



Professionals

Abley Real Estate Pty Ltd

A.C.N 075 244 147

Shop 12, Mountain Gate Shopping Centre
Ferntree Gully, VIC 3156

PH: 03 9758 5858 Fax: 03 9758 3579

All applications must be accompanied by 100 points of Identification

Driver's Licence	50
Passport	50
Proof of Age Card	50
Student ID Card	50
Copy of Mobile Phone Account	20
Copy of Medicare Card	20
Concession / Pension Card	10
Copy of gas/Water/Electricity account	30 each

TENANCY APPLICATION FORM

One form per person

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Property Details

Property Address: _____
Suburb: _____ Post Code: _____
Have you viewed the property? YES NO
Rental \$ _____ pw \$ _____ pcm Bond \$ _____
Commencement Date: / /
Lease Term: 6mths 12mths Other: _____
Number of proposed occupants: _____
No. Adults: _____
No. & age of children: _____
Smoking: YES NO
Pets: YES NO Type: _____

Personal Details

Title: Dr Mr Mrs Ms Miss
Date of Birth: / /
Surname: _____
Given Names: _____
Driver's Licence no. _____ State: _____ Exp: / /
Passport no. _____
Next of Kin: _____
Next of Kin Ph no. _____ Relationship: _____
Ministry Bond: Yes No
Current Address: _____
Landlord/Agent: _____ Phone no: _____
Period of residence: _____ Current rent p/w: \$ _____
Reason for leaving: _____
Previous Address: _____
Landlord/Agent: _____ Phone no: _____
Period of residence: _____ Current rent p/w: \$ _____
Reason for leaving: _____

Contact Details

Current Address: _____
Suburb: _____ Post Code: _____
Home Phone no: _____
Work Phone no: _____
Mobile Phone no: _____
Email Address: _____

Employment Details / Student Details

(*Include accountant details if self employed)
Current Employer: _____
Occupation: _____ Full time/Part time/Casual
Address: _____
Employer Ph: _____
*Accountant: _____ Phone no: _____
Contact Person: _____
Net Income: _____ per week _____ per year
Length of Employment: _____
Previous Employer: _____
Occupation: _____ Full time/Part time/Casual
Address: _____ Phone no: _____
Net Income: _____ per week _____ per year
Length of Employment: _____

References

Ref 1. Company: _____ Contact: _____
Address: _____ Phone no: _____
Ref 2: _____ Contact: _____
Address: _____ Phone no: _____

Utility Connection Service

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. Direct Connect is a utility one stop connection service.

Please tick utilities as required

Electricity Gas Water Phone Internet Pay TV Insurance

P: 1300 664 715

F: 1300 664 185

W: www.directconnect.com.au

PO BOX 1519, BOX HILL, VICTORIA 3128

Tenancy Privacy Statement

Due to recent changes in the Privacy Laws, from december 21, 2001 all property managers must ensure that you fully understand the National Privacy Principals 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 we collect personal information about you. To ascertain what personal information we have about you, you should contact:

**Abley Real Estate Pty Ltd , Shop 12, Mountain Gate Shopping Centre, Ferntree Gully 3156
Ph: 03 9758 5858 Fax: 03 9758 3579**

Primary Purpose

As professional property managers, we collect 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 lawyer
- The Landlord's mortgage
- Referees you have nominated
- Rental Bond Authorities
- Residential Tenancy Database (ABN 65 079 105 205)
- Organisations/Trades people required to carry out maintenance to the premises

Secondary Purpose

We also collect your personal information to:

Tick each box if you consent to the use and disclosure

- 1. Enable us, or the Landlord's Lawyer to prepare the lease/tenancy documents for the premises.
- 2. Allow organizations/trades people to contact you in relation to maintenance matters relating to the premises.
- 3. Refer to Tribunals, Courts and Statutory Authorities (where applicable)
- 4. Refer to Collection Agents/Lawyers (where default enforcement actions are required)

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 agreement of the premises.

Ntd Disclosure Statement

You can contact National Tenancy Database Pty Ltd (ABN 65 079 105 025) ("ntd") by:

Telephone: (03) 9416 2366 Fax: (03) 9416 1640 Email: kim@ntd.net.au
In Person: 1/191 Johnson Street, Fitzroy, Vic, 3065 Website: www.ntd.com.au
From 21 December 2001, you can gain access to your personal information.

Primary Purpose

ntd collects your personal information to provide to its members and others listed below, historical tenancy and public record information on individuals and companies who/which lease residential and commercial property from or through licenced 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 tenancy history.

Ntd usually discloses information to:

- Licenced real estate agent members
- Ntd's parent company, Collection House Limited ABN 74 010 230 716 and its subsidiaries and related entities
- Credit Bureaus

If your personal information is provided to ntd, the real estate agent/property manager will be able to carry out their professional responsibilities and will be able to provide you with lease/tenancy of the premises.

Bond and One Months rent are to be paid in BANK CHEQUE or MONEY ORDER prior to possession of the keys to the premises. Personal cheques WILL NOT be accepted.

Signed by the applicant: **Signature** _____ **Print Name** _____
Date _____ **Witness** _____

Direct Connect *if you have ticked any of the utilities for connection, please sign below.*

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

SIGNATURE: _____ DATE: _____ PROP.MGR: _____