

TENANCY APPLICATION FORM

This form is not, nor does it form any part of a tenancy agreement. Should this application be successful, your rights and obligations and those of the Landlord are determined by the Residential Tenancies Act 1997. This Application is subject to Owners Approval

MR/ MS/ MISS/ MRS/ OTHER - SURNAME _____ **GIVEN NAME** _____

CURRENT ADDRESS _____ **DATE OF BIRTH** ___/___/___

HOME PHONE _____ **WORK PHONE** _____ **MOBILE** _____

DRIVERS LICENCE NO: _____ **EXPIRY DATE:** _____ **CAR REG:** _____

AGENT/LANDLORD _____ **PHONE NO:** _____ **RENT PAID \$** _____

REASON FOR LEAVING: _____ **PERIOD OF STAY** _____

PREVIOUS ADDRESS _____ **PERIOD OF STAY** _____

AGENT/LANDLORD _____ **PHONE NO:** _____ **RENT PAID \$** _____

REASON FOR LEAVING: _____

WAS BOND REFUNDED IN FULL: YES/ NO **IF NOT, WHY NOT:** _____

OCCUPATION _____

PERIOD OF WORK: _____ **PHONE NO:** _____ **WAGES (NETT): \$** _____

EMPLOYER: _____ **CONTACT NAME:** _____

ADDRESS: _____

EMERGENCY CONTACT NAME: _____ **ADDRESS** _____

PHONE NO: _____ **RELATIONSHIP** _____

PROPERTY APPLIED FOR: _____

Rent \$ _____ **week** **\$** _____ **p.c.m.** **Bond** _____ (equal to one months rent)

Lease Period 6mths / 12mths **Commencement Date** _____

No. of Adults _____ **No. of Children** _____ **Ages** _____

Any Pets? Yes/ No **If Yes: Type** _____

PLEASE NOTE THE FOLLOWING CONDITIONS:

- 1) Each applicant must achieve a minimum of 100 check-points (See Reverse for point criteria)
- 2) A deposit to hold the property must be paid within 24hours of approval and will be applied towards the first months rent. The full months rent must be paid prior to moving in
- 3) Bond must be paid by way of a bank cheque or money order made payable to Residential Tenancies Bond Authority' prior to moving in
- 4) First months rent must be paid as cash or bank cheque made payable to Ray Mascaro & Co. Pty. Ltd.
- 5) Keys will be given only after lease is signed and all rent and bond paid.
- 6) I/We declare that the information supplied is true and correct and agree that the agent is permitted to make independent enquiries and credit checks to provide information to the landlord for the purpose of assessing my/our eligibility to rent the property. **SEE REVERSE FOR PRIVACY NOTICE AND 100 POINT CHECK LIST**

Signed: _____ **Date** ___/___/___

OFFICE USE ONLY- Approved Yes/No Date Dep. Paid ___/___/___

TENANCY APPLICATION FORM

*This form is not, nor does it form any part of a tenancy agreement. Should this application be successful, your rights and obligations and those of the Landlord are determined by the Residential Tenancies Act 1997. **This Application is subject to Owners Approval***

100 POINT CHECK LIST

BEFORE ANY APPLICATION WILL BE CONSIDERED, EACH APPLICANT MUST ACHIEVE A MINIMUM OF 100 CHECK-POINTS FROM THE FOLLOWING LIST.

- You must provide at least 3 forms of identification for yourself from the list below.
- You should provide one (1) form of identification from each list.

Please note: If nothing can be provided from list 2, difference of points must be made up in list 3.

Should you be unable to meet the 100 Check Point criteria, please speak to the property manager.

LIST 1

DRIVERS LICENCE/ PASSPORT	50 POINTS
IMMIGRATION VISA	40 POINTS
PENSION/HEALTH CARE CARD/ STUDENT ID CARD	10 POINTS

LIST 2

REFERENCE FROM LANDLORD/AGENT	30 POINTS
LAST 4 RENT RECEIPTS	30 POINTS
GOVERNMENT SUPPORT REFERENCE	30 POINTS
HOME OWNER/LAND RATES	30 POINTS

LIST 3

CURRENT BANK STATEMENT	30 POINTS
CENTRELINK STATEMENTS	20 POINTS
LAST 2 EMPLOYMENT PAYSLEIPS	20 POINTS
CURRENT REFERENCE FROM EMPLOYER	20 POINTS
CURRENT REFERENCE/ CONFIRMATION FOR UNI ENROLMENT	10 POINTS
CURRENT MOTOR VEHICLE REGISTRATION PAPERS	10 POINTS
COPY OF UTILITY ACCOUNT WITH RECEIPT	10 POINTS

TENANCY PRIVACY STATEMENT

Due to the 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 time to read this Privacy Statement carefully and once completed return to this office with your tenancy application. As professional property managers, Ray Mascaro & Co Pty Ltd collects personal information about you. To ascertain what personal information we have about you please contact our office.

Primary Purpose

As professional property managers, we collect personal information to access 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 Landlords Lawyer |
| - The Landlords Mortgagee | - Referees you have nominated |
| - Rental Bond Authority | - Residential Tenancy Tribunals/Courts |
| - Organisations/ Trades people required to carry out maintenance to the premises. | - National Tenancy Database Pty Ltd. (ABN: 65 079 105 025)('NTD') |
| - Other Real Estate Agents and Landlords | - Collection Agents |

Secondary Purpose

We also collect your personal information to:

1. Enable us, or the Landlord's Lawyers, to prepare the lease/ Tenancy documents on the premises.
2. Allow organisations/ trades people to contact you in relation to maintenance matters relating to the premises.
3. Pay/ Release rental bond to/ from Rental Bond Authorities (where applicable)
4. Refer to tribunals, Courts and Statutory Authorities (where necessary)
5. Refer to Collection Agents/ Lawyers (where default/ enforcement action is required)

6. Provide confirmation details for organisations contacting us on your behalf i.e. banks, utilities (Gas, Electricity, Water, Phone), Employers ect.

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) by:

Telephone	03 8629 1682	In Person: Level 34, 140 Williams Street
Facsimile:	03 8629 1628	Melbourne VIC 3000
Email:	info@ntd.net.au	Mail: PO Box 156, Collins St West
Visit Website:	www.ntd.net.au	Melbourne VIC 8007

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/ direction 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 Housing Limited (ABN: 74 010 230 716) and its subsidiaries.
- Credit Bureaus.

I acknowledge that I have read and understand this privacy statement

Signed _____ Date _____

Print Name _____