



ADVANTAGE

PROPERTY CONSULTING

RESIDENTIAL TENANCY APPLICATION FORM



BUYER'S & VENDOR'S ADVOCATES, PROPERTY MANAGEMENT, OWNER'S CORPORATION

Address: Level 1, 606 St Kilda Road, Melbourne VIC 3004

Phone: (03) 9883 8900 Fax: (03) 9883 8901

Email: rentals@advantageproperty.com.au

Web: www.advantageproperty.com.au

Tenancy Privacy Statement

Please sign and date this form for your application to be processed.

Agent Name: **Advantage Property Consulting**
Address: **Level 1, 606 St Kilda Road, Melbourne, VIC, 3004**
Phone no: **(03) 9883 8900**
Email: **buyer@advantageproperty.com.au**
Web: **www.advantageproperty.com.au**
ABN: **47 100 010 179**

1. Property Details

Application Address _____

Suburb _____ Post Code _____

Weekly Rent _____ Monthly Rent _____ Bond _____

Commencement Date _____ Preferred Lease Term _____

No of Adults: _____ Children: _____ Vehicles _____ Pets* _____

Are you applying for any other properties: Yes No

Is this property your first preference:- 1st 2nd 3rd

Was the property in a reasonably clean and fair condition? Yes No

2. Personal Details

Title _____ First Name _____

Last Name _____ D.O.B: / / _____

Sex: _____ Smoker: _____

Drivers Lic. No. _____ Expiry: _____ State of Issue _____

Passport Number _____ Expiry _____ Place of Issue _____

Visa Type (if applicable) _____ Expiry _____

Email _____ Phone/Mobile: _____

3. Current Address

Owner (Proof of ownership provided) Renter. (Length of time)

Address _____

Suburb _____ Post Code _____

Name of Landlord/Agent _____

Office Ph. No _____ Mobile _____

Email address of Agent _____

Reason for leaving _____ Notice provided: Yes No

4. Previous Address

Owner (Proof of ownership provided) Renter. (Length of time)

Length of time at current address: _____

Current Address _____

Suburb _____ Post Code _____

Name of Landlord/Agent _____

Office Ph. No _____ Notice Given: Yes No

Email address of Agent _____

Reason for Leaving _____

5. Utility Connections

This is a free service that connects all your utilities

Direct Connect

Once we have received this application we will call you to confirm your details.

Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this Application to confirm the information on this Application and explain the details of the services offered. Direct Connect is a utility one stop connection service.

Please tick utilities as required

Electricity Gas Water Phone Internet

Insurance Pay TV

DECLARATION AND EXECUTION: By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we have not applied for the connection of those services in this application. This consent will continue [for a period of 1 year from the date of our/my execution of this application/until (28) days after we/d disconnect the last of the services in respect of which this application is made]; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect 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 the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services.

By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.

Signature _____

Date _____

PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F: 1300 664 185. www.directconnect.com.au

Please note that in signing this declaration you accept that Advantage Property Consulting take NO responsibility for the connection of utilities.

6. Other Occupants

Name: _____ Relationship: _____

Phone: _____ Email: _____

On lease Yes No

Name: _____ Relationship: _____

Phone: _____ Email: _____

On lease Yes No

Name: _____ Relationship: _____

Phone: _____ Email: _____

On lease Yes No

Residential Tenancy Application Form

Please fully complete all three sides of this form, provide copies of identification (totalling 100 points) and sign where indicated for your application to be processed.

7. Pets

Type: _____ Breed: _____ Age: _____

Note: If you have completed a Pet profile, please provide a pet reference from your current agent. If there is an intention of obtaining a pet during the course of tenancy, requests must be made and approval given in writing only. No verbal consent will be deemed binding. Consideration for approval will be based on overall application and is at the discretion of the landlord.

8. Student Details

Institution: _____ Course: _____

Length of Course: _____ Completion Date _____

9. Pension Details*

Pension Type _____ No. _____

*Current statement to be included in supporting financial documents

10. Current Employment Details

Occupation _____

Employers Name _____

Employment Address _____

Suburb _____ Post Code _____

Manager's Name _____ Position: _____

Landline _____ Mobile No. _____

Length of Current employment Years _____ Months _____

Net Income? _____ Weekly _____ Monthly _____ Yearly _____

11. Previous Employment Details

Occupation _____

Employers Name _____

Employment Address _____

Suburb _____ Post Code _____

Employer Phone number _____

Contact Name _____

12. If self-employed, please complete the following

Company Name _____

Company Address _____

Suburb _____ Post Code _____

Business Type _____

Position Held _____

A.B.N. _____ A.C.N. _____

Accountant Name _____ Phone _____

Solicitor Name _____ Phone _____

13. Personal / Business Referee

1. Reference name _____

Occupation _____

Relationship _____ Bus Phone _____

2. Reference name _____

Occupation _____

Relationship _____ Bus Phone _____

3. Reference name _____

Occupation _____

Relationship _____ Bus Phone _____

14. Next of Kin

Name: _____

Address: _____

Relationship: _____ Bus Phone: _____

15. Declaration

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. No action will be taken against the landlord or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason. I hereby offer to rent the property from the owner under the terms and conditions outlined in a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997.

I declare that all information contained in this application is true and correct and given of my own free will and that full disclosure has been made in relation to all intended occupants, including pets.

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, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information.

I am aware the Agent will use & 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

Residential Tenancy Application Form

Please fully complete all three sides of this form, provide copies of identification (totalling 100 points) and sign where indicated for your application to be processed.

- 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 acknowledge that the application will not be processed until requested identification has been received by the property manager. – such documents being

- passport & visa (if applic),
- drivers licence, or
- other Photo ID showing current address,
- supporting financial documents, ie 2 payslips, bank statement, Centrelink statement
-

I acknowledge that this application is subject to approval from the owner/landlord. If successful I will be required to formalise my agreement by signing the leases within 24 hours of approval and paying first month's rent, transferred via DEFT. A bank cheque made payable to the "The Residential Tenancies Bond Board Authority" (RTBA) is to be presented at commencement. I acknowledge that it is my responsibility to advise the Agency, should my personal details change.

Advantage Property Consulting Pty Ltd respects and upholds your rights under the Privacy Amendment (Private Sector) Act 2000. Should you have any queries in relation to privacy, we ask that you contact our office on 98838900.

Tenant Check List

A: One application per person.

B: Please ensure that all information is accurate and completed on the tenancy application form. Applications omitting details will not be processed.

C: If you have never leased a property before, please indicate this by inserting the amount of board paid and whether you are staying with relatives or friends in the space provided for "Agent/Landlord". If you are currently residing in your own home please indicate this also and provide proof of ownership.. Should you have recently sold your own home, please provide the name of the selling Agent and their contact telephone.

D: If you are unemployed or a student please indicate this. If you are on Social Security Benefits please provide a statement of income from Social Security or applicable authority. If you are a student, please provide a copy of your most recent bank statement, a letter from your parents or guardian confirming income and a copy of your course confirmation from relevant College/Institute.

I / we acknowledge that I / we have personally inspected the property which is the subject of this application on.....day of201.....and agree to accept it in the condition as inspected and that all information provided in support of this application are true and correct

Are there any specific requests or pending conditions to be attended to prior to your acceptance of an offer of tenancy? Note: Requests and approvals will be provided only in writing. No verbal consent is deemed binding.

Signature _____ Date _____

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 way we must use your private information 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, Advantage Property Consulting Pty. Ltd. collects personal information about you. To ascertain what personal information we have about you, you may contact us.

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 will disclose your personal information to:

- The Landlord.
- The Landlord's lawyer or mortgagee
- Referees you have nominated.
- Organisations / Trade people required to carry out maintenance to the premises.
- Rental Bond Authorities.
- Residential Tenancy Tribunals / Courts.
- Collection Agents.
- National Tenancy Database Pty. Ltd. (ABN 65 079 105 025) ("NTD").
- 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 for organizations contacting us on your behalf i.e. 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

In Person: Level 7, 477 Collins Street, Melbourne, 3000

Mail: P.O. Box 156,
Collins Street West, Melbourne, 8007

Visit website: www.ntd.net.au

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Please fully complete all three sides of this form, provide copies of identification (totalling 100 points) and sign where indicated for your application to be processed.

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 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 I have read and understood this privacy statement.

Signed: _____

Print name: _____

Date: _____

Electronic Communications

- (a) The applicant(s) acknowledges that in accordance with the Electronic Transactions (Victoria) Act 2000, the Agent may send some Notices via electronic means; and agrees that this is a valid form of notice in writing in accordance with the Act.
- (b) By completing this application, the applicant(s) agrees to and consents to the use of electronic communications in accordance with the Electronic Transactions (Victoria) Act 2000.
- (c) The applicant(s) acknowledges that the contact details provided in this application will be used by the Agent/Landlord for the purposes outlined above and that it is their responsibility to notify the Agent/Landlord, in writing; of any changes in their contact details and that any failure to do so shall not render notice invalid.

I acknowledge that I have read and understood this and agree to receive communications electronically:

Signed: _____

Print name: _____

Date: _____

