# RESIDENTIAL TENANCY APPLICATION



## **Leading the Way in Property Management**

Telephone: 1300 367 747 Mobile: 0418 940 411 Fax: 03 9439 3347

Email: info@preciseproperty.com.au www.preciseproperty.com.au

Please submit your application form via email, fax or online:

Email: <a href="mailto:info@preciseproperty.com.au">info@preciseproperty.com.au</a>

Fax: 03 9439 3347

Online: www.preciseproperty.com.au/application.html

### **Residential Tenancy Application Form**

In order for your form to be processed promptly, please make sure you answer all questions in full

## **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: 03 9610 4996 Facsimile: 03 9620 7339 Email <a href="mailto:steph@ntd.net.au">steph@ntd.net.au</a> Website: <a href="www.ntd.net.au">www.ntd.net.au</a> In Person: Level 7, 477 Collins Street, Melbourne 3000

### 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.

Signea:			
Date:			
Print Name			

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1. Property you are applying for	6. If self employed, please complete the following
Address	Company Name
Suburb Postcode	Company Address
Preferred Lease Term Months	Suburb Postcode
Date property to be occupied	Business Type
Rent Payable Weekly \$ PCM \$	Position Held
Bond Payable \$	ABN
2. How did you find out about this property?	Accountant's Name
For Lease board domain.com.au	Contact Person
realestate.com.au Referral from family/friend	Accountant's Phone
realestateview.com.au	Accountant's Email
Other (Please specify)	Solicitor's Name
3. Personal Details	Solicitor's Phone
Title First Name/s	Solicitor's Email
Last Name	7. Current Address
Date of Birth	
Current Address	Are you the owner L tenant L other (specify below) L
Suburb	(If you are an owner, please provide council rate notice and/or name of selling agent if applicable)
Drivers License Number	How long have you lived at your current address? Years Months
AH BH	Name of Landlord/Agent
Mobile	Contact Person
Email	Phone Number
<u></u>	Landlord/Agent Email
4. Current Employment	Rent paid per month
Occupation	Reason for leaving
Employers Name	8. Previous Address
Contact Person	Were you the owner tenant other (specify below)
Employers BH Ph No	Trace year and difficility to find the carrier toposity bottom?
Employers Mobile or other Ph No	Previous address
Employers Email	How long did you live there?
Net Income per week	Name of Landlord/Agent
Length of Employment	Contact Person_
	Phone number
5. Previous Employment Details	Landlord/Agent Email
Previous Employer	Rent paid per month
Contact Person	Reason for leaving
Phone	
Email	Was bond repaid in full? Yes No No
Length of employment	If no please specify
Date of Termination	•

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9. Personal References	Additional Information				
# 1 Reference name	Please add any information you feel is relevant to your application:				
Relationship Phone					
Email					
# 2 Reference Name					
Relationship Phone					
Email					
10. Other Information					
No. of Persons to occupy the property  Adulta Children					
Adults Children Ages of Children					
Do you have pets? Yes No No					
If yes, please specify what type					
Do you smoke? Yes No					
11. Next of Kin					
Name					
Address					
Suburb Postcode					
Phone					
Relationship to applicant					
12. Declaration					
<ol> <li>I acknowledge that I am required to complete, sign and return the privacy consent form on this application before the Agent is able to proceed with my application.</li> </ol>					
I acknowledge that this form is an application only and shall not form any binding agreement for any property.					
<ol> <li>I acknowledge that this property is offered subject to the owner's approval and no action shall be taken by me against the landlord and the agent should any circumstances arise whereby the property is not available for occupation on the due date.</li> </ol>					
<ol> <li>I acknowledge that all the information provided on this application is true and correct.</li> </ol>					
5. If you are applying to lease this property with another person/s, please provide their names:					
a					
b					
c					
The agent/Landlord may utilize the following residential tenancy database to check an applicant's tenancy history:	Signed:				
National Tenancy Database (NTD) Ph: 1300 563 826	Date:				
GPO Box 13294 George St Brisbane QLD 4003					
Fax: 07 3009 0619 Email: <u>info@ntd.net.au</u>	Print Name:				

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.