

Please ensure ALL FIELDS are completed so we can process your application promptly

RENTAL PROPERTY DETAILS

Address: _____/100 Harbour Esplanade, DOCKLANDS 3008

Rental Amount \$ _____ Bond \$ _____

Payable to **RTBA** (equivalent to 6 weeks rent*)

Preferred Tenancy Start Date: ____/____/____ Term: ____mths

Adults: _____ Children: _____ Age of Children: _____

APPLICATION DETAILS

Title: _____ Family Name / Surname: _____

Given Name(s): _____

Date of Birth: ____/____/____ Home Ph: _____

Work Ph: _____ Mobile Ph: _____

Email Address: _____

Australian Drivers Licence Number: _____

State: _____ Exp Date: ____/____/____

Passport Number (if applicable): _____

Country: _____ Exp Date: ____/____/____

Pension Number (if applicable): _____

Type: _____ Exp Date: ____/____/____

Own a Vehicle? Yes No

Vehicle Make / Model: _____

Vehicle Registration: _____ State: _____

Current Address: _____

_____ Post Code _____

If Rented, Rent Paid: \$ _____ per week

Current Landlord / Agent: _____

Agent / Landlord Phone: _____

Reason for leaving: _____

How long at this address: _____ years _____ months

Previous Address: _____

_____ Post Code _____

How long at this address: _____ years _____ months

Landlord / Agent: _____

Agent / Landlord Phone: _____

Reason for leaving: _____

Current Employer: _____

Position: _____

Full time Part Time Casual

Length of Employment: _____ years _____ months

Net Income per week: \$ _____

Address: _____

_____ Post Code: _____

Contact person: _____ Phone: _____
(If self employed, please list accountants details)

Previous Employer: _____

Position: _____

Length of employment: _____ years _____ months

Address: _____

_____ Post Code: _____

Contact Person: _____ Phone: _____

If you are a student Name of Institution: _____

Faculty / Department: _____

Student Identification No.: _____

Income Source: _____ Net weekly income: _____

If you receive a Centrelink Payment Type of Payment: _____
(Copy of most recent payment statement to be supplied)

Customer Reference Number (CRN): _____

Emergency Contact / Next of Kin

1. Name: _____

Relation to the applicant _____

Address: _____

Home Ph: _____ Mobile Ph: _____

2. Name: _____

Relation to the applicant: _____

Address: _____

Home Ph: _____ Mobile Ph: _____

References (No family or current employment contacts)

1. Name: _____

Relation to the applicant

Address: _____

Home Ph: _____ Mobile Ph: _____

2. Name: _____

Relation to the applicant: _____

Address: _____

Home Ph: _____ Mobile Ph: _____

I declare that the above information is true and correct to the best of my knowledge and agree that the agent may conduct independent evaluation checks and use the information supplied in assessing this application. This application is accepted subject to the availability of the premises on the due date and the owner's approval. Presentation of application does not secure tenancy, should you application be approved please be aware that you are required to secure the property with monies equivalent to one months rent to remove the property from continuous advertising. Monies received are non refundable and will become your first months rent.

***Upon approval of a property greater than \$350.00 per week, a Bond equivalent to 6 weeks rent is required.**

Applicant's Signature: _____ **Date:** ____/____/____

Enclosed with my application I have supplied (please tick the box):

Photo ID (e.g. Drivers Licence / Passport)	<input type="checkbox"/>	Proof of Income (e.g. Bank Statements / Payslips)	<input type="checkbox"/>
Rental Ledger or Proof of Ownership of Property	<input type="checkbox"/>	Written References (if applicable)	<input type="checkbox"/>

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 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 to this office with your tenancy application.

As professional property managers, Victoria Point Docklands collects personal information about you. To ascertain with personal information we have about you, please contact our office.

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.

To carry out this role and during the term of your tenancy, we may disclose your personal information to:

- The Landlord
- The Landlords lawyer
- The Landlords 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 and Landlords

Secondary Purpose

We also collect your personal information to

1. Enable us, or the Landlord's lawyers, to prepare the lease / tenancy documents on the premises.
2. allow organisations / trades people to contact you in relation to maintenance matters relating to the premises
3. Pay / release rental bonds to / from Rental Bond Authorities (where applicable)
4. refer to Tribunals, Courts, and Statutory Authorities (where necessary)
5. refer to Collection Agents / Lawyers (where default / enforcement action is required)
6. 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 NTD, and you do not consent to the uses to which we put personal information; we cannot properly assess the risk to our client, or carry out our duties as professional property managers. Consequently, we may not provide you with the lease / tenancy of the premises.

NTD Disclosure Statement

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

Telephone: 03 9610 4996
Facsimile: 03 9620 7339
Email: kim@ntd.net.au
In Person: Level 7, 477 Collins Street
Melbourne, VIC 3000
Mail: P.O Box 156, Collins Street West,
Melbourne VIC 8007
Visit Website: www.ntd.net.au

Primary Purpose

NTD collects your personal information to provide to its members historical tenancy and public record information on individuals and companies who which lease residential and commercial property from or through licensed 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 tenant history.

NTD usually discloses information to

- Licensed real estate members
- NTD's parent company, Collection House Limited (ABN 74 010 230 716) and its subsidiaries
- Credit Bureaus

I acknowledge that I have read and understood this privacy statement.

Signed: _____

Print Name: _____

Date: _____