

(One application per person intending to occupy rented premises)

1. TENANT CHECKLIST

ALL REQUIREMENTS MUST BE COMPLETED BEFORE APPLICATION PROCESSED.

- All questions answered
- Declaration Signed
- Privacy Statement Signed
- Drivers License/ Passport/ KEY PASS ID/ Medicare or Health Care Card can be supplied
- Agree to pay bond *within 24 hrs* if approved
- Inform all referees that you have applied for a rental property and checks will be conducted.

➤ **NO APPLICATION WILL BE PROCESSED UNLESS PHOTO IDENTIFICATION IS SUPPLIED**

(Please make sure copies of identification is clear and legible if faxing)

➤ **Application will be processed approximately 24 to 48 hrs. We will call you with the outcome.**

2. Property Applying For:

Property Manager: _____ Date of Occupation: _____

Weekly Rental \$ _____

Bond \$ _____

Term _____

➤ Do you have any pets?
 No Yes, please specify

➤ Number of People to Occupy Rented Premises?

Adults _____ Children _____

Ages (if applicable) _____

3. Personal Details:

Title: Dr Mr Mrs Ms Miss

First Name _____

Surname _____

Date of Birth _____ Sex Male Female

License Number/ (Inc State) _____ Passport: _____

Work Telephone: _____ Mobile: _____

Email _____

Car Registration _____ Make/ Model _____

4. Next of Kin

First Name _____ Surname _____

Telephone _____ Mobile _____

Address _____

Relationship _____

5. Rental History

Current Address:

_____ Postcode _____ State _____

Agent _____

Property Manager: _____ Agent's Telephone: _____

Rental Per week \$ _____ Term: _____

Reason for Leaving _____

Previous Address:

_____ Postcode _____ State _____

Agent _____

Property Manager: _____ Agent's Telephone: _____

Rental Per week \$ _____ Term: _____

6. References

1) Name & Surname _____

Relationship _____ Telephone/ Mobile _____

2) Name & Surname _____

Relationship _____ Telephone/ Mobile _____

3) Name & Surname _____

Relationship _____ Telephone/ Mobile _____

Please complete next page →

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IF A STUDENT

Place of Study

Course Undertaken

Student Id

Campus contact (To confirm status) Telephone (Must be a landline)

7. Employment Details

Current Employer:

Position Held

Employer Contact: Telephone: (Must be a Landline)

Employment Length Annual Income (per annum)

years

months

\$

Previous Employer:

Position Held

Employer Contact: Telephone: (Must be a Landline)

Employment Length Annual Income (per annum)

years

months

\$

Self Employed:

Name of Organisation

Type of Business

Address:

Postcode

State

ABN (Application will not be processed if not supplied)

Position Held within Company

Accountant/ Solicitor Contact: Telephone: (Must be a Landline)

Years Business operating Anticipated Annual Income

years

months

\$

8. Where did you hear about the property?

- The Age
- Internet If so, which one
- In Office
- Other

Office Internal Tenancy Checks Notes

RENTAL HISTORY

Current:

Previous

Routine Inspection

Payment History

VCAT Record YES NO

NTD Check YES NO

NOTES

EMPLOYMENT HISTORY

CURRENT:

Notes:

PREVIOUS:

Notes:

9. Application Information

Your application will be processed as soon as possible, usually 24 to 48 hrs. We thank you for your tenancy application.

- **If your application is successful**, you will be required to pay Bond being equivalent to one month's rent by either bank cheque or money order payable to the Residential Tenancies Bond Authority (RTBA). It is important that your payment is received within 24 hours of such notification or the next applicant may be given preference or the property re-listed.
- **We have a common rent date of the 20th of each month.** Therefore, your 2nd rental payment will be an adjusted amount, which your Property Manager will advise you of. Thereafter, each month a full month's rent will be payable on the 20th of each month in advance.
- **Any appointment should be organized with our office** to sign the leases and pay the balance of monies due (rent) by either, bank cheque or money order.
- **Remember it is your responsibility to have all services** (such as telephone, gas, electricity and water) **connected** in your name to coincide with your date of occupation. It is also the tenant's responsibility to insure their possessions. The landlord's insurance policy does not cover your personal possessions.

PLEASE NOTE: Your application is regarded as a confidential document. If your application has been unsuccessful it will be destroyed.

Please complete next page →

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10. Declaration

I acknowledge that I have read and understood this privacy statement and I consent to the collection and use of my personal information for the above purposes, the purpose of processing my application and, in addition, I consent to the referees nominated on my application to provide you with such information as you may reasonably require.

PLEASE SIGN HERE →

SIGN & DATE

PRINT NAME

11. 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, Chisholm & Gamon Property 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, in providing you with the lease/tenancy of the premises.

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

- The Landlord
- The Landlord's lawyer
- The Landlord's mortgagee
- Referees you have nominated
- Organisations/ Trades people required to carry out maintenance to the premises
- Rental Bond Authorities
- Residential Tenancy Tribunal / Courts
- Collection Agents
- National Tenancy Database Pty Ltd (ABN 65 079 105 025) (NTD)
- Other Real Estate Agents and Landlords

If your personal information is not provided to us and NTD and you do not consent to the uses in 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 lease/tenancy of the premises.

SECONDARY PURPOSE:

We also collect your personal information to: Enable us, or the landlord's lawyers, to prepare the lease/tenancy documents on the premises. Allow organizations/trades people to contact you in relation to maintenance matters relating to the property. Pay / release rental bonds to/from Rental Bond Authorities (where applicable) Refer to Tribunal Courts, and Statutory Authorities (where necessary) Refer to Collection Agents/Lawyers (where default/enforcement action is required). Provide confirmation details for organizations contacting us on your behalf i.e. - Banks, Utilities (Gas, Electricity, Water, Phone), Employers etc.

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 properties from or through licensed real estate agent members of NTD. NTD also provides credit information on companies/directors applying for commercial lease. 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 disclosure information to:

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

PLEASE SIGN HERE →

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

SIGN & DATE

PRINT NAME

RESIDENTIAL TENANCIES ACT 1997

Section 439C

NOTICE OF USUAL USE OF DATABASE

Important information for the person filling-in this Notice

You must complete this Notice and give it to the applicant when the application for the tenancy agreement is made, whether or not you intend to use the residential tenancy database(s) for deciding whether a tenancy agreement should be entered into with the applicant.

The name(s) of the residential tenancy database(s) the landlord usually uses, or may use, for deciding whether a tenancy agreement should be entered into with a person are as follows:

Residential tenancy database:

NATIONAL TENANCY DATABASE PTY LTD (NTD)

How to contact and obtain information from the operator of this database:

PO BOX 13294 GEORGE STREET, BRISBANE VIC 4003

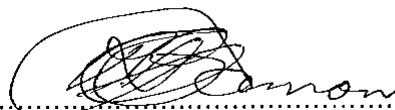
Tel: 1300 563 826 Fax: 07 3009 0619

Email: info@ntd.net.au Website: www.ntd.net.au

Why does the landlord use a residential tenancy database?

The reason the landlord uses a residential tenancy database is for checking an applicant's tenancy history.

Dated: / / 20



BRETT GAMON
Landlord/ Landlord's agent

Applicant(s)

(NB: make a photocopy of this completed Notice and attach it to the tenancy application)