



Management of Property Privacy Act (Commonwealth) 1988 Collection Notice

The personal information the prospective tenant provides in this application or that which is collected from other sources is necessary for the Agent to verify the Applicant's identify and to process and evaluate the application and to manage the Tenancy if the Agent has been engaged to manage the Property.

The personal information collected about the Applicant may be disclosed, by use of the internet or otherwise, to other parties, including mediaorganisations, the landlord, trades people, referees, solicitors, financial institutions, parties engaged to evaluate the property, bodies corporate, other agents, clients of the Agent both existing and potential, third party operators of tenancy reference databases, government and statutory bodies and other third parties as required by law. Information already held on tenancy reference databases may also be disclosed to the Agent and or landlord. Unless you advise the Agent to the contrary, the Agent may also disclose such information to The Real Estate Institute of Victoria Ltd (REIV) for the purpose of documenting all leasing data in the area for the benefit of its members as part of membership services and for others in the property or related industries, and so as to assist them in continuing to provide the best possible service to their clients. In providing this information, you agree to its use, unless you advise the Agent differently. The privacy policy of the REIV can be viewed on its website www.reiv.com.au and the privacy policy of realestateview can be viewed at www.realestateview.com.au

The Agent will only disclose information in this way to other parties to achieve the purposes specified above or as otherwise allowed under the Privacy Act.

If the Applicant would like to access this information they can do so by contacting the Agent at the address and contact numbers contained in this Application or the REIV on (03) 9205 6666. The Applicant can also correct his information if it is inaccurate, incomplete or out of date.

If the information is not provided, the Agent may not be able to process the application.

I/We _____ Insert name(s) of Applicant(s)

Acknowledge that I/We have read and understood the contents of this Privacy Collection Notice.

.....

(Applicant/s to sign)

Date

Rental Tenancy Application Form

1 form must be filled completely for all persons 18 years & over residing at the property.

Noble Knight Use Only	Term of Lease _____	Commencement Date _____
No. of occupants 18 & over: _____	No of Children: _____	

Property address applying for: (a separate form **will not** need to be filled out for multiple properties applying for)

Applicant: _____

Are you known by any other name? YES / NO Date of Birth: _____

Contact No's: _____

Email: _____

Proposed lease commencement date: _____

Drivers' Licence No: _____ State Issued for: _____

Passport No: _____ Country Issued: _____

Current tenancy details:

Current residential address: _____

Name of Agent/Landlord: _____ Phone: _____

Length of time at address: _____ Rent amount: _____

Reason for leaving: _____

Previous rental details:

Address: _____

Length of time at address: _____ Rent amount: _____

Name of Agent/Landlord: _____ Phone: _____

Employment Details:

Circle which best describes you: Full time / Part time / Casual / Self-employed / Contractor / Unemployed

Current Employer: _____

Employer address: _____

Occupation: _____

Employer Contact Name: _____ Phone: _____

Length of employment: _____ Net Income: \$ _____

Employment details continued.....

Previous Employer: _____

Employer address: _____

Occupation: _____

Employer Contact Name: _____ Phone: _____

Length of employment: _____ Net Income: \$ _____

Personal references/referees:

Relatives or partners are not acceptable referees

Contacts are required to be available during business hours

1. Contact name: _____ Phone: _____

Relationship to referee: _____

2. Contact name: _____ Phone: _____

Relationship to referee: _____

3. Contact name: _____ Phone: _____

Relationship to referee: _____

Contact will be made to all referees listed. Please ensure permission has been sought.

General tenancy questions:

Have any of your previous tenancies been terminated?

YES give details below/ NO go to next question

Have you had notice to attend a VCAT hearing?

YES / NO

Have you had a bond withheld from a previous tenancy?

YES / NO

Do you have pets included in this application?

YES give details below / NO

DOG / CAT / OTHER Specify _____
If dog what SIZE: Circle which Large / Medium / Small
AGE: _____
INSIDE / OUTSIDE ANIMAL: _____

Is the animal registered to this shire?

YES / NO / CURRENTLY IN THE PROCESS

Declaration:

I, the applicant, declare that the above information is true and correct and that I have supplied it of my own free will. I acknowledge that my personal contents insurance is not covered under any lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings. I understand that you as the agent have collected this information for the purpose of determining whether I am a suitable tenant for the property – in particular to check my identification, my ability to care the property, my character and my credit worthiness. For such purposes, I authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy databases searches) as you consider reasonably necessary. In doing so, I understand that information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties. I acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons as to why. I also consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the agent to pass my details onto others which may include (but is not limited to) insurance companies, body corporate, contractors, other real estate agents, salespeople and tenancy default databases ie The national Tenancy Database.

Signature of applicant: _____ Date: _____

When lodging application, please provide:

Proof of all income stated which may include last two (2) pay slips, Centrelink statements or for the Self-employed bank statement, group certificate or accountants letter.

Proof of identity being either drivers licence, passport or photo identification card.

Rental receipts for current rental being either last four (4) receipts or a copy of a tenant ledger
Please discuss options with the agent if you do not have a rental history.

Please Note:

If your application is unsuccessful,

- The landlord is not legally obliged to provide reasons why this application has been denied.
- The denied application will be destroyed. A new application will need to be submitted for any subsequent properties not previously applied for.

If your application is successful,

- you will be required to pay four (4) weeks rent as a bond to the RTBA **plus** one (1) months rent in advance to secure the property. The bond **must** be paid with 24 hours of verbal acceptance of the application from the agent.
- It will be your responsibility to have all services connected to the property to coincide with your moving in date.
- It is your responsibility as the tenant to insure your own belongings at the property. Landlords insurance does not cover the tenant's possessions.