



1. Property you are applying for

Address _____
Suburb _____ Postcode _____
Preferred Lease Term _____ Months
Date property to be occupied _____
Rent Payable Weekly \$ _____ PCM \$ _____
Bond Payable \$ _____

2. How did you find out about this property?

For Lease board
realestate.com.au
domain.com.au
realestateview.com.
Other: _____

3. Personal Details

Title _____ First Name/s _____
Last Name _____
Date of Birth _____
Current Address _____
Suburb _____
Drivers License Number _____
Passport number _____
AH _____ BH _____
Mobile _____
Email address _____

3. Current Employment

Occupation _____
Employers Name _____
Contact Person _____
Employers BH Ph No _____
Employers Mobile or other Ph No _____
Net Income per week _____
Length of Employment _____

4. Previous Employment Details

Previous Employer _____
Contact Person _____
Phone _____
Length of employment _____
Date of Termination _____

5. If self employed, please complete the following

Company Name _____
Company Address _____
Suburb _____ Postcode _____
Business Type _____
Position Held _____
ABN _____
Accountant's Name _____
Contact _____
Accountant's Phone _____
Solicitor's Name _____
Solicitor's Phone _____

6. Current Address

Are you the owner tenant other (specify below) _____
How long have you lived at your current address? _____
Name of Landlord/Agent _____
Contact Person _____
Phone Number _____
Rent paid per month _____
Reason for leaving _____

7. Previous Address

Were you the owner tenant other (specify below) _____
Previous address _____
How long did you live there? _____
Name of Landlord/Agent _____
Contact Person _____
Phone number _____
Rent paid per month _____
Reason for leaving _____
Was bond repaid in full? Yes No
If no please specify _____

8. Personal References

1 Reference name _____
Relationship _____ Phone _____
2 Reference Name _____
Relationship _____ Phone _____

9. Other Information

No. of Persons to occupy the property _____
Adults _____ Children _____ Ages of Children _____
Do you have pets? Yes No
If yes, please specify what type _____
Do you smoke? Yes No
10. Next of Kin
Name _____
Address _____
Suburb _____ Postcode _____
Phone _____
Relationship to applicant _____

11. Declaration

I acknowledge that I am required to complete, sign and return the privacy consent form on the back of this form before the Agent is able to proceed with my application.
I acknowledge that this form is an application only and shall not form any binding agreement for any property.
I acknowledge that this property is offered subject to the owner's approval and no action shall be taken against the landlord and/or the agent should any circumstances arise whereby the property is not available for occupation on the due date.
I acknowledge that all the information provided on this application is true and correct.
The Agent/Landlord may utilize the following residential tenancy database to check an applicant's tenancy history: National Tenancy Database (NTD) Ph: 1300 563 826 GPO Box 13294 George St Brisbane QLD 4003 Facsimile: 07 3009 0619 Email info@ntd.net.au.
I confirm that I have been notified of the tenancy database details and the reasons for use.
I consent to receiving information under Section 439D of the Residential Tenancies Act by email or other electronic communication as required.
Signed: _____
Date: _____
Print Name: _____

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 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.

As professional property managers, Precise Property Management collects personal information about you. To ascertain what personal information we have about you, you must contact us at info@preciseproperty.com.au

100 Point Check

To process your application we need to verify who you are. To do this we need to see some identification that adds up to 100 points. The alternatives available to you and the applicable points towards your 100 point check are listed below. Please make copies of the relevant documents

Drivers License	40 points
Passport	40 points
Birth Certificate	30 points
Other photo ID	30 points
Current wage advice	20 points
Previous tenancy reference	20 points
Previous two rental receipts	20 points
Motor vehicle registration certificate	10 points
Bank statement	10 points
Telephone account	10 points
Electricity account	10 points
Gas account	10 points

Note: At least one proof of identification must include a photograph of the tenant

Primary Purpose

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 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 may disclose your personal information to:

- The Landlord
- The Landlord's Lawyer
- The Landlord's mortgagee
- Referees you have nominated
- Organizations/Trades people required to carry out maintenance to the premises
- Rental Bond Authorities
- Residential Tenancy Tribunals/courts
- Collection Agents
- Other Real Estate Agents and Landlords

Secondary Purpose

We also collect your personal information to

- Enable us or the Landlord's lawyers, to prepare the lease/tenancy documents on the premises
- Allow organizations/trades people to contact you in relation to maintenance matters relating to the premises
- Pay/release rental bonds to/from Rental Bond Authorities (where applicable)
- Refer to Tribunals, Courts and Statutory Authorities (where necessary)
- Refer to Collection Agents/Lawyers (where default/enforcement action is required)
- Provide confirmation details to organizations contacting us on your behalf ie. 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) ("NTD") by:
Telephone: 1300 563 826 Facsimile: 07 3009 0619
Email info@ntd.net.au Website: www.ntd.net.au
By post: GPO Box13294 George St Brisbane QLD 4003

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/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 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

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

Signed: _____

Date: _____

Print Name _____

TENANCY APPLICATION FORM



PRECISE
PROPERTY
MANAGEMENT

Leading the Way in Property Management

Telephone: 1300 367 747

Mobile: 0418 940 411

Fax: 03 9439 3347

Postal address: PO Box 780, Eltham 3095

Email: info@preciseproperty.com.au

Please submit your application by
fax or online via our website:

www.preciseproperty.com.au