TENANCY APPLICATION FORM

One form per person

Love Real Estate Reservoir
307 Spring St
Reservoir, VIC 3073
Ph: (03) 9460 6511
Fax: (03) 9460 4452
Web: www.loverealestate.com.au

REFERENCES TO SUPPORT YOUR APPLICATION
POINTS 1 AND 2 ARE NECESSARY
ALL APPLICATIONS MUST BE FULLY COMPLETED WITH PHOTOCOPIED IDENTIFICATION AND REFERENCES ATTACHED. INCOMPLETE APPLICATION WILL NOT BE ACCEPTED.
1. PHOTO ID SUCH AS: DRIVERS LICENCE OR PASSPORT.
2. INCOME: WAGE SLIP OR CENTERLINK STATEMENT/BANK STATEMENT.
3. WRITTEN WORK REFERENCES IF WAGE SLIP NOT AVAILBLE.
4. WRITTEN RENTAL REFERENCE FROM CURRENT AGENT OR LANDLORD, OR
5. PHONE NUMBER AND ADDRESS OF CURRENT LANDLORD/OWNER OWNER AND PREVIOUS LANDLORD IF AVAILABLE
6. CHARACTER REFERENCES IF AVAILABLE.

FOR YOUR BENEFIT IT IS ADVISED THAT YOU INCLUDE AS MUCH DOCUMENTATION POSSIBLE TO SUPPORT YOUR HISTORY AND CURRENT SITUATION WITH YOUR APPLICATION.

PLEASE NOTE: Once application is accepted first payments of Rent and Bond must be made by money order or bank cheque within 24 hours of acceptance. Bond cheque is to be made payable to the RTBA on a separate cheque - one cheque for both payments will not be accepted. ALL APPLICATIONS ARE DESTROYED VIA SHREDDING MACHINE IF NOT APPROVED.

Property Details

Property Address: _____

Preference No. 2: _____

Suburb: _____ Post Code: _____

Have you viewed the property? YES NO

Rental $ _____ pw $ _____ pcm Bond $ _____

Commencement Date: / /
(Please enter a realistic date - ASAP is not acceptable)

Lease Term: 6mths 12mths Other: _____

Number of proposed occupants: Adults: _____ Children: _____

Age of children: _____

Pets: YES NO Type: _____

Personal Details

Title: Dr Mr Mrs Ms Miss

Date of Birth: / /

Surname: _____

Given Names: _____

Driver's Licence no. _____ State: _____ Exp: /

Car Registration no. _____

Make/Model: _____

Passport no. _____

Pension no. _____

Pension Type: _____

Medicare no. _____

Contact Details

Current Address: _____

Suburb: _____ Post Code: _____

Home Phone no: _____

Work Phone no: _____

Mobile Phone no: _____

Email Address: _____

Social Security Benefits (If applicable)

Type

$ Per Week $ Per

Employment Details / Student Details

Current Employer: _____

Occupation: _____ Full time/Part time/Casual

Address: _____

Phone no: _____

Contact Person: _____

Net Income: _____ per week _____

Length of Employment: _____

Previous Employment

Previous Employer: _____

Occupation: _____ Full time/Part time/Casual

Address: _____

Phone no: _____

Contact Person: _____

Net Income: _____ per week _____

Length of Employment: _____

If self-employed, please complete the following

Company Name _____

Compnay Address _____

Suburb _____ Post Code _____

Business Type _____

Position Held _____

ABN _____

Accountant Name _____ Ph: _____

Solicitor Name _____ Ph: _____

If student please complete the following

Place of Study _____

Course _____

Course Length _____

Enrolment No. _____

Parents Name: _____ Ph: _____

Campus Contact _____ Ph: _____

Course Coordinator Name _____

Income _____

Parents Overseas Address _____

Current Situation

Are you the ☐ Owner ☐ Renter

Are you a current tenant of Love Real Estate? ☐ YES ☐

Which office? _____

How long have you lived at your current address?

Years _____ Months _____

Name of Landlord/Agent _____

Phone No. _____

Rent Paid per Month _____

Reason for Leaving _____

Was Bond Repaid in Full? ☐ YES ☐ NO

If No, Please Specify _____

Previous History

Were you the ☐ Owner ☐ Renter

Previous Address _____

Suburb _____ Post Code _____

How long did you live at your previous address?

Years _____ Months _____

Name of Landlord/Agent _____

Phone No. _____

Rent Paid per Month $ _____

Reason for Leaving _____

Was Bond Repaid in Full? ☐ YES ☐ NO

If No, Please Specify _____

References / Contacts

Two Personal references (not related)

1. Name: _____

Relationship: _____

Phone no: _____ Mobile: _____

2. Name: _____

Relationship: _____

Phone no: _____ Mobile: _____

Emergency Contact: (Not husband / wife / de facto)

Name: _____

Relationship: _____

Address: _____

Phone no: _____

Mobile no: _____

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: _____

Utility Connection Service

Direct Connect
make a connection

This is a free service that connects all your utilities

if you have ticked any of the utilities for connection, please sign below.

Once we have received this application we will call you to confirm your details

Direct connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this Application to confirm the information on this Application and explain the details of the services offered. Direct Connect is a utility one stop connection service.

Please tick utilities as required

Electricity ☐ Gas ☐ Water ☐ Phone ☐ Internet ☐ Pay TV ☐

DECLARATION AND EXECUTION: By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue **[for a period of 1 year from the date of our/my execution of this application/until [28] days after we/I disconnect the last of the services in respect of which this application is made]**; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or

By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.

SIGNATURE: _____ DATE: _____ PROP MANAGER: _____

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 Principals 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 we collect personal information about you. To ascertain what personal information we have about you, you should contact:

Your local Love Real Estate Agency - www.loverealestate.com.au

Primary Purpose

As professional property managers, we collect 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 lawyer
- The Landlord's mortgage
- Referees you have nominated
- Rental Bond Authorities
- Residential Tenancy Database (ABN 65 079 105 205)
- Organisations/Trades people required to carry out maintenance to the premises

Secondary Purpose

We also collect your personal information to:

1. Enable us, or the Landlord's Lawyer to prepare the lease/tenancy documents for the premises.
2. Allow organizations/trades people to contact you in relation to maintenance matters relating to the premisies.
3. Pay/release rental bonds to/from Rental Bond Authorities (Where applicable)
4. Refer to Tribunals, Courts and Statutory Authorities (where applicable)
5. Refer to Collection Agents/Lawyers (where default enforcement actions are required)
6. Provide confirmation details for organizations contacting us on your behalf. i.e. banks, Direct Connect, utility companies, employers.

If your personal information is not provided to us, 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 then cannot provide you with the lease/tenancy agreement of the premises.

TICA Disclosure Statement

You can contact TICA Default Tenancy Control Pty Ltd (ACN :087400379, ABN : 84087400379) on:
Email: membership@tica.com.au Web: www.tica.com.au,
Po Box 120, Concord, NSW 2137 Ph: 02 97431800 Fx: 02 97434844

Primary Purpose
TICA collects your personal information to provide to its members and others listed below, historical tenancy and public record information on individuals and companies who/which lease residential and commercial property from or through licenced real estate agent members of **TICA.**
TICA 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 tenancy history.

TICA usually discloses information to:

- Licenced real estate agent members
- Credit Bureaus

If your personal information is provided to ntd, the real estate agent/property manager will be able to carry out their professional responsibilties and will be able to provide you with lease/tenancy of the premises.

Signed by the applicant: **Signature** _____ **Print Name** _____

Date _____ **Witness** _____