



AMANDA PEARCE PROPERTY MANAGEMENT SERVICES PTY LTD

## APPLICATION FORM

1<sup>st</sup> Floor, 3/31 Malmsbury Street Hawthorn 3122 ph: 03 9819 3300 fax: 03 9819 3949

Application for property at:			
Surname:		Christian Name(s):	
Date of Birth: / /		Drivers Licence No: <i>attach copy</i>	Car Registration No:
No. of Occupants: Adults:	Children:	Any pets: No <input type="checkbox"/> Yes <input type="checkbox"/> (Please state number and type)	
Length of lease preferred: 6 Months <input type="checkbox"/>		12 months <input type="checkbox"/> (Please tick)	
Current Address:			
Phone: (H) (W) (M)		Weekly Rental: \$	How Long:
Current Landlord / Agent:		Phone:	
Reason for leaving current address:			
Previous address:			
Previous Landlord / Agent:		Phone:	
Reason for leaving previous address:		Weekly Rental: \$	How Long:
Occupation: (full time/part time/casual)		Net Income: \$	P/W \$ Per Annum
Present employer:		Contact Name:	Phone:
Address:		How Long:	
Previous employer:		Contact Name:	Phone:
Self employed: No <input type="checkbox"/> Yes <input type="checkbox"/> (Please state type of business)		Net weekly income: \$	
Address:			
Any other source of income: No <input type="checkbox"/> Yes <input type="checkbox"/> (Please state)			
Business Referee 1:	Phone:	Relationship:	
Business Referee 2:	Phone:	Relationship:	
Next of Kin:	Phone:	Relationship:	
Address:			
Bank & Branch Details:		Savings <input type="checkbox"/> Cheque <input type="checkbox"/> (Please tick)	
Current legislation of <i>THE RESIDENTIAL TENANCY ACT 1997</i> requires all bonds to be lodged within 5 business days to the Residential Tenancies Bond Authority. We request that you indicate the name and amount each occupier of the property will contribute.			
Name:		Amount: \$	
Name:		Amount: \$	
Name:		Amount: \$	
<b>PLEASE NOTE:</b>			
1. This application is subject to owner's approval			
2. One month's rent is to be paid separately by cash or bank cheque within 24 hours after approval of application. No personal cheques accepted			
3. Bond payments must be made by money order or bank cheque payable to the R.T.B.A. at the time of signing the lease. No personal cheques accepted			
4. Keys will not be handed over until lease agreement has been signed by all applicants and the bond lodgement form signed by all parties			
5. This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the Landlord and the agent should any circumstances arise whereby the property is not available for occupation on the due date			
6. I/We declare that the information supplied is true and correct and agree that the agent is permitted to make independent inquiries to provide the information to the Landlord for the purpose of assessing my/our eligibility to rent the property			
7. I/We have inspected the property and should my/our application be accepted by the Landlord, I/We agree to enter into a Residential Tenancies Agreement, pursuant to the Residential Tenancies Act 1997			
Commencement Date of Tenancy: / /		Rental: \$	P/W
		Rental: \$	PCM
		Bond: \$	
Applicant's Signature			Date: / /
Approved By		R.T.B.A. Lodgement:	Date: / /
Rental adjustment to 15 <sup>th</sup> month from: / / to: / /			= \$

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 a professional property manager. Please take the time to read this Privacy Statement carefully and once completed, return it to this office with your tenancy application.

As professional property managers **AMANDA PEARCE PROPERTY MANAGEMENT SERVICES** collects personal information about you. You can ask for access to the personal information we have about you, by contacting us via :

Telephone: 03 9819 3300

Facsimile: 03 9819 3949

Email: rentals@amandapearce.com.au

In person: 3/31 Malmsbury Street Hawthorn 3122

Visit website: www.amandapearce.com.au

**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 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 Landlord's lawyers
- The Landlord's mortgagee / insurer's
- Referees you have nominated
- Organisations / Trades people required to carry out maintenance to the premises
- Rental Bond Authorities
- Residential Tenancy Tribunals/Courts
- Mercantile Agents
- National Tenancy Database Pty Ltd (ABN 65 079 105 025) ("**ntd**")
- Other Real Estate Agents & Landlords

**SECONDARY PURPOSES**

We also collect your personal information to: Tick each box if you consent to the use and disclosure. 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 DISCLOSURE STATEMENT**

You can contact **National Tenancy Database Pty Ltd** (ABN 65 079 105 025) ("**ntd**") and ask for access to any of your personal information stored on the database by:

Telephone: (03) 9610 4996

Facsimile: (03) 9620 7339

Email: kim@ntd.net.au

In person: 7/477 Collins Street, Melbourne. 3000.

Postal Address: P.O. Box 156 Collins Street West Vic 8007

Visit its website: www.ntd.net.au

Proof of Identity will be required, i.e., photo licence, passport etc.

Enable us, or the Landlord's lawyers, to prepare the lease / tenancy documents for the premises	
Allow organisations / 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 Mercantile Agents / Lawyers (where default/ enforcement action is required)	
Refer to Landlord's Insurer's	
Report your conduct as a tenant on the National Tenancy Database (ntd).	

**PRIMARY PURPOSE**

**ntd** collects information to provide to its real estate members and others listed below, current and historical tenancy and location information on individuals and companies who/which lease residential and commercial property from or through licensed real estate agent members of **ntd**.

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 House Limited ABN 74 010 230 716, its subsidiaries, related entities and non credit related clients i.e., Insurance companies that issue Landlord Protection Insurance cover etc.
  - Credit Bureaus (Commercial Leases only)
- If your personal information is not provided to **ntd**, the real estate agent / 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.

Signed by the Applicant

(Print Name)

DATE

WITNESS