

APPLICATION FOR TENANCY



How did you find out about this property?

Fletchers' Reputation Past Client Signage Rental List Walk-in enquiry Friend
 Internet (please specify site): realestateview.com.au realestate.com.au Domain Fletchers
 Other (please specify)

<i>Rental Property</i>	Address:.....		
<i>Tenancy Requirements</i>	Commencement	Term	Rent \$ pw
<i>Applicants Full Name</i>	Name:..... Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/> Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>		
<i>Contact No.'s</i>	☎(AH):..... (BH):..... ☎(Mobile):..... (Email)		
<i>Present Address</i>	Address:..... Reason for leaving:..... How long have you lived at this address?: Weekly rent paid: \$ Name of Landlord/Agent/Property Manager: ☎(AH):..... (BH):.....		
<i>Previous Address</i>	Address:..... Reason for leaving:..... How long did you live at this address?: Weekly rent paid: \$ Name of Landlord/Agent/Property Manager: ☎(AH):..... (BH):.....		
<i>Current Employment</i>	Occupation:..... Employers name: Position held:..... Length of employment?: Net income per week:.....Contact name: ☎(BH).....		
<i>Previous Employment</i>	Occupation:..... Employers name: Position held:..... Length of employment?: Net income per week:.....Contact name: ☎(BH).....		

<i>If Self Employed</i>	Business Name:		Type of Business:
	Position Held:		Address:
	Accountants Name:		☎ (BH)
	Please provide a letter from your accountant confirming your income and Company status. This is a must.		
	Solicitors Name:		☎ (BH)
<i>Personal Details</i>	Drivers Licence No.:		Expiry Date:
	Date of Birth:		Marital Status:
	Occupants: Adults (No.):		Children & Ages:
	Pets: Cat <input type="checkbox"/> Dog <input type="checkbox"/> Type: Outdoor <input type="checkbox"/> Indoor <input type="checkbox"/>		
<i>Next of Kin (in case of emergency)</i>	Name:.....		
	Address:.....		
	Relationship ☎(AH):..... (BH):.....		
	Email Address.....		
<i>Personal References (no relatives)</i>	Name		Occupation
			☎ (BH)
<i>Bond Contribution</i>	Name		Amount \$
	Name		Amount \$
	Name		Amount \$

I confirm the following:-

- During my inspection of this property I found it to be in a reasonably clean condition Yes / No
- If "No" I believe the following items should be attended to prior to my tenancy commencing.

I acknowledge that these items are subject to Owner's approval

.....

- 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. No action will be taken against the Landlord or Agent if the Applicant is unsuccessful or upon acceptance should the premises not be ready for occupation on this date for whatever reason.
- The Tenant is responsible for the connection and payment of gas, electricity, telephone and water consumption. I/We hereby acknowledge and authorise Fletchers to conduct independent reference and credit checks.

Applicant Tenants Signature:.....Date.....

TENANCY PRIVACY STATEMENT

Due to recent changes in the Privacy laws from December 21st, 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 time to read this Privacy Statement carefully and once completed, return it to our office.

As professional Property Managers Fletchers collects personal information about you. To ascertain what personal information we have about you, you may contact us.

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/insurers
- ▶ Referees you have nominated
- ▶ Organisations/Tradespeople required to carry out maintenance to the premises
- ▶ Rental Bond Authorities
- ▶ Residential Tenancy Tribunals/Courts
- ▶ Mercantile Agents
- ▶ National Tenancy Database Pty Ltd (ABN 65 079 105 025) ("NTD")
- ▶ Other Real Estate Agents and Landlords

Secondary Purpose

We also collect our personal information to

1. Enable us, or the Landlord's lawyers, to prepare the lease/tenancy documents on the premises.
2. Allow organisations/tradespeople 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 auction is required).
6. Provide confirmation details for organisations contacting us on your behalf ie banks, utilities, 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 your 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") and ask for access to any of your personal information stored on the database by:

Telephone: (03) 9610 4996
Facsimile: (03) 9620 7339
Email: kim@ntd.net.au
In Person: Level 7, 477 Collins Street, Melbourne
Postal Address: P.O. BOX 156 Collins Street West, Melbourne 8007
Visit website: www.ntd.net.au

Proof of identity will be required, i.e. photo, licence, passport, etc.

Primary Purpose

NTD collects your personal information to provide to its members historical tenancy and location 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 agent members
- NTD's parent company, Collection House Limited (ABN 74 010 230 716) and its subsidiaries
- Credit Bureaus

Signed by the Tenant:

(Signature)

(Print Name)

Date

Month

Year



RENTAL APPLICATION GUIDELINES

An important message to all prospective tenants

- Please be assured that all information provided in your application will remain confidential and not discussed with any other party with the exceptions of the owner and as required for the purpose of processing your application.
- Please allow one business day to process your application. Processing does not always take this long, however, the property owner must be consulted prior to the decision being made and they are not always immediately accessible. Delays may also be incurred if the application is not completed correctly.
- For identification purposes, please supply a photocopy of your current drivers licence or passport.
- How to calculate the monthly rental payable

Weekly rental/7 days of the week x 365 days of the year/12 months

Note: Monthly rental is calculated to the next dollar

- Within 24 hours upon confirmation of approval you will be required to sign a lease and pay the first month's rent and bond by either bank cheques or money orders in our office. Failure to do so may result in the next applicant being given preference or the property re-listed.
- All future rental payments are only accepted by direct debit from either a cheque or savings. If you are successful please ensure you bring a bank statement to confirm correct bank account details to the sign up as you are required to complete a direct debit authorization form at this point.
- It is your responsibility to arrange to have all services connected in your name to coincide with your date of occupation. Please see information sheet given once deposit has been paid.
- Ask for help if you are not sure. Rental property management is an important part of our business. We are conscious of developing a professional relationship with all of our tenants. We are here to help you. If you are unsure or concerned about any aspect of this application, your call is welcome.