



Tenancy Application Form

72a Doncaster Road VIC 3104
Phone: 03 98599517 Fax: 03 98593248
Email: sue@robertegggers.com.au
Web: www.robertegggers.com.au

Please ensure all fields are completed so we can process your application promptly

Rental Property Details

Address:
..... Postcode:
Rental Amount \$..... Weekly OR \$..... Monthly
Bond Amount \$..... Payable to RTBA
Preferred Tenancy start date:/...../..... Term:..... mths
How many people will reside at the property?
Adults:..... Children:..... Age of Children:
Pets? If yes, how many? type/breed?

OFFICE USE ONLY Lease Connect Date:/...../.....
PROPERTY MANAGER:

Applicant Details

Title: Family or Surname:
Given Name/s:
Date of Birth:/...../..... Home Ph:
Work Ph: Mobile Ph:
Email address:
Australian Driver's Licence No:
State:..... Expiry date:
Passport No (if applicable):
Country:..... Expiry date:
Pension No (if applicable):
Type: Expiry date:
Own Motor Vehicle? Yes No
Car Make/Model:
Car Rego State

Current Address:
..... Postcode:
How long at this address: years months
If Rented - Rent paid \$..... per week
Current landlord/agent:
Phone no. of landlord/agent:
Reason for leaving:

Previous Address:
..... Postcode:
How long at this address:..... years months
Previous landlord/agent:
Phone no. of landlord/agent:
Reason for leaving:

Current Employer:
Occupation:
 Full time Part time Casual
Length of Employment: years months
Net Income per week: \$
Other Net Income per week (e.g. investments) \$
Address:
..... Postcode:
Contact person:..... Phone:.....
(If self, employed, please list accountant's contact details)

Previous Employer:
Length of employment: years months
Address:
..... Postcode:
Contact person:..... Phone:.....

I declare that the above information is true and correct to the best of my knowledge and agree that the agent may conduct independent evaluation checks and use the information supplied in assessing this application. This application is accepted subject to the availability of the premises on the due date and the owner's approval.

Applicant's Signature: **Date:**/...../.....

NO OBLIGATION FREE UTILITY CONNECTION SERVICE



PH: 1300 850 360
FAX: 1300 661 160

If you would like assistance, (at no additional charge) with connection and disconnection of telephone, electricity, gas and water to your new home then tick the box below. On the Move will contact you and explain the details of the services available.

YES! I would like *On The Move* to contact me to arrange my utility connections.

You may receive a \$15 gift voucher by using our utility connection services

NOTE: *This service has no effect on your application for this rental property*

Terms & Conditions: I consent to the disclosure of this page of the application form to On The Move (Aust.) ABN 84 101 648 257 for the purpose of enabling On The Move to offer connection and disconnection services to me. Where On The Move is requested to arrange for the provision of the services, I consent to On The Move disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I acknowledge that neither On The Move nor the Agent accept any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. I acknowledge that the Agent, its employees and On The Move may receive a benefit in relation to the connection of a utility service. The agent will receive your new phone number for contact purposes, unless you specifically request this not to happen. If you would like to access your personal information held by On The Move, please contact our office. Normal connection fees and bonds apply. **An On The Move representative will contact you to confirm your personal and property details prior to connection. If On The Move has not contacted you within 24 hrs of the application being submitted, it is the tenants responsibility to call On The Move on 03 9272 8888 if you wish On The Move to arrange connections.**

Are the mains switched off at the new premises? YES NO The mains switch **must** be off on the requested date for a power connection to occur.

References (No family or current employer contacts)

1. Name:.....
Relation to the applicant:.....
Home Ph: Work Ph:
Mobile Ph:
2. Name:.....
Relation to the applicant:.....
Home Ph: Work Ph:
Mobile Ph:

If you receive a Centrelink Payment

(Copy of most recent payment statement to be supplied)

Type of payment:.....
Customer Reference Number (CRN):

Emergency contact / Next of Kin:

1. Name:
Relationship to the applicant:.....
Address:.....
Home Ph: Mobile Ph:.....
2. Name:
Relationship to the applicant:.....
Address:.....
Home Ph: Mobile Ph:.....

Paying Rent - Free Rent Protection Insurance with Visa

Register and Pay rent using your VISA credit Card and receive FREE Rent Protection Insurance. Conditions apply. Ask us how.

Please nominate how you would like to pay using your credit card:

- I would like to set up direct debit payments OR
- I would like to receive rent reminders via SMS and/or Email & pay via SMS; Email, Phone, Internet

TENANCY 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 take the time to read this Privacy Statement carefully, and once completed, return to this office with your tenancy application.

As professional property managers, Robert Eggers Real Estate 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 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 providing you with the lease/tenancy of the premises.

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

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

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 organizations / trades people to contact you in relation to maintenance matters relating to the premises.
3. Pay / release rental bonds 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 organizations contacting us on your behalf ie. Banks, Utilities (Gas, Electricity, Water, Phone), Employers etc.

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) ("NTD") by

Telephone: 03 9610 4996
Facsimile: 03 9620 7339
Email: kim@ntd.net.au
In Person: Level 7, 477 Collins St, Melbourne, VIC 3000
Mail: P.O. Box 156, Collins St West, Melbourne, VIC 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 provides credit information on companies / directors 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 House Limited (ABN 74 010 230 716) and its subsidiaries
- Credit Bureaus

I acknowledge that I have read and understood this privacy statement.

Signed:.....

Print Name:.....

Date:.....