

Residential Tenancy Application Form

For your application to be processed you must answer all questions
(including the reverse side)

1. Agent Details

Harcourts City Residential

Address: Suites 204 / 120 Collins Street, Melbourne 3000

Phone no: 03 9664 8100

Fax no: 03 9664 8111

Email address: cityresidential@harcourts.com.au

ID: 14397

2. Property Details

Address _____

Suburb _____ Postcode _____

Electricity Meter No _____

Lease Term _____ Years _____ Months _____

Date Property is to be occupied _____ / _____ / _____

Number of other Applicants to Occupy the Property _____

Adults _____ Children _____

3. Personal Details

Title _____ First Name _____ Initial _____

Last Name _____

Date of Birth _____ / _____ / _____ Age (Years / Months) _____

Drivers Licence Number _____ State of Issue _____

Alternate ID (eg passport) _____ No _____

Pension Type (if applicable) _____ No _____

Please provide contact details _____

Home Ph _____ Mobile Ph _____

Email _____

Occupation _____ Work No _____

Current Address _____

Suburb _____ Postcode _____

4. Emergency Contact

Please provide an emergency contact not residing with you _____

First Name _____ Surname _____

Relationship _____ Phone No _____

Address _____

Suburb _____ Postcode _____

5. Payment Details

Property Rental \$ _____ Per Week or \$ _____ Per Month

First Payment of rent in advance \$ _____

Rental Bond (1 Month Rent) \$ _____

Sub Total \$ _____

6. Utility Connections



Phone: 1300 554 323
Fax: 1300 889 598
Email: info@connectnow.com.au



A free service

Connecting Your Utilities Has Never Been Easier

Harcourts Connect is a simple and convenient time saving service assisting you to connect your Electricity, Gas, Phone, Internet and Pay-TV to a choice of Australia's leading providers. Harcourts Connect can also assist with discounted quotes for removalists, van/truck hire, cleaning services and security monitoring.

No longer do you need to call each service provider individually, wait on hold and repeatedly give your personal details. We take care of it all for you – with the one phone call.

A Harcourts Connect representative will make all reasonable efforts to contact you within one working day of receiving an application. If we are unable to contact you please phone 1300 554 323 to ensure connection can be completed by your requested date.

Please call me YES

7. Declaration

A)

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. I hereby offer to rent the property from the owner under 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 and 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.

B) If section 6 is complete please note that the following terms will apply if you ask us to contact you. Firstly you will be consenting to ConnectNow Pty.Ltd. A.B.N. 79 097 398 662 arranging for the connection and disconnection of the nominated home services and to providing information contained in this application to the service providers for this purpose. I agree that neither ConnectNow nor the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames and terms and conditions once the client has agreed to use the chosen service provider. I authorise the obtaining of a National Metering Identifier (N.M.I.) on my residential address to obtain supply details. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that ConnectNow Pty Ltd will be paid a fee by the service provider and will be paying a fee to the Agent in respect of the provision of the service being provided to me by ConnectNow Pty Ltd.

PRIVACY POLICY:

The privacy of ConnectNow customers is of vital importance to ConnectNow. You have the right to access ConnectNow records of your information under the Privacy Act. ConnectNow will not release your personal information to any third party other than for the purposes of connecting the nominated utility service, unless required to do so under law or government order.

Signed: _____ Date _____ / _____ / _____

8. Applicant History

How long have you lived at your current address? Years Months

Name of Landlord/Agent (If applicable)

Phone No

Rent Paid per month \$

Reason for leaving

Was bond repaid in full? Yes No If No, please specify why:

What was your previous residential address?

Suburb Postcode

How long have you lived at your current address? Years Months

Name of Landlord/Agent (If applicable)

Phone No

Rent Paid per month \$

Reason for leaving \$

Was bond repaid in full? Yes No If No, please specify why:**9. Employment Details**

Occupation

Employers Name

Employment Address

Suburb Postcode

Employer Phone No

Contact Name

Length at previous employment Years Months

Net Income \$ Per Week \$ Per Month

10. Previous Employment Details

Occupation

Employers Name

Employment Address

Suburb Postcode

Employer Phone No

Contact Name

Length at previous employment Years Months

Net Income \$ Per Week \$ Per Month

16. How did you find out about this property? (Please Tick)RENT LIST INTERNET OFFICE FOR LEASE BOARD OTHER _____**11. Social Security Benefits**

Type

\$ Per Week \$ Per Month

12. If Student, please complete the following

Place of Study

Course being undertaken

Course Length

Enrolment Number

Parents Name Ph

Campus Contact Ph

Course Co-ordinator Ph

Income

Parents Address Overseas

13. Other information

Car Registration

Do you have pets? Yes No If Yes, please specify:**14. Personal Referees**

1. Reference name

Occupation

Relationship Phone No

Notes

1. Reference name

Occupation

Relationship Phone No

Notes

15. Office Use Only

Lease Start Date / /

Car Space/Garage

Landlord's Name

Lease to be signed on

Signed: **Date** / /

Collecting and using your personal information

We only collect and receive personal information which is necessary for us to conduct our business activities which include:

- Marketing and sales of residential, commercial, rural and industrial property
- Leasing and management of properties
- Processing and assessing tenancy applications
- Establishment of rent payment services if you become a tenant
- Co-ordination of service contractors for rental properties
- Property appraisals
- Business sales
- Development of new products and services
- Assisting with financial and insurance services
- To keep informed about the prevailing conditions of the property market in your area

We may also use personal information for purposes other than those specified above if you would reasonably expect us to use that information for that other purpose and that other purpose is related to the purposes specified above.

How do we collect your personal information

Where practical we will collect your personal information directly from you such as when you appoint us to act as your Agent or when you provide information to us at an open home inspection or on a tenancy application.

Information may also be collected during the course of our relationship with you or received from another source such as tenancy database, credit information or payment history we obtain about you from a credit reporting agency in the course of preparing a tenancy application. Your employer may also confirm your employment in support of your applications.

In most cases we will require your written consent to any collection, use or disclosure of your personal information; however in exceptional circumstances we may accept your verbal consent.

When you visit our web site, our web site may store "cookies" which record details of your server address and your usage of our web site such as what pages you view. We use "cookies" only for internal management purposes and do not use them to collect personal information.

If you do not wish to use "cookies" you can set your browser so that it will not accept them however you should ensure that this will not affect your ability to view other web sites.

Direct marketing

From time to time we may use personal information to:

- Provide you with information about the property market
- Let you know about properties for sale or rent
- Notify you of changes to our organisation
- Inform you about new products or other services being offered by us or any organisation we are associated with

Our usual method of contact will be by mail; however we may also telephone or email you in certain cases.

You may notify us at any time if you do not wish to receive any marketing information by contacting our offices by telephone, fax or email. We will take all reasonable steps to meet your request at the earliest possible opportunity. We will not send you any further material, unless we are required by law to send such information to you.

Unless you have specifically agreed to our doing so, we will not disclose your personal information to a party outside the Harcourts Group for the purposes of allowing them to direct market their products and services to you.

Disclosing your personal information

Other than as stated in this document we will not, unless required or authorised by law, reveal, disclose, rent, sell, licence, or pass your personal information on to any third party without having first obtained your consent to do so.

As part of our business activities it may be necessary to disclose your personal information to a third party such as a lawyer, accountant, property valuer, building or pest inspector or maintenance contractor. Where possible we will advise you at or before the time of collecting your personal information of the organisations we intend to disclose the information to.

We may also disclose certain personal information to another member of the Harcourts Group who is in the best position to assist with your particular requirements.

If you are dealing with another organisation referred to you or contracted by us to provide a service to you we may be required to pass personal information back to that organisation in the course of the provision of their services.

We will take all reasonable steps to satisfy ourselves that each organisation has a commitment to protecting your personal information at least equal to our Privacy Policy.

Updating your personal information

It is very important that the personal information we collect from you is accurate, complete and up-to-date so that we may continue to carry on our business. During the course of our relationship with you we may ask you to tell us of any changes to your personal information. You can contact us at any time to update your personal information or to tell us that the information we hold

about you is inaccurate or incomplete.

Safety and security of your personal information

We will take all reasonable precautions to protect your personal information from loss, misuse, unauthorised access, modification or disclosure by storing it in a secure environment and allowing access only to authorised persons.

When using our web site, you acknowledge that no data transmission over the internet is completely secure and that we cannot guarantee the security of any information you transmit to us over the internet. Once we receive your transmission, we will take all reasonable steps to ensure its security.

When your personal information is no longer required for the purpose for which it was used or disclosed it will be destroyed or permanently de-identified.

Access to your personal information

You may request access to any of the personal information we hold about you at any time.

To make a request for access to your personal information, please contact our Privacy Officer (contact details below). We will endeavour to respond to your request within 14 days unless the information you seek is not readily available, for example, archived data, in which case we will advise you of the time we estimate will be required to retrieve the information.

If personal information is provided to you as a result of a request, we reserve the right to charge you a fee for costs incurred in retrieving and providing that information such as photocopying, administration and postage.

Denied access to your personal information

We are not always required to provide you with access to your personal information upon your request.

Access to your personal information may be denied where providing access:

- Will pose an unreasonable impact on the privacy of another individual
- Would pose a threat to the life or health of an individual
- May prejudice an investigation or relate to an existing or anticipated legal proceeding with you
- Is required or authorised by law
- Is regarded as frivolous or vexatious

If access is denied we will provide you with reasons for our decision.

Do I have to be identified

In most cases it will not be possible for us to do business with you unless we have identified you.

Wherever it is lawful and practicable to do so, we may offer you the opportunity to deal with us anonymously, if you request it. For example, when making an inquiry about current market trends in our area or the type of products and services we offer.

Passing personal information on outside Australia

Whilst the Harcourts Group has offices in New Zealand we do not send personal information outside of Australia unless it is authorised to do so by law.

Email enquiries via our web site

If you make a general email inquiry (usually this involves providing only your name, contact details and type of service required), we will ask you for your written consent before we commence any actual activity on your behalf.

Our Privacy Policy will be available for viewing on our web site.

Changes to our Privacy Policy

As we continually review policies and procedures we may change this Privacy Policy from time to time. The varied terms will apply from the date they are made.

This Privacy Policy is effective from 21 December 2002.

How to contact us

If you wish to lodge a request to access your personal information or have any queries or complaints in regards to our collection, use or management of your personal information you can contact us at:

The Privacy Officer: Dionne Wilson Pty Ltd T/A Harcourts City Residential
Address: 204/120 Collins Street, Melbourne Vic 3000
Telephone: 9664 – 8100, Facsimile: 9664 - 8111
Email: cityresidential@harcourts.com.au

If you are not satisfied with our response you can refer your complaint to the Federal Privacy Commissioner.

You can contact the Federal Privacy Commissioner at: Phone : 1300 363 992

By writing to: Director of Complaints - Office of the Federal Privacy Commissioner
GPO Box 5218,
Sydney NSW 1042

Client Name:

Signature: