Courts
- Collection Agents
- National Tenancy Database Pty Ltd
- Other Real Estate Agents and Landlords

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 may not provide you with the lease/tenancy of the premises.

### National Tenancy Database

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.

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.

You can contact National Tenancy Database by:

Telephone: 03 9610 4996  
Mail: Level 7/477 Collins Street  
Melbourne VIC 3000  
Visit website: [www.ntd.net.au](http://www.ntd.net.au)

I acknowledge that I have read and understood this privacy statement.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_