

RENTAL APPLICATION FORM

Rental Property	Address.....		
Tenancy Requirements	Preferred Commencement	Term Required	Rent \$
Applicant's Full Name and Address	Name.....		
	Address..... A C N.....		
Contact No's.	Rental Yes/No	Amount \$	Term of Tenancy
	Agent / Landlord		Phone No.
	Reason for leaving		
	Home Ph.	Work Ph.	
Previous Address	Mobile Ph.	Other Ph:	
	Rent Per Week \$	Term	
	Agent / Landlord		Phone No.
Employment	Reason for leaving		
	Current Employer		
	Address		Current Net Earnings
	Position		Contact Person
	Term of Employment		Phone No.
	Previous Employer		
	Term		Phone No.
	Do You Receive Any Other Source Of Income (If Yes Specify).....		
Personal Details	Date of Birth		Drivers License No
			Make Motor Vehicle
	Are you are smoker? Yes <input type="checkbox"/> No <input type="checkbox"/>		
			Registration No.
	How Many Persons to Live in Premises.....		No. of Pets (if any)
No Adults.....		List Type of Pet	
No. Children & Ages.....			

* If the rental property is to be leased by a company, the ACN No. must be provided as it is required by the RTBA

STEVEWAY REAL ESTATE PTY LTD
235 B CHURCH STREET RICHMOND 3121

Telephone
Facsimile

9429 4883
9428 6779

Personal References (not relatives) Business Ref Company Name Bond Contribution Bank A/c Details Rental Amount Applied For	Next of Kin Name:		
	Address		
	Relationship		Phone No.
	Name	Occupation	Work Phone No.
	1		
	2		
	3		
	Business Ref		
	Company Name		Phone No.
	Name		Amount \$
Name		Amount \$	
Name		Amount \$	
A/C Type		Bank	
Account Name		Branch	
Rent \$		Security Bond \$	

I confirm the following:-

- That the information supplied herein is true and correct and that the Agent/Landlord may conduct independent references and credit checks, for the purposes of assessing my application.
- This application is accepted subject to the availability of the premises on the due date and no action will be taken against the Landlord/Agent should the premises not be ready for occupation on that Date.
- During my inspection of this property I found it to be in a reasonably clean condition Yes No
- If "No" I believe the following items should be attended to prior to my tenancy commencing. I acknowledge that these items are subject to the landlords/ approval.
.....
.....
.....
.....
- I acknowledge that this is an application to lease this property only and that my application is subject to the owner's approval.
- I confirm having received a copy of this application for my retention.

APPLICANTS SIGNATURE: _____

DATE: _____

- PLEASE NOTE:-**
- Initial rental payments must be made in BANK CHEQUE or MONEY ORDER**
 - Bonds are to be paid separately, by BANK CHEQUE or MONEY ORDER made payable to the Residential Tenancies Bond Authority
 - Keys will not be handed over, until the Tenancy Agreement and Bond Lodgement Form is signed by all tenants and Bond and one (1) calendar months rental are paid in full.

Residential 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 Steveway REAL ESTATE collects personal information about you. To ascertain what personal information we have about you, you may contact us.

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 will disclose your personal information to:

- The Landlord.
- The Landlord's lawyer.
- The Landlord's mortgagee.
- Referees you have nominated.
- Organisations / Trade 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:

- Enable us, or the Landlord's lawyers, to prepare the lease / tenancy documents on the premises.
- Allow organizations / 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 Collection Agents / Lawyers (where default / enforcement action is required).
- 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: steph@ntd.net.au
In Person: Level 7, 477 Collins Street, Melbourne, 3000
Mail: P.O. Box 156,
Collins Street West, Melbourne, 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 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: _____