

## RESIDENTIAL 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 2021.*

*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 \_\_\_\_\_ GIVEN NAME \_\_\_\_\_  
 CURRENT ADDRESS \_\_\_\_\_ DATE OF BIRTH \_\_\_ / \_\_\_ / \_\_\_  
 HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_ MOBILE \_\_\_\_\_  
 EMAIL \_\_\_\_\_ DRIVERS LICENCE NO \_\_\_\_\_ EXPIRY DATE \_\_\_\_\_  
 AGENT/RENTAL PROVIDER \_\_\_\_\_ PHONE NO \_\_\_\_\_ RENT PAID \$ \_\_\_\_\_  
 REASON FOR LEAVING \_\_\_\_\_ PERIOD OF STAY \_\_\_\_\_  
 PREVIOUS ADDRESS \_\_\_\_\_ PERIOD OF STAY \_\_\_\_\_  
 AGENT/ RENTAL PROVIDER \_\_\_\_\_ PHONE NO \_\_\_\_\_ RENT PAID \$ \_\_\_\_\_  
 REASON FOR LEAVING \_\_\_\_\_

### EMPLOYMENT DETAILS

OCCUPATION \_\_\_\_\_  
 PERIOD OF WORK \_\_\_\_\_ PHONENO \_\_\_\_\_ WAGES (NETT) \$ \_\_\_\_\_  
 EMPLOYER \_\_\_\_\_ CONTACT NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_

### CONTACTS

EMERGENCY CONTACT NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_  
 PHONENO \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

### PROPERTY DETAILS

PROPERTY APPLIED FOR \_\_\_\_\_  
 Rent \$ \_\_\_\_\_ Week \$ \_\_\_\_\_ BOND \$ \_\_\_\_\_ (equal to one months rent)  
 Lease Period 6mths/12mths Commencement Date: \_\_\_\_\_  
 No. of Adults \_\_\_\_\_ No. of Children \_\_\_\_\_ Ages \_\_\_\_\_

#### PLEASE NOTE THE FOLLOWING CONDITIONS:

- 1) Each applicant must achieve a minimum of 100 check-points (See Reverse for point criteria)
- 2) Bond must be paid by way of EFT transfer to our nominated account within 24hours of approval. The full months rent must be paid prior to moving in
- 3) First month's rent must be paid by EFT transfer to our nominated account prior to the commencement date of lease.
- 4) Keys will be given only after lease is signed and all rent and bond paid.
- 5) Should you change your mind after the bond has been paid and all advertising ceased, there will be a fee payable equal to one weeks rent for the cost of readvertising the property.
- 6) A rental provider can also ask a renter to pay additional bond money of \$500 or more to cover the cost of reversing any modification made to the rental property by the renter.
- 7) 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 rental provider for the purpose of assessing my/our eligibility to rent the property. **SEE REVERSE FOR PRIVACY NOTICE AND 100 POINT CHECK LIST**

Signature

Date

## RESIDENTIAL 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 2021.  
This Application is subject to Owners Approval.*

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

### 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 PAY SLIPS	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 will call you to arrange free connection of your required utilities**



**Please select the required utilities:**

<input type="checkbox"/> <b>Water (Compulsory)</b>	<input type="checkbox"/> Electricity	<input type="checkbox"/> Gas	<input type="checkbox"/> Telephone
<input type="checkbox"/> Internet	<input type="checkbox"/> Pay TV	<input type="checkbox"/> <b>Interpreter required</b>	

Unless I have opted out of this section, I/we: Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 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, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge 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 person or any property as a result of the provision of services or any act or 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. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

**Tick here to opt out**

☎ 1300 854 478 ✉ enquiry@myconnect.com.au 🌐 myconnect.com.au

### 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 Rental Provider  | - The Rental Provider's Lawyer  |
| - The Rental Provider's Mortgagee  | - Referees you have nominated   |
| - Rental Bond Authority  | - Residential Tenancy Tribunals/Courts                                |
| - Organisations/ Trades people required carry out maintenance to the premises. | - National Tenancy Database Pty Ltd. to (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 Rental Provider'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 \_\_\_\_\_