

APPLICATION FOR TENANCY

For your application to be processed you **MUST** answer all questions

EACH APPLICANT PER FORM

A. Rental Property

Address: _____

Commencement: ____/____/____ Term: _____ Months Rent per week: _____

Have you inspected the property?

Yes, on ____/____/____ OR on behalf of me on ____/____/____ by _____ (Name)

No, but I accept it in its current condition No, I wish to inspect this property on ____/____/____

B. Applicant Details

Title: _____ Given Name(s): _____ Family/ Surname: _____

Drivers License No.: _____ Expiry: _____ State: _____

Passport No.: _____ Expiry: _____ Country: _____

Mobile: _____ Date of Birth: _____

Email: _____

C. Current Address

Address: _____

Do you: Rent Own How long have you lived at this current address: ____ Years ____ Months

Name of Landlord/Agent: _____

Phone Number: _____ Rent per Month: \$ _____

Email: _____

Reason for Leaving: _____

D. Previous Address

Address: _____

Do you: Rent Own How long have you lived at this current address: ____ Years ____ Months

Name of Landlord/Agent: _____

Phone Number: _____ Rent per Month: \$ _____

Email: _____

Reason for Leaving: _____

E. Current Employment

Business Name & Address: _____

Name of Manager: _____ Phone: _____

Email: _____ (Must provide a work email)

Length of Employment: ____ Years ____ Months From Date ____/____/____ Position: _____

Nature of Employment: _____ Income per Annum: \$ _____

Self-employed: Yes No (if Yes complete details below)

Business Name & Type: _____ ABN: _____

Accountant Name & Email: _____

Solicitor Name & Email: _____

F. Personal Referees

1. Reference Name: _____ Relationship: _____ Phone _____

2. Reference Name: _____ Relationship: _____ Phone _____

3. Reference Name: _____ Relationship: _____ Phone _____

G. If a Student, Please Complete The Following

Place of Study: _____

Course: _____ Enrolment No. _____

Course Length: _____

Course Coordinator: _____ Phone: _____

Parents Name: _____ Phone: _____

Parents Address: _____

Are you receiving financial support? Yes No If yes, how much per week: _____

If you are a student, please attach your Confirmation-of-Enrolment with this application.

H. Other Information

Total number of persons occupying property: _____ Adults _____ Children _____

Ages of Children: _____

Do you have pets? Yes No (if yes please specify) _____

Are you a smoker? Yes No

I. Emergency Contact

Emergency Contact: _____ Relation: _____

Address: _____

Phone: _____ Mobile: _____

J. Utility Connections



YourPorter is a FREE service connecting utilities and other services.

If the Agent approves this application, YourPorter will connect your water for the purpose of usage charges at your new property on behalf of the Real Estate Agent. YourPorter will be contacting you by phone, SMS, or email for the purposes of assisting you to connect your utilities within 24 hours of receiving this application for next business day connection.

Please tick the ones you wish to be connected:

- Electricity
 Gas
 Pay TV
 Internet
 Telephone
 Home & Contents
 Health Insurance
 Life Insurance
 Water
 Car Insurance
 Home Loans

DECLARATION AND ACCEPTANCE:

I/We consent to the disclosure of this application form (including any personal information contained in this form) to YourPorter Pty Ltd (ABN 36 252 576 050) for the purpose of allowing YourPorter and its service provider iSelect Ltd to contact me for the connection of services as offered by YourPorter. I/We acknowledge that if I/We do not provide my/our personal information, YourPorter and iSelect will not be able to provide these services to me/us. YourPorter and iSelect will ensure that my/our personal information is collected, used, held and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth). I/We acknowledge that iSelect, the Agent, its employees and YourPorter may receive a benefit in relation to the connection of any of the services listed above. I/We consent to YourPorter and iSelect contacting me by phone or SMS in relation to the connection of the services listed above. I/We acknowledge that this consent permits YourPorter and iSelect to contact me even if the numbers listed on this application are listed on the Do Not Call Register. YourPorter and iSelect will otherwise collect, hold, use and disclose personal information in accordance with their respective privacy policies, which are available at www.yourporter.com.au/general/privacy-policy/ and <http://www.iselect.com.au/privacy-policy/> YourPorter is a free service, but I/We acknowledge that standard connection fees may apply for services connected (in addition to the ongoing service fees). I/We acknowledge that neither YourPorter nor the Agent nor iSelect accept any responsibility for any delay in or failure to arrange or provide for any connection of a service or for any loss, damage, cost or expense in connection with such delay or failure. By signing this application I/We understand YourPorter is a value add product and that I/We are under no obligation to use YourPorter.

Signature _____ Date _____ / _____ / _____

K. Declaration

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information from:

- (a) The owner or the Agent of my current or previous residence;
- (b) My personal referees and employer/s;
- (c) Any record listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history; I am aware that I may access my personal information by contacting –
 - NTD: 1300 563 826
 - TICA: 1902 220 346
 - TRA: (02) 9363 9244

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- (a) Communicate with the owner and select a tenant
- (b) Prepare lease/tenancy documents
- (c) Allow tradespeople or equivalent organisations to contact me
- (d) Lodge/claim/transfer to/from a Bond Authority
- (e) Refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) Refer to collection agents/lawyers (where applicable)
- (g) Complete a credit check with NTD (National Tenancies Database)
- (h) Transfer water account details into my name

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.

Signature _____ Date _____ / _____ / _____

L. Applications for Tenancy and 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 Applicants identity 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 in this application may be disclosed, by use of the internet or otherwise, to other parties, including 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 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 (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 at www.reiv.com.au. The agent will only disclose information in this way to other parties to achieve the purposes specified above or as 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 provided. The Applicant can also correct this 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 and manage the tenancy.

Signature _____ Date _____ / _____ / _____

M. Please Provide Us With 100 Points Of Identification

<input type="checkbox"/> Latest Bank Statement (with full name and account details)	40
<input type="checkbox"/> Driver's Licence / Proof of Age Card	30
<input type="checkbox"/> Passport	30
<input type="checkbox"/> Visa grant letter if not Australian citizen	30
<input type="checkbox"/> Student ID card	15
<input type="checkbox"/> Copy of Mobile/ Phone /Gas/Water/Electricity account	20
<input type="checkbox"/> Copy of Medicare Card	20
<input type="checkbox"/> Concession / Pension Card	15
<input type="checkbox"/> Others, please specify: _____	

*****Must attach a copy of "bank statement with 3 months record" that shows your income and savings*****

OFFICE USE ONLY

Property Rental \$ _____ per weeks \$ _____ per month

Name of Property Manager _____

Please email this form with supporting documents to rental@apgproperty.com.au when completed