

# RESIDENTIAL TENANCY APPLICATION



## Leading the Way in Property Management

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

Email: [info@preciseproperty.com.au](mailto:info@preciseproperty.com.au)

Fax: 03 9439 3347

Online: [www.preciseproperty.com.au/application.html](http://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](mailto: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 [steph@ntd.net.au](mailto:steph@ntd.net.au) Website: [www.ntd.net.au](http://www.ntd.net.au)  
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.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name \_\_\_\_\_

# Residential Tenancy Application Form

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

## 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  domain.com.au

realestate.com.au  Referral from family/friend

realestateview.com.au

Other (Please specify)  \_\_\_\_\_

## 3. Personal Details

Title \_\_\_\_\_ First Name/s \_\_\_\_\_

Last Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Current Address \_\_\_\_\_

Suburb \_\_\_\_\_

Drivers License Number \_\_\_\_\_

AH \_\_\_\_\_ BH \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

## 4. Current Employment

Occupation \_\_\_\_\_

Employers Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Employers BH Ph No \_\_\_\_\_

Employers Mobile or other Ph No \_\_\_\_\_

Employers Email \_\_\_\_\_

Net Income per week \_\_\_\_\_

Length of Employment \_\_\_\_\_

## 5. Previous Employment Details

Previous Employer \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Length of employment \_\_\_\_\_

Date of Termination \_\_\_\_\_

## 6. If self employed, please complete the following

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Business Type \_\_\_\_\_

Position Held \_\_\_\_\_

ABN \_\_\_\_\_

Accountant's Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Accountant's Phone \_\_\_\_\_

Accountant's Email \_\_\_\_\_

Solicitor's Name \_\_\_\_\_

Solicitor's Phone \_\_\_\_\_

Solicitor's Email \_\_\_\_\_

## 7. Current Address

Are you the owner  tenant  other (specify below)

*(If you are an owner, please provide council rate notice and/or name of selling agent if applicable)*

How long have you lived at your current address? \_\_\_\_\_ Years \_\_\_\_\_ Months

Name of Landlord/Agent \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone Number \_\_\_\_\_

Landlord/Agent Email \_\_\_\_\_

Rent paid per month \_\_\_\_\_

Reason for leaving \_\_\_\_\_

## 8. 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 \_\_\_\_\_

Landlord/Agent Email \_\_\_\_\_

Rent paid per month \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Was bond repaid in full? Yes  No

If no please specify \_\_\_\_\_

