



MAX BROWN (VIC) PTY LTD
SHOP 7/50 MAIN STREET, CROYDON 3136
OFFICE – 9095 8120 FAX – 1300 329 629
EMAIL: rentals@maxbrown.com.au

PROPERTY ADDRESS: _____

PROPERTY MANAGER: _____

EVERY ADULT WHO WILL BE LIVING AT THE PROPERTY MUST COMPLETE AN APPLICATION. PLEASE PHOTOCOPY ANY ACCOMPANYING DOCUMENTATION AS NO DOCUMENTS WILL BE RETURNED. ALL PARTIES MUST INSPECT THE PROPERTY BEFORE YOUR APPLICATION CAN BE PROCESSED. COMPLETED APPLICATIONS SHOULD BE RETURNED TO OUR CROYDON OFFICE.

WHO ARE YOU? You must provide 100 points of identification which includes one form of photo id.

Drivers Licence, Passport, Proof of Age Card, Student ID Card	50 Points each
Copy of Gas/Water/Electricity account (must show current address)	30 Points each
Copy of mobile phone account	20 Points each
Medicare Card	20 Points
Concession/Pension Card	10 Points

APPLICATIONS WITHOUT 100 POINTS OF ID CANNOT BE PROCESSED.

WHERE HAVE YOU LIVED? We require details of your current and previous landlords/agents. These can be in the form of a Tenancy Agreement, written reference, payment ledger etc. We will require the name and telephone number of all past landlords/agents who will be contacted by us regarding your rental history.

HOW WILL YOU PAY THE RENT? The landlord will need proof that you can afford to pay the rent. This can be in the form of a bank statement, your last four payslips, Centrelink statement etc. Please provide a contact number for your employer together with the name of the person we can contact to confirm your employment details. **If self-employed we require a copy of your Tax Assessment Notice for the past TWO years.**

GENERAL INFORMATION

1. Provided all applications are FULLY COMPLETED we should be able to advise you of the outcome of your application within 48 hours. We will contact you regardless of whether or not your application has been successful.
2. If your application is successful all applicants will be required to attend our office to sign the Lease documents and pay the bond within 24 hours of approval. PLEASE NOTE THAT DUE TO OUR CONTRACTUAL OBLIGATIONS TO OUR LANDLORDS WE CAN MAKE NO EXCEPTIONS TO THIS REQUIREMENT.
3. The first months rent is payable on your Lease start date and keys to the property cannot be handed over until the bond and rent have been paid in full and all documentation signed by ALL applicants.
4. Please remember it is your responsibility to arrange for the connection of all services to the property. If you would like this to be done for you by My Connect please tick the box below.



A FREE utility connection service.

Please tick here, and myconnect will call you to help connect your Electricity, Gas, Water, Telephone and Internet services.

I would like to use myconnect to assist with the connection of utilities at my new property.

If this section is complete, I/we consent to the disclosure of information on this form to myconnect ABN 34121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent; acknowledge the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect 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 services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities.

Phone : 1300 854 478 Fax : 1300 854 479
 enquiry@myconnect.com.au www.myconnect.com.au

Signature _____ / /

TENANCY APPLICATION FORM**Have you inspected inside the property: YES / NO****PROPERTY** _____RENT: \$ _____ per calendar month \$ _____ per week **BOND:** \$ _____**COMMENCEMENT DATE :** / / **LEASE TERM:** _____ months**BOND:** \$ _____ (payable within 24 hours of your application being approved)**NUMBER OF PEOPLE TO OCCUPY PREMISES:** Adults: _____ Children: _____ Ages: _____**PETS:** Description _____**SURNAME:** _____ **GIVEN NAMES :** (In full) _____**TELEPHONE: HOME:** _____ **WORK:** _____ **MOBILE:** _____**E-MAIL ADDRESS:** _____ **DOB:** ____/____/____**PASSPORT NUMBER:** (if applicable) _____ **DRIVERS LICENCE NUMBER** _____**OWN MOTOR VEHICLE:** YES / NO MAKE/MODEL: _____ REGISTRATION # _____**ARE YOU A SMOKER?** YES / NO **DO YOU AGREE NOT TO SMOKE INSIDE THE PROPERTY?** YES / NO**PRESENT ADDRESS:** _____

CURRENTLY: OWN / RENT / BOARD / LIVE WITH MY PARENTS / OTHER _____

How long at this address: _____ Years _____ Months: If rented, rent paid : \$ _____

Agent/Landlord: _____ Telephone number: _____

Reason for leaving: _____

PREVIOUS ADDRESS: _____

I PREVIOUSLY: OWNED/ RENTED / BOARDED / LIVED WITH MY PARENTS / OTHER _____

How long at this address: _____ Years _____ Months: If rented, rent paid : \$ _____

Agent/Landlord: _____ Telephone number: _____

Reason for leaving _____

EMPLOYMENT: Employer _____ For _____ Years _____ Months

Occupation: _____ Full-time / Part-time / Casual

Current net income per week: \$ _____ Other net incomes per week (ie investments) \$ _____

Address: _____ Telephone: _____

Person to contact : _____ Telephone: _____

Previous Employer: _____ For _____ Years _____ Months

Occupation/Position Held: _____ Telephone: _____

REFERENCES: (Written to be attached)

1. Name: _____ Relationship to applicant: _____ Tel # _____

2. Name: _____ Relationship to applicant: _____ Tel # _____

EMERGENCY NEXT OF KIN (not living with you)

Name: _____ Relationship: _____

Address: _____ Telephone _____

I declare that the above information is true & correct to the best of my knowledge & agree that the agent may conduct independent evaluation checks & 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 owners approval.

APPLICANTS SIGNATURE: _____ Date: ____ / ____ / ____

TENANCY APPLICATION CHECK (Office Use Only)

EMPLOYER: _____

Person Contacted _____ Position: _____

Full Time / Part Time / Casual _____

Length of Employment: _____ Position: _____

Comments _____

CURRENT ESTATE AGENT/LANDLORD: _____ SPOKE TO: _____

Rent Amount : \$ _____ per _____ Rent being paid: WEEKLY / FORTNIGHTLY / MONTHLY

Currently Paid to: _____ Rent paid on time: _____

PETS: YES / NO TYPE: _____ OWNER AWARE: _____

Routine Inspections: EXCELLENT / GOOD / SATISFACTORY / POOR / WHY?

WILL BOND BE REFUNDED: YES / NO WHY NOT : _____

COMMENTS/PROBLEMS: _____

RENT TO THEM AGAIN: _____

PREVIOUS LANDLORD/AGENT: _____ SPOKE TO: _____

RENT \$ _____ per _____ Paid _____ Arrears: _____

DID TENANTS HAVE PETS? TYPE? _____

Was bond refunded in full: Yes / No If not, why? _____

RENT TO THEM AGAIN: _____

Comments: _____

NTD CHECK: PART 1: _____ PART 2: _____ Date: ____/____/____

ACCEPTANCE

Approved by: _____ Date : _____

PETS: _____

LEASE START DATE : _____ LEASE TERM: _____

RENT: \$ _____ per _____ WEEK / FORTNIGHT / MONTHLY

Comments: _____

SPECIAL CONDITIONS: _____

APPLICANT ADVISED : _____

LEASE SIGNUP: DATE: _____ TIME: _____

Rent: \$ _____ Bond: \$ _____

All property managers must ensure that you fully understand the National Privacy Principles and the manner in which your private information may be used in order to fulfil their role as professional property managers. Please take the time to read this Privacy Statement carefully and once completed, return it to this office with your tenancy application.

As professional property managers, Max Brown (Vic) Pty Ltd collects personal information about you. You can ask to access the information the real estate agent holds about you, by contacting the office of Max Brown (Vic) Pty Ltd via:

Telephone: 9725 1444

Facsimile: 9725 6273

Email: rentals@maxbrown.com.au

In person: 53-55 Main Street, Croydon

Visit website: www.maxbrown.com.au

Collection and disclosure of personal information

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 for the ongoing management of your tenancy agreement.

To carry out this role when processing your application, during the term of your tenancy and for some time thereafter, we are often required to disclose your personal information to one or more of the following:

- > The landlord
- > The landlord's lawyers, mortgagee, valuer or insurer
- > Referees you have nominated
- > Organisations or trades people required to carry out maintenance to the premises
- > Rental bond authorities or rent bond insurance providers
- > Residential Tenancy Tribunals & courts
- > Mercantile agents
- > National Tenancy Database (ntd) a division of Veda Advantage Information Services and Solutions Limited ABN 26 000 602 862
- > Other real estate agents & landlords

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 of the premises.

We request that you please sign below to acknowledge that you fully understand the National Privacy Principles and the manner in which your private information may be used.

NAME: _____

SIGNATURE: _____ **DATE:** _____

This document is a subsection to be contained in the overall Tenant Privacy Statement. To be provided to prospective tenants in conjunction with their application form. Please ensure you receive a signed copy for your records before using ntd's services.

ntd Disclosure Statement

You can contact **National Tenancy Database** and ask for access to any of your personal information stored on the database by writing to us at:

Postal Address: PO Box 156 Collins Street West VIC 8007

Email: info@ntd.net.au

Fax: 03 8629 1628

Telephone: 03 8629 1682

For further information about ntd and ntd's Privacy Policy, visit our website: www.ntd.net.au

Please note, when requesting a copy of the personal information we hold about you, proof of identity will be required e.g. Australian driver's licence, passport etc. We collect the following information in accordance with the NPPs for the purpose of operating a tenancy database for risk management and risk assessment purposes and for identity verification.

Generally, this information is collected from our members.

- > Full name, date of birth, gender and driver's licence number, occupation
- > Current and previous rental addresses
- > Contact details (phone, fax and email)
- > Details of rental history

Generally, personal information is used and disclosed for the purposes for which it was collected. The purposes for which we collect your personal information are:

- > Provision of a database for the use of property managers, and real estate agents for risk assessment and risk management purposes
- > Provision of information to third parties with regard to your tenancy including but not limited to your landlord, your landlord's mortgagee or insurer, residential tenancy tribunals and courts, rental bond boards, mercantile agents, related corporate entities, Government agencies and departments and, in the case of commercial leases, to credit bureaus

In addition, there may be circumstances where we are required or authorised by law to disclose your personal e.g. to an Ombudsman, tribunal, court, law enforcement agency or government department.

If your personal information is not provided to ntd, the real estate agent/property manager will **not** be able to carry out their professional responsibilities and may not be able to provide you with a lease/tenancy of the premises.

By signing this document, you consent to the collection, use and disclosure of your personal information for purposes set out above.

NAME: _____

SIGNATURE: _____ **DATE:** _____