



TENANCY APPLICATION FORM

Property address: _____
Suburb: _____

Albert Park	27 Victoria Avenue	T: 9699 5155	F: 9696 5380
Bentleigh	382 Centre Road	T: 9563 9933	F: 9563 9830
Brighton	56 Church Street	T: 9592 8000	F: 9592 0298
Carnegie	48 Koornang Road	T: 9569 8999	F: 9534 3833
Chelsea	416A Nepean Hwy	T: 9773 3599	F: 9773 3274
Elsternwick	271 Glenhuntly Rd	T: 9528 6222	F: 9528 2483
Frankston	482 Nepean Highway	T: 9781 2111	F: 9781 2411
Hampton East	918 Nepean Hwy	T: 9555 0622	F: 9532 2234
Mentone	99 Charman Rd	T: 9583 9811	F: 9584 6680
Sandringham	7 Bay Road	T: 9598 8222	F: 9598 5702
St Kilda	Suite 2/128 Acland St	T: 9534 8000	F: 9534 3833

buxton.com.au

RESIDENTIAL TENANCY APPLICATION

Property manager: _____

1. MARKETING / OTHER PENDING LEASE APPLICATIONS

How did you hear about this property?

Rent list The Age Buxton office Internet For lease board Other (please specify): _____

Do you have any rental applications pending with other agents: Yes No

2. PROPERTY DETAILS

Address: _____

Suburb: _____ Postcode: _____

Lease term: Years: _____ Months: _____

Preferred move in date: ____ / ____ / ____

Rent payable for property: _____

Names of adults occupying property: _____

Please specify the ages of any children: _____

Do you have pets? Yes No

if yes, please specify: _____

Has the property been presented in a reasonably clean condition?

Please detail below the items which require attention:

3. PERSONAL DETAILS

Title: _____ Surname: _____

Given name/s: _____

Date of birth : ____ / ____ / ____

Current address: _____

Suburb: _____ Postcode: _____

Driver's licence No: _____ State: _____ Exp: _____

Alternative ID (eg Passport): _____

Car make & model: _____

Passport no./Country: _____

Pension no. (if applicable): _____

Pension type (if applicable): _____

Home phone no: _____

Mobile phone no: _____

Work phone no: _____

Email address: _____

Emergency contact (other than spouse): _____

Emergency contact number: _____

Please provide a contact number that you are available on all day:

4. UTILITY CONNECTIONS

This is a free service that connects all your utilities

Direct Connect

Once we have received this application we will call you to confirm your details.

Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this Application to confirm the information on this Application and explain the details of the services offered.

Please tick utilities as required:

Electricity Gas Water Phone Internet Pay TV Insurance

DECLARATION AND EXECUTION: By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue [for a period of 1 year from the date of our/my execution of this application/until [28] days after we/I disconnect the last of the services in respect of which this application is made]; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services. By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.

Signature: _____ Date: _____

Accept

Decline

5. CURRENT ADDRESS DETAILSAre you the: Owner Tenant

Address: _____

Contact number: _____

Rent paid per week: _____

Lease period: Months: _____ Years: _____

Name of landlord/Agent: _____

Phone No: _____

Reason for leaving: _____

6. PREVIOUS ADDRESS DETAILSWere you the: Owner Tenant

Address: _____

Rent paid per week: _____

Lease period: Months: _____ Years: _____

Was your bond refunded in full? _____

If not, why? _____

Name of landlord/agent: _____

Phone No: _____

Reason for leaving: _____

7. IF YOU ARE SELF EMPLOYED PLEASE COMPLETE THE FOLLOWING

Name of business: _____

ABN: _____

Industry: _____

7. IF YOU ARE SELF EMPLOYED PLEASE COMPLETE THE FOLLOWING (continued)

Address: _____

Postcode: _____

Personal net income/week: _____

Name of Accountant: _____

Phone No: _____

Trade reference: _____

Name: _____

Phone: _____

Period in which business has been in operation: _____

8. CURRENT EMPLOYMENT DETAILS

What is your occupation? _____

Company name: _____

What is the nature of your employment? _____
(Full time/ Part time/ Casual)

Employment address: _____

Reference name: _____ Phone no: _____

Length of employment: Years: _____ Months: _____

Net Income p.a. \$ _____

9. OTHER SOURCE OF INCOME

Other source of income (Note: please state & provide supporting documentation): _____

10. DECLARATION

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 Agent if the applicant is unsuccessful or upon acceptance should the premises not be ready for occupation on this date, for whatever reason. I hereby offer to rent the property from the owner under the terms and conditions outlined in 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, I am over the age of 18 and I 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: _____

Date: _____

 Accept Decline

11. PREVIOUS EMPLOYMENT DETAILS

What was your occupation? _____

Company name: _____

What was the nature of your employment? _____
(Full time/ Part time/ Casual)Employment address: _____

Contact name: _____ Phone no: _____

Length of employment: Years _____ Months _____

Net income p.a. \$ _____

12. IF STUDENT PLEASE COMPLETE THE FOLLOWING

Place of study: _____

Course being undertaken: _____

Enrolment undertaken: _____

Campus contact: _____

Phone number: _____

Course Co-ordinator: _____

Contact number: _____

13. PERSONAL REFERENCES / BUSINESS REFERENCES

1. Name: _____

Relationship: _____

Address: _____
_____ Postcode: _____

Work Phone: _____

Mob: _____

Home: _____

Period of time known: Years: _____ Months: _____

2. Name: _____

Relationship: _____

Address: _____
_____ Postcode: _____

Work Phone: _____

Mob: _____

Home: _____

Period of time known: Years: _____ Months: _____

14. PLEASE NOTE:

Security Deposit and First Month's Rent must be paid by Credit Card, Bank Cheque or Money Order (Security Deposit Made Payable to R.T.B.A and the 1st Month's Rent Made Payable to Buxton).

We accept Mastercard / Visa

**100 points of identification must be provided with Tenancy Application Form.**

- | | |
|--|------------------------------------|
| Drivers Licence | <input type="checkbox"/> 50 points |
| Passport | <input type="checkbox"/> 40 points |
| Photo I.D | <input type="checkbox"/> 40 points |
| Rates statement (if own home) | <input type="checkbox"/> 40 points |
| Minimum two references from previous landlord | <input type="checkbox"/> 20 points |
| Last 4 rent receipts (if renting) | <input type="checkbox"/> 20 points |
| Centrelink Statement | <input type="checkbox"/> 30 points |
| Copy of Birth Certificate | <input type="checkbox"/> 10 points |
| Current car registration papers | <input type="checkbox"/> 10 points |
| Current gas, phone or power a/c in name of applicant | <input type="checkbox"/> 10 points |

Residential Tenancy Privacy Statement

Due to 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, Buxton collects personal information about you. To ascertain what personal information we have about you, you may contact us.

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 will disclose personal information to:

- The Landlord.
- The Landlord's lawyer.
- Referees nominated.
- Residential Tenancies Bond Authorities.
- Organisations / Trade people required to carry out maintenance to the premises.
- Other Real Estate agents Landlords.
- National Tenancy Database Pty. Ltd. (ABN 65 079 105 025) ('NTD')
- Collection Agents.
- The Landlord's mortgagee.

Secondary Purpose

We also collect your personal information to

1. Enable us, or the Landlord's lawyers, to prepare the lease /tenancy documents on the premises.
2. Allow organisations / trades people to contact you in relation to maintenance matters relating to the premises.
3. Pay / release rental bonds to /from Rental Renancies Bond Authorities (where applicable).
4. Refer to Tribunals, Courts and Statutory Authorities (where necessary).
5. Refer to Collection Agents / Lawyers (where default / enforcement action is required)
6. Provide confirmation details for organisations contacting us on your behalf i.e. 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

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

Mail: PO BOX 156, Collins St West, Melbourne VIC,8007

Visit website: www.ntd.net.au

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.

Print name:

Sign:

Date...../...../.....

Accept Decline