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 ANGLESEA 87-89 Great Ocean Road, Anglesea (P) 03 5263 2133 (F) 03 5263 2152 (E) anglesea@hayden.com.au
 OCEAN GROVE 75 The Terrace, Ocean Grove (P) 03 52 55 1000 (F) 03 52 554744 (E) oceangrove@hayden.com.au
www.hayden.com.au

PLEASE BE ADVISED THAT THIS APPLICATION WILL ONLY BE PROCESSED ONCE ALL DETAILS HAVE BEEN COMPLETED AND ALL COPIES OF ALL SUPPORTING DOCUMENTS ATTACHED. EACH APPLICANT MUST SUBMIT AN INDIVIDUAL FORM.

Property	How did you find this property?
<u>I HAVE COMPLETED AN INTERNAL INSPECTION OF THE PROPERTY AND ACCEPT THE PROPERTY IN IT'S CURRENT CONDITION</u>	
<input type="checkbox"/> YES <input type="checkbox"/> NO	

PERSONAL DETAILS

Given Name/s	No shortened names please	Surname
Address		
Date of Birth	Driver's Licence No	State

CONTACT DETAILS

(H)	(W)
(M)	(E)

LEASE DETAILS

Rent	\$ per week / per month
Bond	\$ Will you be applying for Bond Assistance via DOH <input type="checkbox"/>
Term Of Lease	<input type="checkbox"/> 12 months <input type="checkbox"/> 6 months <input type="checkbox"/> Other (please specify)
Commencement Date	/ /

No of Adults	No of Children (please supply ages of children)
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PETS

Number of Pets		Type (ie dog/cat etc)	Breed
		Type (ie dog/cat etc)	Breed

PLEASE NOTE THE FOLLOWING

1. This application is subject to the owner's approval
2. Animals are not permitted in any property unless approved by the Owner in writing
3. The bond is to be paid in bank cheque or money order ONLY – made payable to the RTBA (Residential Tenancies Bond Authority)
4. The first month's rent MUST be paid in bank cheque or money order – made payable to Hayden Real Estate
5. The bond must be paid within 24 hours of the application being approved
6. 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
7. I/We agree that no keys for the property will be provided by the Agent to me/us until such time as all monies owed are paid in full in accordance with points 3 and 4
8. **I/We agree all rental payments will be made using Direct Bank Deposit, Direct Debit, BPAY or Cheque, Cash will NOT be accepted**

I declare that the information supplied with and in this application is true and correct and agree that the agent is permitted to make independent enquiries to provide information to the landlord for the purpose of assessing my eligibility to rent the property. I confirm that I have inspected the property internally. I confirm agreement to the above terms and conditions.

Applicant Signature	
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OFFICE USE ONLY

Address	
Commencement Date	Term of Lease
Rent Amount \$	Bond Amount \$
Owner Name	Owner Letting Fee
<input type="checkbox"/> Checked – TICA - Charge? Yes / No \$	<input type="checkbox"/> Entered
Marketing Fee Charge yes / no	Property Manager
Applicant Name	

CURRENT LIVING ARRANGEMENTS	
Address	
<input type="checkbox"/> Renting <input type="checkbox"/> Boarding <input type="checkbox"/> Own Home <input type="checkbox"/> Other (please specify) Rent Paid \$	
Landlord/Agent/Sales Rep	
Contact Person	
Phone	
Period of Occupancy	From _____ To _____
Reason for Leaving	
PREVIOUS LIVING ARRANGEMENTS (where you have been in above property less than 2 years)	
Address	
<input type="checkbox"/> Renting <input type="checkbox"/> Boarding <input type="checkbox"/> Own Home <input type="checkbox"/> Other (please specify) Rent Paid \$	
Landlord/Agent/Sales Rep	
Contact Person	
Phone	
Period of Occupancy	From _____ To _____
Reason for Leaving	
EMPLOYMENT DETAILS	
Current Employer	
Occupation	
Address	Phone
Contact Person	Needs to be a supervisor or human resource
Period of Employment	From _____ to _____ Income \$ _____ Income proof _____
NOTE – IF SELF EMPLOYED PLEASE SPEAK WITH THE PROPERTY MANAGER ABOUT INFORMATION REQUIRED	
PERSONAL / PROFESSIONAL / CHARACTER REFERENCES (must not be relatives)	
Name	
Address	
Contact Details	
Name	
Address	
Contact Details	
EMERGENCY CONTACT / NEXT OF KIN	
Name	
Address	
Contact Details	Relationship to You
NEAREST RELATIVE NOT LIVING WITH YOU	
Name	
Address	
Contact Details	Relationship to You
RENTAL HISTORY	
Have you ever been evicted by a landlord or agent?	YES / NO
If yes give details	
Are you in debt to another landlord or agent?	YES / NO
If yes give details	
Were any deductions made from your last rental bond?	YES / NO
If yes give details	
APPLICANT SIGNATURE	

PROOF OF IDENTIFICATION – 100 POINT CHECK

To enable us to process your application, we require proof of identification to equal 100 points. Listed below are items that can be used for verification – please provide our office with photocopies of the following

60 points	Passport	20 points	Previous tenancy reference
60 points	Driver's licence	20 points	Previous 2 rent receipts
30 points	Copy of birth certificate	10 points	Current car registration papers
30 points	Other photos ID	10 points	Bank statement/Medicare card/Bankcard
20 points	Current Wage Advice	10 points	Copy of phone, electricity or gas account

PRIVACY INFORMATION AND STATEMENT

The applicant acknowledges and agrees that Hayden Real Estate may make independent enquires in order to verify the applicant's background - these enquires may include a check with the National Tenancy Database and Tenancy Information Centre Australia

Privacy Information/Policy Statement

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 provide you with the lease / tenancy of the premises. To carry out this role, and during the term of your tenancy, we usually disclose your personal information to: The Landlord, the Landlord's lawyers, the Landlord's mortgagee, referees you have nominated, organisations / Trades people required to carry out maintenance to the premises, rental Bond Authorities, Residential Tenancy Tribunals / Courts, Collection Agents, National Tenancy Database Pty Ltd (ABN 65079 105 025), TICA Default Tenancy Database, other Real Estate Agents & Landlords.

Secondary Purposes - We also collect your personal information to: Enable us, or the landlord's lawyers, to prepare the lease/tenancy documents for the premises, allow organisations / trades people to contact you in relation to maintenance matters relating to the premises, pay / release rental bonds to / from Rental Bond Authorities (where applicable), refer to Tribunals, Courts and Statutory Authorities (where necessary), refer to Collection Agents / Lawyers (where default / enforcement action is required), 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 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 then cannot provide you with the lease / tenancy of the premises.

I/We agree and understand that in the event of this application being rejected there is no requirement at law for the agent to disclose to me/us any reason for such rejection. I/We also agree that I/we will not raise any objection for not being provided a reason for any rejection of this application.

I/We agree and understand that in the event of this application being approved by the landlord, the agent may report any defaults that may occur from time to time in the tenancy with TICA Default Tenancy Database and any other tenancy database which may be available. I/we understand that in the event of a default being reported to TICA Default Tenancy Database or any other tenancy database, the removal of such information is subject to the guidelines of the database companies.

I/We acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 1902 220 346. I/We agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST. You can contact National Tenancy Database Pty Ltd on (03) 9416 2366.

As professional property managers Hayden Real Estate Pty Ltd collects personal information about you. To ascertain what personal information we have about you, you can contact us by phone (03)5261 2101, fax (03) 5261 4422 and email torquay@hayden.com.au or in person at 21 Pearl Street, Torquay, 3228. This information will be made available from 21 December 2001.

I confirm that I have, read and understood, the Privacy Statement that Hayden Real Estate has made available to me.

Applicant Signature		Date	
Print Name			
Witness		Date	
Print Name			

OFFICE USE ONLY – REFERENCE CHECKLIST

CURRENT AGENT/LANDLORD/SALES REP

NAME OF REFERREE DATE

NOTES

CURRENT AGENT/LANDLORD/SALES REP

NAME OF REFERREE DATE

NOTES

EMPLOYER

NAME OF REFERREE DATE

NOTES

PERSONAL REFERENCE 1

NAME OF REFERREE DATE

NOTES

PERSONAL REFERENCE 2

NAME OF REFERREE DATE

NOTES

ADDITIONAL COMMENTS