

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.

NOTE: Only successful applicants will be contacted with 3-5 business days of submission.

PERSONAL DETAILS

MR/ MS/ MISS/ MRS/ OTHER - SURNAME _____ GIVE NAME _____
 CURRENT ADDRESS _____ DATE OF BIRTH ___/___/___
 HOME PHONE _____ WORK PHONE _____ MOBILE _____
 EMAIL: _____ DRIVERS LICENCE NO: _____ EXPIRY DATE: _____
 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: _____

EMPLOYMENT DETAILS

OCCUPATION _____
 PERIOD OF WORK: _____ PHONE NO: _____ WAGES (NETT): \$ _____
 EMPLOYER: _____ CONTACT NAME: _____
 ADDRESS: _____

CONTACTS

EMERGENCY CONTACT NAME: _____ ADDRESS _____
 PHONE NO: _____ RELATIONSHIP _____

PROPERTY DETAILS

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**

Signature

Date

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100 POINT CHECK LIST

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 UNI ENROLMENT	10 POINTS
CURRENT MOTOR VEHICLE REGISTRATION PAPERS	10 POINTS
COPY OF UTILITY ACCOUNT WITH RECEIPT	10 POINTS

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 above.
 - 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.

UTILITY CONNECTION

myconnect

A FREE utility connection service
Please tick utilities as required

Electricity Gas Telephone Internet

Water Pay TV

Phone : 1300 854 478 enquiry@myconnect.com.au
Fax : 1300 854 479 www.myconnect.com.au

If this section is completed, the tenant consents to the disclosure of information on this form to myconnect ABN 34121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to Myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent; acknowledges the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledges that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent; its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other people or any property as a result of the provision of services or any act of omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities.

Signature

Date

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 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 Landlords Lawyer, The Landlords Mortgagee - Referees you have nominated
- Rental Bond Authority - Residential Tenancy Tribunals/Courts
- Organisations/ Trades people required - 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
Email: info@ntd.net.au
Mail: PO Box 156, Collins St West Melbourne 8007
Visit Website: www.ntd.net.au

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

Signature

Date

Print Name _____