

Tenancy Application Form

Stafford Property Consultants

Internet: www.staffordproperty.com.au

PROPERTY:			Start Date
Rent – Weekly	Rent Monthly	Bond	Term of Lease
APPLICANT NAME IN FULL (Mr, Mrs, Miss, Ms, Dr)			
Phone (BH)	Phone (AH)	Mobile	DOB
Current Address		Email Address	
No. of occupants in new property (adults)		(children)	No. of pets

IDENTIFICATION Drivers Licence No. / Passport No. (copy attached) State

CURRENT LANDLORD/AGENT Phone (BH)

Contact Phone (AH)

Rental Address Current rental \$

Reason for Leaving Length of stay

PREVIOUS LANDLORD/AGENT - Phone (BH)

Contact Phone (AH)

Rental Address Length of stay

Rental \$

CURRENT OCCUPATION TITLE

Current Employer Contact

Employers Address Phone No.

Employed Since Gross Income \$

PREVIOUS OCCUPATION - If under 2 years

Previous Employer Contact

Employers Address Phone No.

Employment Period Income \$

PROFESSIONAL REFERENCES – Name, Address and Phone Number (eg. Accountant/Solicitor/Bank Manager)

1.

2.

PERSONAL REFERENCE

Name, Address and Phone Number

EMERGENCY CONTACT (Next of Kin) Name

Relationship Phone No.

Address

I/We declare that the information supplied is true and correct and agree that the agent is permitted to make independent enquires to provide information to the landlord for the purpose of assessing my/our eligibility to rent the property. I/We confirm agreement to the above terms and conditions.

I confirm and declare that I have inspected the property internally. Yes / No on Date / /

Signature of Applicant: Date:

- Please ensure you provide either your mobile or email details & choose how you would like to pay :
 I would like to set up direct debit payments OR
 I will pay rent in person or by post

ACCEPTANCE OF THIS APPLICATION IS SUBJECT TO YOU PROVIDING THE 100-POINT CHECK AS DETAILED BELOW.

PLEASE NOTE:

1. This application is subject to the owner's approval.
2. Animals are not permitted in any property unless approved by the owner.
3. The bond and first month's rent must be paid in cash, by Money Order or by bank cheque only, prior to collection of keys. Personal cheques are NOT acceptable.
4. Half of the first month's rent must be paid within 24 hours of the application being approved (in cash, Money Order or bank cheque only).
5. This application is accepted subject to the availability of the Property on the due date and no action shall be taken by the applicant/s against the Owner or Agent should any circumstances arise whereby the property is not ready for occupation by the due date.

NOTICE to all Residential Tenancy Applicants - Before any application will be considered, each applicant must achieve a minimum of 100 Check Points.

PLEASE PROVIDE THREE ITEMS FROM COLUMN A AND TWO FROM COLUMN B:

COLUMN A

- § DRIVERS LICENCE = #50 POINTS
 § PROOF OF INCOME = #20 POINTS
 § BANK STATEMENT = #20 POINTS
 § 4 CURRENT RENT RECEIPTS = #20 POINTS

COLUMN B

- § COPY OF PREVIOUS TELEPHONE, ELECTRICITY, GAS or WATER BILL = #10 POINTS
 § COPY OF BIRTH CERTIFICATE = #10 POINTS
 § PENSION CARD, MEDICARE CARD OR BANK CARD = #10 POINTS

The applicant understands:

The property is offered subject to Owners approval and no action shall be taken against the Landlord or Agent, should any circumstance arise whereby the property is not available on the due date.
 A security deposit must be paid equal to two weeks rental prior to occupation upon acceptance of application in the form of a Bank cheque, cash or Australia Post Money Order (no personal cheques will be accepted).
 The initial rental payment must be made by Bank cheque, Cash or Money Order. All on-going rental payments are to be paid monthly as per your tenancy agreement.
 All tenants approved for occupancy must sign the Residential Tenancy Agreement and RTBA Lodgement Form prior to collection of keys.
 Approval for this application by the Landlord may take 1-3 working days
 No animals permitted unless with Landlord's consent.
 The applicant has read and understood the Privacy Information statement below.
 The Applicant acknowledges and agrees that Stafford Property Consultants may make independent enquiries in order to verify the applicant's background. These enquiries may include a check with the National Tenancy Database.

Privacy Information/Policy Statement

Stafford Property Consultants is committed to respecting the privacy of the personal information it collects in order to carry on its business; and to complying with the National Privacy Principles set out in the Privacy Act 1988 (Cth) (The Privacy Act). This Policy sets out Stafford Property Consultants commitment to compliance as well as details of how that commitment is to be carried out. Stafford Property Consultants collects personal information from its clients for the primary purpose of carrying out its functions and activities as Estate Agents and Property Managers. Any information we collect about you will be made available to you at your request. The information collected on this Tenancy Application Form is required to assess your suitability to lease the premises. To enable us to do this, it is necessary to disclose your personal information to others. We are unable to do so without your knowledge and consent. The people and organisations we may disclose your personal information to include the proposed landlord and their legal representatives and mortgagee, your current and previous landlord, your bank, your current and previous employer, your referees, your emergency contact, maintenance and tradespeople, rental bond authorities, residential tenancy tribunals, collection agents, other Estate Agents, utilities (gas, electricity, water, phone), and the National Tenancy Database Pty Ltd ("NTD"). NTD must also comply with the Privacy Act. NTD collects personal information to provide to its members and others (including Licensed Estate Agents, NTD's parent company, Collection House Ltd and its subsidiaries or related entities, and credit bureaus). NTD collects historical tenancy and public record information on individuals and companies who lease residential and commercial property from or through Licensed Estate Agent members of NTD. NTD also provides credit information on companies and directors applying for commercial leases. Stafford Property Consultants will advise NTD of your conduct throughout the term of your tenancy and that information will form part of your tenant history. If you do not consent to the handling of your personal information in the manner described, we will not be able to process your application. We may also use the information collected for the secondary purpose of marketing and providing you with information about other services or properties available through Stafford Property Consultants. If you do not wish to receive any approaches or information in relation to the secondary purposes, please indicate below.

If you have any questions or feedback about privacy or wish to make a complaint about the way in which Stafford Property consultants has handled your personal information, please contact us by writing to the Privacy Officer, Stafford Property Consultants, 11 Camelot Court Mt Eliza Visit Stafford Property Consultants at www.staffordproperty.com.au. NTD can be contacted by writing to 1/191 Johnston Street, Fitzroy 3065; by phoning 9416 2366; or email kim@ntd.net.au. You can visit NTD at www.ntd.net.au. A copy of Stafford Property Consultants Privacy Policy is available from our offices.

I confirm that I have, read and understood, the Privacy Statement that Stafford Property Consultants has made available to me.

Signed by the Applicant:

Print Name:

Date:

Witness: