

TENANCY APPLICATION FORM

PROPERTY: _____

RENT: \$ _____ Per calendar month \$ _____ Per week

COMMENCEMENT DATE: ____ / ____ / ____ **LEASE TERM:** _____

BOND: \$ _____ (payable within 24 hours of the acceptance of the tenancy application)

NUMBER OF PEOPLE TO OCCUPY PREMISES: Adults: _____ Children: _____ Age: _____

SURNAME: _____ **GIVEN NAMES:** (in full) _____

TITLE: MR MRS MS MISS DR

TELEPHONE (mobile) _____ **(work)** _____ **(home)** _____

EMAIL ADDRESS: _____ **DOB:** ____ / ____ / ____

PASSPORT NUMBER: (if applicable) _____ **DRIVERS LICENCE NUMBER:** _____

OWN MOTOR VEHICLE: YES / NO MAKE/MODEL: _____ REGISTRATION # _____

THE PROPOSED OCCUPANTS ARE SMOKERS: YES / NO

PETS? YES / NO TYPE: _____ BREED: _____

PRESENT ADDRESS: _____

How long at this address: _____ Years _____ Months If rented, rent paid: \$ _____

Agent/Landlord: _____ Telephone Number: _____

Reason for leaving: _____

PREVIOUS ADDRESS: _____

How long at this address: _____ Years _____ Months If rented, rent paid: \$ _____

Agent/Landlord: _____ Telephone Number: _____

Reason for leaving: _____

EMPLOYMENT: Current Employer _____ For _____ Years _____ Months

Occupation: _____ Full-time / Part-time / Casual

Address: _____ Telephone: _____

Contact Name: _____ Telephone: _____

Current net income per week: \$ _____ Other net income per week (ie investments) _____

Previous Employer: _____ For _____ Years _____ Months

Occupation/Position Held: _____ Telephone: _____

REFERENCES: (Written to be attached)

1. Name: _____ Relationship to applicant: _____ Tel # _____

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EMERGENCY NEXT OF KIN (not living with you)

Name: _____ Relationship: _____

Address: _____ Telephone: _____

I confirm that I have inspected the property, which is the subject of this application: Tick box if correct

Tenant Check List

Thank you for your tenancy application for:

_____ (property address)

Your application will be processed as soon as possible. 100 point ID check needs to accompany this application.

Type	No. of Points
Drivers licence/Passport/Birth Certificate	40
Other Photo ID	30
Bank / Credit / Medicare / Health card	20
Telephone / Electricity / Gas Account	10

Please note the following important information:

1. Please ensure all details on the application are correct and thorough – all sections **must** be completed before we can begin processing your application.
2. Our property manager should be contacted 24/48 hours after lodging your application to advise whether your application has been successful.
3. If your application is successful you will be required to pay the full bond amount within 24 hours (negotiable). This being one calendar months rent either by bank cheque or money order payable to **Residential Tenancies Bond Authority (RTBA)**.
4. The first months rent will be payable when collecting keys and will also need to be paid either by bank cheque or money order, payable to the relevant office, ie. **Noel Jones (Suburb) Pty Ltd.**
5. This application form is regarded as a confidential document and will be treated as such.
6. Remember it is your responsibility to ensure the connection of all services such as electricity, gas & telephone. And don't forget, landlords insurance **does not** cover your personal possessions.

TENANT 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 return this form to our office with your tenancy application.

As professional property managers at Noel Jones, we collect personal information about you. To ascertain what personal information we have about you, contact the Noel Jones office that holds your details.

This information will be made available from 21 December 2001.

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 applied for, and if the risk is considered acceptable, to provide you with the lease/tenancy of the premises.

To carry out this role, and during the term of your tenancy, we usually disclose your personal information to;

- The landlord
- The landlords solicitors
- The landlords mortgagee
- Referees you have nominated
- Organisations/Tradespeople required to carry out maintenance to the premises
- Rental Bond Authorities
- Residential Tenancy Tribunals/Courts
- Collection Agents
- National Tenancy Database (NTD)
- Other Real Estate Agents

If your personal information is not provided to us, 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 then cannot provide you with the lease/tenancy of the premises.

NTD collects your personal information to provide its members and others listed below, historical tenancy & public record information on individuals & companies who lease residential & commercial property from or through licensed real estate 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 tenancy, and that information will form part of your tenant history.

NTD usually discloses information to:

- Licensed real estate members.
- NTD's parent company, Collection House Limited and its subsidiaries and related entities.
- Credit Bureaus.

If your personal information is not provided to NTD, the property manager will not be able to carry out their professional responsibilities and will not be able to provide you with a lease/tenancy of the premises you have applied for.

By signing this form I hereby consent that Noel Jones Real Estate will use my personal information as outlined above.

Signed by the Applicant: _____

Print Name: _____

Date: ____/____/____

Witness: _____