

MANSFIELD REAL ESTATE

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TENANCY APPLICATION FORM

ONE APPLICATION PER PERSON 18yrs & OVER

IMPORTANT - FOR IDENTIFICATION PURPOSES, PLEASE ENSURE YOU PROVIDE A SCANNED (CLEAR) COPY OF YOUR DRIVERS LICENSE OR PASSPORT.

- Please allow up to at least 3 business days to process your application. Processing does not always take this long, however the property owner must be consulted prior to the decision being made and they are not always immediately accessible. Delays may also be incurred if the application is not completed correctly.
- Please note that no keys will be given out if both rent in advance and bond monies have not been paid.
- How to calculate your monthly rent payable. Weekly rental / 7 days of the week x 365 days of the year / 12 months.
- Landlords/Agents must forward bond monies to the RTBA within 10 business days of receipt of the bond. You will then be forwarded an official receipt by the RTBA after 7 days.
- An appointment should be made with Lisa Davies to sign the lease and pay the money due.
- Remember, it is your responsibility to have all services (electricity, gas, water and telephone) connected in your name to coincide with your date of occupation. It is also the tenant's responsibility to insure their possessions. The landlord's insurance policy does not cover your possessions.
- Your application is regarded as a confidential document. If your application is unsuccessful, it will be destroyed.
- Ask for help if you are not sure. Rental property management is an important part of our business. We are conscious of developing a professional relationship with all of our tenants. We are here to help you. If you are unsure or concerned about any aspect of this application, your call is welcome.

*Thank you for your co-operation.
Lisa Davies – Property Manager*

1. PROPERTY APPLYING FOR

Address		
Suburb	Post Code	
Lease Term: Years	Months	Rent Per Week: \$
Date Property to be leased from:		
Is this your principal place of residence?	Yes	No
Rent is to be paid PER CALENDAR MONTH		

2. PERSONAL DETAILS

Title	First Name/s	Initial
Last Name		
Date of Birth	/	/
Current Address		
Suburb	Post Code	
Driver's License No.	State of Issue	
Alternate ID (ie Passport) No.		
Pension Type (if applicable) No.		
Home Phone No.		
Mobile No.		
Work No.		
Email		
Preferred daytime contact no.		

3. CURRENT EMPLOYMENT DETAILS

Occupation		
Employer's Name		
Employer's Phone No.		
Employment Address		
Suburb	Post Code	
Contact Person		
Contact No.		
Length of Employment: Years	Months	
Date Started: / /		
Net Income: Per Week \$	Per Month \$	

4. PREVIOUS EMPLOYMENT DETAILS

Occupation		
Employer's Name		
Employer's Phone No.		
Employment Address		
Suburb	Post Code	
Contact Person		
Contact No.		
Length of Employment: Years	Months	
Date Started: / /	Date Finished: / /	
Net Income: Per Week \$	Per Month \$	

5. IF SELF EMPLOYED COMPLETE THE FOLLOWING

Company Name		
Company Address		
Suburb	Post Code	
Business Type		
Position Held		
ABN		
Accountant Name		
Accountant Phone		
Solicitor Name		
Solicitor Phone		
Do you intend to operate a business from the property?		
Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If at ANY stage during the tenancy you intend to operate a business from the property you will need to inform us in writing prior to commencing and will be subject to Landlords approval.		

6. CURRENT RENTAL DETAILS *Not Temporary Accom.*

Are you the:	Owner	Tenant
Rent paid per month \$	per week \$	
How long have you lived at your current address?		
Years	Months	
Date Started: / /		
Name of Agent/Landlord		
Phone No.		
Reason for Leaving		
Was the bond repaid in full?	Yes	No
If No, please specify:		

7. PREVIOUS RENTAL HISTORY

Address	
Are you the Owner	Tenant
Rent paid per month \$	per week \$
How long did you live at your previous address? Years Months Date Started: / / Date Finished: / /	
Name of Agent/Landlord	
Phone No.	
Reason for Leaving	
Was the bond repaid in full	Yes No
If No, please specify:	

8. IF STUDENT PLEASE COMPLETE

Place of Study
Course
Enrolment No.
Campus Contact Name
Phone No.
Course Coordinator Name
Phone No.

9. OTHER INFORMATION

Number of people to occupy the property:
Adults Children & Ages
Do you have pets? Yes No
If yes, please specify type/breed:
Motor Vehicle, Make/Type Rego No.

10. REFERENCES *prefer business or non family*

Reference Name
Occupation
Relationship
Phone No.
Reference Name
Occupation
Relationship
Phone No.

11. NEXT OF KIN

in case of emergency, person who is not living with you

Name
Phone No.
Address
Relationship to you

Optional/Extra Information you may wish to provide:

DECLARATION

I acknowledge that the application to lease this property is subject to the owners approval and the availability of the premises on the due date. No action will be taken against the landlord or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the due date for whatever reason. I hereby offer to rent the property from the owner under the terms and condition outlined in a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997. I acknowledge that if this application is successful, I will be required to pay rental in advance and a rental bond on or prior to the signing of the lease agreement. I declare that all information contained in this application is true and correct and given of my own free will and that only those persons on this application will reside permanently at the property. I declare that I am over the age of 18 years, that the rental payments are within my means, I have inspected the premises and am not bankrupt or an undischarged bankrupt. I authorise the Agent to make all necessary enquires to verify the information provided herein, including information relating to my employment, rental history, business and personal references and any record, listing or database of defaults by tenants. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information.

SIGNATURE:

DATE:

PRINT NAME:

TENANCY PRIVACY STATEMENT

Please sign and date this form for your application to be processed

Due to changes in the Privacy Laws from December 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.

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 landlords lawyer and/or mortgagee
- Referees you have nominated
- Organisations / tradespeople 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)
- TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd ABN 087 400 379 (TICA)
- 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 organisations / tradespeople 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 organisations contacting us on your behalf i.e. banks, utilities (gas, electricity, water, phone), Employers etc.
- To record details of your tenancy history on NTD, TICA and our own in house Property Management System

If your personal information is not provided to us, NTD or TICA, 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 obtain a copy of their personal details by contacting National Tenancy Database Pty Ltd ABN 65 079 105 025) (NTD) on 13VEDA (1383 32) or www.veda.com.au

NTD's Primary purpose is to collect 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 and Credit Bureaus.

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

SIGNATURE:

PRINT NAME:

DATE:

A COPY OF MY IDENTIFICATION HAS BEEN SUPPLIED