

TENANCY APPLICATION FORM

ABN 49 286 916 139 Phone 03 9523 9444
 Address 261-263 Glenhuntly Rd Fax 03 9523 9433
 Elsternwick VIC 3185 Email elsternwick@bigginScott.com.au

WE DELIVER...

PROPERTY ADDRESS			
Rent – Weekly	Start Date	Bond	Term of Lease
APPLICANT NAME IN FULL Mr Mrs Miss Ms Dr			
DOB	Email Address		
Phone (BH)	Phone (AH)	Mobile	
IDENTIFICATION Drivers Lic No. / Passport No. / Student I.D.			State Exp
No. of Occupants in New Property	(Adults)	(Children)	Ages
Car Make	Model	Rego	
No. of Pets	Types of Pets		

Property Manager
 Date
 Number of applicants for this property?
 Other applicants names:

CURRENT ADDRESS	Are you the	<input type="checkbox"/> Owner	<input type="checkbox"/> Renter	<input type="checkbox"/> Sharing	<input type="checkbox"/> Living with parents?
Your Address	Current rental \$				
Reason for leaving	Occupied From		To		
Landlord/Agent Contact	Phone				

PREVIOUS ADDRESS	Were you the	<input type="checkbox"/> Owner	<input type="checkbox"/> Renter	<input type="checkbox"/> Sharing	<input type="checkbox"/> Living with parents?
Your Address	Current rental \$				
Reason for leaving	Occupied From		To		
Landlord/Agent Contact	Phone				

CURRENT OCCUPATION	Position	Phone (BH)
Company Name	Contact	
Company Address	Phone No.	
Employed	Years	Months
Net Income \$ (PW)		Other Income

PREVIOUS/OTHER OCCUPATION (circle)	Position	Phone (BH)
Company Name	Contact	
Employer's Address	Phone No.	
Employed	Years	Months
Net Income \$ (PW)		Other Income

SELF EMPLOYED	Company Name
Company Address	ABN
Business Type	Position Held
Accountant's Name	Occupation
Solicitor's Name	Phone
	Phone

CENTRELINK	Payment Type	Amount	Fortnightly / Weekly / Monthly.....
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PROFESSIONAL REFERENCE	Name Occupation / Relationship and Phone Number (eg Accountant / Solicitor / Bank Manager)		
1. Ref Name	Occ / Rel		
Phone (BH)	Phone (AH)		
2. Ref Name	Occ / Rel		
Phone (BH)	Phone (AH)		

EMERGENCY CONTACT	Parents / Siblings - Must be a relative		
1. Name	Relationship		
Address			
Phone (BH)	Phone (AH)	Mobile	
2. Name	Relationship		
Address			
Phone (BH)	Phone (AH)	Mobile	

DISCLAIMER	I confirm the following: (please circle 1, 2 or 3)
1.	During my inspection of this property I found it to be in relatively clean condition. OR
2.	I believe the following items should be attended to prior to my tenancy commencing. I acknowledge that these items are subject to the owner's approval. OR
3.	I require the following items and additional amendments to the property:

To process your application we require 100 points of ID (copies):	
Drivers Licence	70
Passport	70
Student ID	20
Bank Statement	30
Pay Slip	30
Birth Certificate	30
Rate/Utility Acc.	30
Medicare Card	30

Continued overleaf PTO

FREE UTILITY CONNECTION SERVICE



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 of receiving the application from your Real Estate.

Ph: 1300 850 360 Fax: 1300 661 160

ELECTRICITY / GAS / TELEPHONE / INTERNET / FOXTEL

YES!! I would like *On The Move* to contact me. **Water** (Standard connection for all applications)

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. Please see On The Move's Privacy Policy at www.onthemove.com.au. On The Move and your Agent may receive a benefit for arranging your services. On The Move and your Agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees and bonds may apply.

DECLARATION

I acknowledge that my application is subject to the owners' 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.

I agree, unless otherwise noted upon commencement the property will be in the same condition as upon my inspection.

Biggin & Scott make no representation to the availability of parking permits, enquiries must be made by me as a prospective tenant to the local council.

I agree that if this application is successful, I am required to pay one month's rent prior to the signing of the Lease Agreement within 24-48 hours of approval. The commencement date of this lease agreement indicates my rental pay date and after this first payment, I am obliged to pay each monthly rental payment in advance to that specified and agreed rental payment date. I am also required to pay the equivalent of one (1) month's rent on or prior to the signing of the

Lease Agreement which will be considered as the bond and will be forwarded to the Residential Tenancies Bond Authority until the termination of the Lease Agreement.

I, the above-mentioned applicant solemnly declare that the information contained in this application form is true and correct. I understand that making false statements is punishable by law and I shall notify the agent of any changes to this information immediately. I understand my responsibilities to arrange for the connection and payment of gas, electricity, telephone, and water consumption. I hereby acknowledge and authorise Biggin & Scott to conduct independent reference checks and to provide my information to the Landlord for the purposes of assessing my eligibility to rent the property.

Signed: Date:

Print Name:

TENANCY PRIVACY STATEMENT

Due to the 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.

We collect personal information about you in hard copy or electrical form and will only use and disclose it for Primary & Secondary purposes. It is unlikely we will disclose personal information to someone overseas. To ascertain what personal information we have about you, please contact your local office.

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 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
- Rental Bond Authorities
- Residential Tenancy Tribunals / Courts
- Organisations / Trades people required to carry out maintenance to the premises
- National Tenancy Database Pty Ltd. (ABN 65 079 105 025) ('NTD')
- Other Real Estate Agents and Landlords
- Collection Agents

Secondary Purpose

We also collect your personal information to:

1. Enable us, or the Landlord's lawyers, to prepare the lease / tenancy documents on the premises.
2. Allow organisations / trades people 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 action is required)
6. Provide confirmation details for organisations contacting us on your behalf i.e. banks, Utilities (Gas, Electricity, Water, Phone), 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) by:

Telephone: 03 8629 1682	In Person: Level 34, 140 Williams Street
Facsimile: 03 8629 1628	Melbourne VIC 3000
Email: info@ntd.net.au	Mail: PO Box 156, Collins St West,
Visit website: www.ntd.net.au	Melbourne VIC 8007

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 property from or through licensed real estate agent members of NTD. NTD also provides credit information on companies / direction 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

If you consider we have breached the Australian Privacy Principles you may complain to us by letter, fax, or email. We will promptly consider your complaint and attempt to resolve it in a timely manner. If we are unable to resolve it you may refer your complaint to the Office of the Australian Information Commissioner, GPO Box 5218, Sydney NSW 2001 or enquiries@oaic.gov.au

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

Signed _____ Date _____

Print Name _____

NB: ONLY COMPLETED AND SIGNED APPLICATIONS WILL BE PROCESSED