

# Residential Tenancy Application Form

Agent:	
Leo O'Brien Property 191-193 Raymond Street, SALE VIC 3850 Phone: (03) 5144 1888 Fax: (03) 5144 2288 Email: <a href="mailto:sales@leobrienproperty.com.au">sales@leobrienproperty.com.au</a> Website: <a href="http://www.leobrienproperty.com.au">www.leobrienproperty.com.au</a>	
Property:	
Property to be leased <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>	
Preferred commencement date Day <input style="width: 40px;" type="text"/> Month <input style="width: 40px;" type="text"/> Year <input style="width: 40px;" type="text"/>	
Lease Term Years <input style="width: 40px;" type="text"/> Months <input style="width: 40px;" type="text"/>	
Rental \$ <input style="width: 80px;" type="text"/> Per week	
Bond <input style="width: 80px;" type="text"/> DOH Bond (if applicable) <input style="width: 80px;" type="text"/>	
Bond Amount to be contributed by you; e.g. 100% or 50% <input style="width: 80px;" type="text"/> %	
Applicant's Details	
<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr Other _____	
Surname <input style="width: 100%;" type="text"/>	
Given Names <input style="width: 100%;" type="text"/>	
Date of Birth <input style="width: 100%;" type="text"/>	Home Phone No <input style="width: 100%;" type="text"/>
Mobile Phone No <input style="width: 100%;" type="text"/>	Fax No <input style="width: 100%;" type="text"/>
Email Address <input style="width: 100%;" type="text"/>	
Drivers Licence No <input style="width: 100%;" type="text"/>	Drivers Licence Expiry <input style="width: 100%;" type="text"/>
Drivers Licence (State) <input style="width: 100%;" type="text"/>	Passport No <input style="width: 100%;" type="text"/>
Passport Expiry <input style="width: 100%;" type="text"/>	Passport (Country) <input style="width: 100%;" type="text"/>
Other Applicant's Name <input style="width: 100%;" type="text"/>	
<i>Note: Each Applicant must complete a separate application form</i>	
How many tenants will occupy the premises? Adults <input style="width: 40px;" type="text"/> Children <input style="width: 40px;" type="text"/>	
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	
<input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>	
How long have you lived at this address Years <input style="width: 40px;" type="text"/> Months <input style="width: 40px;" type="text"/>	
If renting, rent paid \$ <input style="width: 80px;" type="text"/> Per week	
Agent/Landlord <input style="width: 100%;" type="text"/>	
Agent/Landlord Telephone <input style="width: 100%;" type="text"/>	
Reason for leaving: <input style="width: 100%;" type="text"/>	
Previous Address:	
<input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>	
How long have you lived at this address Years <input style="width: 40px;" type="text"/> Months <input style="width: 40px;" type="text"/>	
If rented, rent paid: \$ <input style="width: 80px;" type="text"/> Per week	
Agent/Landlord: <input style="width: 100%;" type="text"/>	
Agent/Landlord Telephone <input style="width: 100%;" type="text"/>	
Reason for leaving <input style="width: 100%;" type="text"/>	
Employment History:	
Current Employer <input style="width: 100%;" type="text"/>	
Occupation <input style="width: 100%;" type="text"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Casual <input type="checkbox"/>	
Employer's Address <input style="width: 100%;" type="text"/>	
Contact Name <input style="width: 100%;" type="text"/>	Phone No <input style="width: 100%;" type="text"/>
Length of Employment Years <input style="width: 40px;" type="text"/> Months <input style="width: 40px;" type="text"/>	
Net weekly income \$ <input style="width: 80px;" type="text"/>	Other Net Weekly Income eg investments \$ <input style="width: 80px;" type="text"/>

**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



# on the move

**A Free Service** to connect your utilities. We will reduce your stress and save you time by arranging your utility connections. We will contact you within 2 hours.

**ELECTRICITY / GAS / TELEPHONE / BROADBAND / FOXTEL**

Ph: 1300 850 360 Fax: 1300 661 160

- YES!!** I would like On The Move to contact me to arrange my utility connections.
- WATER** (standard connection with all applications)

## CONNECT UTILITIES in 10 minutes



- ✓ **FREE:** It doesn't cost a cent for customers to arrange their utilities with *On The Move* - they only pay the standard connection fee they would normally pay with suppliers.
- ✓ **CONVENIENT:** Avoid spending hours on the phone in endless call queues with suppliers when we can do it all in a single call.
- ✓ **EASY:** We work with some of Australia's leading utility suppliers and offer competitive products and deals.

**Terms & Conditions** - By ticking the box above you are consenting to On The Move contacting you to arrange your services. On The Move may need to disclose personal information to utility companies to arrange your services. On The Move and your agent may receive a benefit for arranging your services.