

CAYZER REAL ESTATE PTY LTD

Albert Park Office Ph: 9699 5999 Fax: 9690 1289
Port Melbourne Office Ph: 9646 0812 Fax: 9646 0810

Residential Tenancy Application Form

ADDRESS OF PROPERTY: _____

PERSONAL DETAILS

FULL NAME: _____

CONTACT NUMBERS: W) _____ H) _____ M) _____

EMAIL ADDRESS: _____

DATE OF BIRTH: _____ AGE: _____ Licence/Passport No: _____

EMERGENCY CONTACT PERSON: _____

ADDRESS: _____ PHONE: _____

RENTAL HISTORY

CURRENT ADDRESS: _____

AGENT / OWNER: _____ PHONE: _____

HOW LONG: _____ RENT PAID: _____

REASON FOR LEAVING: _____

PREVIOUS ADDRESS: _____

AGENT / OWNER: _____ PHONE: _____

HOW LONG: _____ RENT PAID: _____

EMPLOYMENT DETAILS

EMPLOYER: _____ HOW LONG: _____

ADDRESS: _____ PH (Bus): _____

OCCUPATION: _____ INCOME: \$ _____

PREVIOUS EMPLOYER: _____ HOW LONG: _____

BUSINESS/PROFESSIONAL REFERENCES

1. _____ TITLE: _____ PH (Bus): _____

2. _____ TITLE: _____ PH (Bus): _____

NUMBER OF PEOPLE TO OCCUPY: ADULTS: _____ CHILDREN: _____ PETS: _____

TENANCY TO COMMENCE: _____ PERIOD OF TENANCY: _____

RENT PER WEEK \$ _____ BOND (=PCM)\$ _____

SECURITY DEPOSIT MUST BE RECEIVED WITHIN 24 HOURS OF ACCEPTANCE

Bond must be paid by Bank Cheque payable to the Residential Tenancies Bond Authority (RTBA)

Property is offered subject to owners approval – no action shall be taken by the applicant against the landlord and/or the agent should any circumstances arise whereby the property is not available for occupation on the due date.

I/We declare that the information supplied is true & correct & agree that the agent is permitted to make independent inquiries to provide information to the landlord for the purpose of assessing my/our eligibility to rent to property.

SIGNED: _____ DATE: _____ P.T.O.

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TENANT 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 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 it to this office with your tenancy application.

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 65 079 105 025) ("ntd")
- ☐ Other Real Estate Agents & Landlords

Secondary Purpose

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 the Applicant would like to access the personal information the Agent holds, they can do so by contacting:

Cayzer Real Estate Pty Ltd at 330 Montague Street, Albert Park
Phone: 9699 5999 Facsimile: 9690 1289 Email: rentals@cayzer.com.au

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.

SIGNED:..... **DATE:**.....

**PLEASE INCLUDE A COPY OF YOUR DRIVERS LICENCE or
PASSPORT WITH THIS APPLICATION**