

Tenancy Application Form

For your application to be processed you must answer all questions (including the reverse side)



REECYOWINS REAL ESTATE PTY LTD
Licensed Estate Agent

A. AGENT DETAILS

Reecy Owins Real Estate Pty Ltd

Address: 57 Wills Street, Bendigo

Phone no: 03 5444 5113

Fax no: 03 5444 0044

Email address: rentals@reecyowins.com.au

B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

	Rent \$
	Rent \$

2. Lease commencement date?

<input type="text"/> <input type="text"/>	Day	<input type="text"/> <input type="text"/>	Month	<input type="text"/> <input type="text"/>	Year
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3. Lease term?

<input type="text"/> <input type="text"/>	Years	<input type="text"/> <input type="text"/>	Months
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4. How many people will normally occupy the property?

<input type="text"/>	Adults	<input type="text"/>	Children
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C. PERSONAL DETAILS

5. Please give us your details

Mr Ms Miss Mrs. Other

Given name/s Surname

Date of Birth Driver's license number

Driver's license expiry date Driver's license state

Passport no. Passport country

Pension no. (If applicable) Pension type (if applicable)

6. Please provide your contact details

Home phone no. Mobile phone no.

Work phone no. Fax no.

Email address

7. What is your current address?

Property manager name

E. 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 about me from:
(a) The owner or the Agent of my current or previous residences;
(b) My personal referees for this application
(c) My current and past employers;
(d) Any person who maintains any record, listing or database of defaults by tenants;

and I authorise and consent to each of those persons providing requested personal information about me to the Agent.

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 within this application in order to:

- (a) communicate with referees, employees, landlords, third party operators of tenancy reference databases, other agents and select a tenant
- (b) communicate with the owner and select a tenant
- (c) prepare lease/tenancy documents
- (d) allow tradespeople or equivalent organisations to contact me
- (e) lodge/claim/transfer to/from a Bond Authority
- (f) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (g) refer to collection agents/lawyers (where applicable)
- (h) complete a check with a tenancy default database
- (i) 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. I am aware that I may access personal information on the contact details above and that I may be able to correct this information if it is inaccurate, incomplete or out-of-date.

Signature Date



F. APPLICANT HISTORY

8. How long have you lived at your current address?

Years Months

9. Why are you leaving this address?

10. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

\$

11. What was your previous residential address?

Postcode

12. How long did you live at this address?

Years Months

13. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

\$

Was bond refunded in full?

If not why not?

G. EMPLOYMENT HISTORY

14. Please provide your employment details

What is your occupation?

What is the nature of your employment?
(FULL TIME/PART TIME/CASUAL)

Employer's name (inc. accountant if self employed or institution if a student)

Employer's address

Postcode

Contact name

Phone no.

Length of employment

Years Months

Net income?

\$

15. Please provide your previous employment details

Occupation?

Employer's name:

Length of employment

Years Months

Net income?

\$

H. CONTACTS / REFERENCES

16. Next of Kin:

Surname

Given name/s

Relationship to you

Phone no.

17. Please provide two personal references (not related to you)

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

I. OTHER INFORMATION

18. Car Registration

19. Please provide details of any pets:

Breed / type

Council registration / number

1.

2.

20. If you have a concession card, please provide us with the following details:

Name on card

Type of card

CRN Number

Date of Grant

Expiry Date

PLEASE NOTE

- Initial payments must be made by cash, bank cheque or money order within 24 hours after approval of application. No personal cheques accepted.
- Keys will not be handed over until the lease agreement has been signed by all applicants.
- This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the landlord and the agent should any circumstances arise whereby the property is not available for occupation on the due date.

OFFICE USE ONLY

Property rental \$ _____

Lease term [] 6 months [] 12 months

Commencement date ____/____/____

[] Tenant pays water [] Landlord pays water

[] \$1000 urgent repairs [] Contact landlord

**Application for Tenancy and Management of Property
Privacy Act (Commonwealth) 1988 Collection Notice**

The personal information the prospective tenant provides in this application or that which is collected from other sources is necessary for the agent to verify the applicant's identity, to process and evaluate the application and to manage the tenancy if the application is successful.

The personal information collected about the Applicant may be disclosed, by use of the internet or otherwise, to other parties, including media organizations, the landlord, tradespeople, referees, solicitors, financial institutions, parties engaged to evaluate the property, bodies corporate, other agents, clients of the Agent both existing and potential, third party operators of tenancy reference databases, government and statutory bodies and other third parties as required by law. Information already held on tenancy reference databases may also be disclosed to the Agent and/or landlord. Unless you advise the Agent to the contrary, the Agent may also disclose such information to The Real Estate Institute of Victoria Ltd (REIV) for the purpose of documenting all leasing data in the area for the benefit of its members as part of membership services and for others in the property or related industries, and so as to assist them in continuing to provide the best possible service to their clients. In providing this information, you agree to its use, unless you advise the Agent differently. The privacy policy of the REIV can be viewed on its website www.reiv.com.au and the privacy policy of realestateview can be viewed at www.realestateview.com.au.

The agent will only disclose information in this way to other parties to achieve the purposes specified above or as otherwise allowed under the Privacy Act.

If the applicant would like access to his/her personal information held by the agent, they can do so by contacting the agent at the address and contact number contained in this application or the REIV on (03) 9205 6666. The applicant can also correct this information if it is inaccurate, incomplete or out of date.

If the information is not provided, the agent may not be able to process the application.

I/we _____

acknowledge that I/we have read and understood the contents of this Privacy Collection Notice.

Signature: _____

Date ____/____/____