

# Residential Tenancy Application Form



**LEO O'BRIEN**  
PROPERTY

**Agent:**  
 Leo O'Brien Property  
 191-193 Raymond Street, SALE VIC 3850  
 Phone: (03) 5144 1888  
 Fax: (03) 5144 2288  
 Email: [sales@leobrienproperty.com.au](mailto:sales@leobrienproperty.com.au)  
 Website: [www.leobrienproperty.com.au](http://www.leobrienproperty.com.au)

**Property:**  
 Property to be leased  
 \_\_\_\_\_  
 \_\_\_\_\_

Preferred commencement date  
 Day  Month  Year

Lease Term  
 Years  Months

Rental  
 \$  Per week

Bond  DOH Bond (if applicable)

Bond Amount to be contributed by you; e.g. 100% or 50%  
 %

**Applicant's Details**

Mr  Mrs  Ms  Miss  Dr Other \_\_\_\_\_

Surname

Given Names (including Middle Names)

Date of Birth  Home Phone No

Mobile Phone No  Fax No

Email Address

Drivers Licence No  Drivers Licence Expiry

Drivers Licence (State)  Passport No

Passport Expiry  Passport (Country)

Other Applicant's Name

*Note: Each Applicant must complete a separate application form*

How many tenants will occupy the premises?  
 Adults  Children

Advise ages of children \_\_\_\_\_

**Identification :**

Please provide at least 50 points of identification

Driver's Licence 50 points	Passport 50 points
Utilities Account 30 points	Student ID card 50 points
Medicare card 20 points	Concession/pension Card 20 points

**Application History:**

**Current Address**  
 \_\_\_\_\_  
 \_\_\_\_\_

How long have you lived at this address  
 Years  Months

If renting, rent paid  
 \$  Per week

Agent/Landlord  
 \_\_\_\_\_

Agent/Landlord Telephone  
 \_\_\_\_\_

Reason for leaving:  
 \_\_\_\_\_

**Previous Address:**  
 \_\_\_\_\_  
 \_\_\_\_\_

How long have you lived at this address  
 Years  Months

If rented, rent paid:  
 \$  Per week

Agent/Landlord:  
 \_\_\_\_\_

Agent/Landlord Telephone  
 \_\_\_\_\_

Reason for leaving  
 \_\_\_\_\_

**Employment History:**

Current Employer  
 \_\_\_\_\_

Occupation  
 \_\_\_\_\_ Full time  Part time  Casual

Employer's Address  
 \_\_\_\_\_

Contact Name  Phone No

Length of Employment  
 Years  Months

Net weekly income \$  Other Net Weekly Income eg investments \$

**Employment History (continued)**

Previous Employer  
[ ]

Occupation  
[ ] Full time  Part time  Casual

Employer's Address  
[ ]

Contact Name [ ] Phone No [ ]

Length of Employment  
Years [ ] Months [ ]

Net monthly income \$ [ ] Other Net Income \$ [ ]

**Self Employed (if applicable):**

Business Name  
[ ]

Business Address  
[ ]

ABN [ ] Business Phone No [ ]

Average Income \$ [ ] Per week

Business Email Address  
[ ]

**Student (if applicable):**

Institution Name  
[ ]

Institution Address  
[ ]

Course Name [ ] Course Length [ ]

Campus Contact [ ] Phone No [ ]

Income per week [ ] Student ID [ ]

Please provide details of your parent/guardian:-

Name/s  
[ ]

Phone Nos  
[ ]

**Centrelink Payments (if applicable):**

If you receive payments from Centrelink please complete the following:-

Type of Benefits received:  
[ ]

Total Net Income received per fortnight:  
\$ [ ] Per fortnight

Note: a copy of your current Statement must be provided

**Other Information:**

Car Registration No  
[ ]

Pets: Yes  No  Number of Pets [ ]

Breed [ ] Indoor  Outdoor

Do you or any other intending applicant/occupant smoke?  Yes  No

Do you have any pending applications on other properties?  Yes  No

Has your tenancy been terminated by a landlord or a property manager?  Yes  No

Have deductions ever been made from your bond?  Yes  No

Are you in debt to another landlord or agent?  Yes  No

How did you find out about this property?

Sign Board  The internet  Local paper  Other .....

Do you intend to keep any of the following items on the premises?

Boats  Yes  No Caravans  Yes  No  
Trucks  Yes  No Trailers  Yes  No  
Tractors  Yes  No Heavy Machinery  Yes  No

**Rental References:**

Name of Reference No 1  
[ ]

Position [ ] Phone No [ ]

Name of Reference No 2  
[ ]

Position [ ] Phone No [ ]

**Emergency Contact:**

Full Name  
[ ]

Address  
[ ]

Relationship to you [ ] Phone No [ ]

**Additional Notes (if applicable)**

[ ]  
[ ]  
[ ]  
[ ]  
[ ]  
[ ]  
[ ]  
[ ]

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.

Applicant's signature .....

**Privacy Act 1988**  
**APP privacy policy for applicants for a residential tenancy**

If you are an individual providing your personal information or your sensitive information to enable the annexed Tenancy Application Form to be completed by doing so you consent to the real estate agency requesting the information and attending to the completion of the Application collecting, holding, using and disclosing it for the primary purposes and the secondary purposes set out below.

The primary purposes are: in relation to and in connection with verifying your identity and in the evaluation of your application and in doing so the estate agency may disclose the information to the landlord and those persons or entities named in the Application and to other third parties reasonably considered by the estate agency as relevant to the evaluation of your application. If your application is successful, the information (or parts of it as may be appropriate in the circumstances) may also be disclosed to individuals or entities with whom the estate agency needs to have contact in the management of your tenancy in accordance with good agency practice.

The secondary purposes are: to provide details of your tenancy (but not your name or that of your employer) to the REIV or realestateview.com.au Ltd or both for the purpose of documenting and creating data in relation to and in connection with residential lettings for the benefit of members of the REIV, others in property or related industries, and the public; direct marketing, telemarketing or both; advising you of properties the estate agency may have for sale or lease and which the estate agency considers may be of interest to you; complying with the law.

The estate agency will hold your personal information and sensitive information in hard copy or in electronic form, or both.

The estate agency can be contacted between 9.00am and 5.00pm Monday to Friday (excluding public holidays) to provide access to you to update or seek correction of your personal information and sensitive information or to advise that you have withdrawn your consent to the use of your personal information, sensitive information, or both for the primary or secondary purposes or both of them. The estate agency's contact details will be provided to you at the time the Application is completed.

If you consider the estate agency has breached the Australian Privacy Principles you may complain to it by letter, fax or email. The estate agency will promptly consider and attempt to resolve it with you in a timely manner. If your complaint cannot be resolved, you may refer it to the Office of the Australian Information Commissioner GPO Box 5218, Sydney, NSW 2001 or [enquiries@oaic.gov.au](mailto:enquiries@oaic.gov.au)

The estate agency is unlikely to disclose your personal information or sensitive information (if any) to overseas recipients.

The main consequences for you if all or part of your personal information or sensitive information (if any) is not provided is that your Application may not be able to be considered.

I/WE \_\_\_\_\_

Acknowledge that I/We have read and understood the contents of this Privacy Collection Notice.

\_\_\_\_\_  
(Applicant(s) to sign)

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**UTILITY CONNECTIONS**



**P 1800 275 369**

Foxie is a FREE service and in one brief phone call, your connections are organised on the offers that are right for you. No obligation, no more running around, no more phone calls.

Foxie will contact you to arrange your utilities connections. You will be advised of any associated terms and conditions, including any standard connection fees that may apply. Once you have chosen your utility provider, Foxie may then need to disclose your personal information to the selected utility company. Foxie and your Agent may receive a benefit for arranging your services.

Foxie and your Agent are unable to accept responsibility for any delay or failure to connect your utility services.

Foxie is committed to protecting the confidentiality of your personal information and will at all times handle your personal details in accordance with Foxie's privacy policy available on the Foxie website. Contact Foxie at [www.foxie.com.au](http://www.foxie.com.au) or call 1800 275 369.

By signing this application, I consent to my Agent referring my information to Foxie

**DECLARATION**

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent.

Should this application be accepted by the landlord I agree to enter Into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of 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 personal information from:

- (a) The owner or the Agent of my current or previous residence;
  - (b) My personal referees and employer/s;
  - (c) Any record listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history;
- I am aware that I may access my personal information by contacting -

- NTD: 1300 563 826
- TICA: 1902 220 346
- TRA: (02) 9363 9244

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow tradespeople or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with NTD (National Tenancies Database)
- (h) transfer water account details into my name

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.

Signature

Date