

# TENANCY APPLICATION FORM

One Form Per Applicant

Roger McMillan Real Estate  
211B Pt. Nepean Road Dromana, Vic 3936  
Telephone: (03) 59 81 81 81  
Fax: (03) 59 87 33 37  
Email: info@rogermcmillan.com.au

ESTATE AGENTS - AUCTIONEERS

# McMILLAN

(03) 59 81 81 81

## Property details

Property Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_

Have you viewed the Property? YES NO

Rental \$ \_\_\_\_\_ pw \$ \_\_\_\_\_ pcm Bond \$ \_\_\_\_\_

Commencement Date / /

Lease Term: 6mths 12mths Other: \_\_\_\_\_

Number of Proposed Occupants: \_\_\_\_\_

No. Adults: \_\_\_\_\_

No. & age of Children: \_\_\_\_\_

Smoking: YES NO

Pets: YES NO

### Please provide details of any pets:

Type/ breed

1. \_\_\_\_\_

2. \_\_\_\_\_

## Personal Details

Title: Mr Mrs Ms Miss

Date of Birth: / /

Surname: \_\_\_\_\_

Given Names: \_\_\_\_\_

Drivers licence no. \_\_\_\_\_ State: \_\_\_\_\_ Exp: \_\_\_\_\_

Car Registration no. \_\_\_\_\_

Make / Model: \_\_\_\_\_

Passport no. \_\_\_\_\_

Medicare no. \_\_\_\_\_

## Contact Details

Current Residential Address: \_\_\_\_\_

\_\_\_\_\_

Suburb: \_\_\_\_\_

Post code: \_\_\_\_\_

Home Phone no: \_\_\_\_\_

Work Phone no: \_\_\_\_\_

Mobile Phone no: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Employment Details / Student Details

(\*include accountant details if self-employed)

Current Employer: \_\_\_\_\_

Occupation: \_\_\_\_\_ Full time/Part time/Casual

Address: \_\_\_\_\_

\*Accountant: \_\_\_\_\_

Phone no: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Net Income: \_\_\_\_\_ p/ week \_\_\_\_\_ p/year

Length of employment: \_\_\_\_\_

\*Please provide any other source/s of income (e.g. Centrelink):

\_\_\_\_\_

Type of payment: \_\_\_\_\_

Net income: \_\_\_\_\_ p/week \_\_\_\_\_ p/year

\*Please provide university/tafe information if you are currently studying

Course Name: \_\_\_\_\_

Name of Institution: \_\_\_\_\_

Previous Employer: \_\_\_\_\_

Occupation: \_\_\_\_\_ Full time/Part time/Casual

Address: \_\_\_\_\_

Phone no: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Net Income: \_\_\_\_\_ per week \_\_\_\_\_ per year

Length of employment: \_\_\_\_\_

## Applicant Rental History

Length of time at your current address: \_\_\_\_\_

Agent /Landlord: \_\_\_\_\_

Phone no: \_\_\_\_\_

Why are you leaving this address: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Suburb: \_\_\_\_\_

Post code: \_\_\_\_\_

Length of time at this address: \_\_\_\_\_

Agent /Landlord: \_\_\_\_\_

Phone no: \_\_\_\_\_

Why did you leave this address: \_\_\_\_\_

Please answer the following questions: YES NO

Have you ever been evicted by a landlord or agent?	<input type="checkbox"/>	<input type="checkbox"/>
Are you in debt to another landlord or agent?	<input type="checkbox"/>	<input type="checkbox"/>

If so please provide details: \_\_\_\_\_

## Reference / Contact

Two personal references (not related)

1. Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone no: \_\_\_\_\_

Mobile no: \_\_\_\_\_

2. Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone no: \_\_\_\_\_

Mobile no: \_\_\_\_\_

Two Business references

1. Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone no: \_\_\_\_\_

Mobile no: \_\_\_\_\_

2. Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone no: \_\_\_\_\_

Mobile no: \_\_\_\_\_

## Emergency Contact:

(Other than person residing with you)

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone no: \_\_\_\_\_

Mobile no: \_\_\_\_\_

### 100 POINT CHECK

To process your application we need to verify who you are. To do this we need identification that adds up to 100 points. The alternatives available to you are below.

**We require a copy of your chosen documents.**

Birth Certificate	60 points
Passport	60 points
Drivers Licence	60 points
Photo ID	60 points
Medicare Card	30 points
Credit/ATM card	30 points
Pension card	30 points
Utility bills	10 points
Bank statement	10 points
Car registration papers	10 points

### Please take note of the following:

This application is accepted subject to the owner's approval and no action shall be taken by the applicant against the landlord or the agent should any circumstances arise whereby the property is not available for occupation on the due date.

Processing of applications usually takes approximately 2 working days, with all references being contacted.

If the application is approved, a holding deposit equal to the first month's rent is due & payable to the office prior to occupancy of the property.

Initial rental payments must be made by cash, bank cheque or money order. No personal cheques

After initial payments all rent payments are to be paid monthly in advance by the due date, ONLY via internet banking or deposit at any *Commonwealth* bank (Account details will be provided to approved applicants)

Keys will not be handed over until the lease agreement has been signed by all applicants and prior payments of bond and rent had been paid.

I hereby offer to rent the property from the owner under a lease to be prepared by the agent/landlord's lawyer. Should this application be accepted by the Landlord I agree to enter into Residential Tenancies Agreement pursuant to the Residential Tenancy Act 1997.

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 accept that the Real Estate Agent may conduct independent reference and credit checks on this application. I declare that I have inspected the premises.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **PLEASE SIGN THE PRIVACY**

### STATEMENT ON THE FOLLOWING PAGE

#### OFFICE USE ONLY:

Property manager: \_\_\_\_\_

Date processed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Amount Received: \$ \_\_\_\_\_

## Tenancy Privacy Statement

All property managers must ensure that you fully understand the National Privacy Principles and the manner in which your private information may be used in order to fulfil their role as professional property managers. Please take the time to read this Privacy Statement carefully and once completed, return it to this office with your tenancy application.

### Primary Purpose

As professional property managers, Roger McMillan Real Estate collects personal information about you. You can ask to access the information the real estate agent holds about you, by contacting the office of: Roger McMillan Real Estate

Telephone: (03) 59 81 81 81

Facsimile: (03) 59 87 33 37

Email: [info@rogermcmillan.com.au](mailto:info@rogermcmillan.com.au)

In person: 211b Pt. Nepean Road, Dromana, VIC 3936

Visit website: [www.rogermcmillan.com.au](http://www.rogermcmillan.com.au)

### Secondary Purpose

#### Collection and disclosure of personal information

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 for the ongoing management of your tenancy agreement. To carry out this role when processing your application, during the term of your tenancy and for some time thereafter, we are often required to disclose your personal information to one or more of the following:

- >The landlord
- >The landlord's lawyers, mortgagee or insurer
- >Referees you have nominated
- >Organisations or trades people required to carry out maintenance to the premises
- >Rental bond authorities or rent bond insurance providers
- >Residential Tenancy Tribunals & courts
- >Mercantile agents
- >National Tenancy Database (ntd) a division of Veda Advantage Information Services and Solutions Limited ABN 26 000 602 862
- >Other real estate agents & landlords

If your personal information is not provided to us 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 then cannot provide you with the lease/tenancy of the premises. We request that you please sign below to acknowledge that you fully understand the National Privacy Principals and the manner in which your private information may be used.

## Ntd Disclosure Statement

You can contact **National Tenancy Database** and ask for access to any of your personal information stored on the database by writing to us at:

Postal Address: GPO BOX 13294, George Street, Brisbane QLD 4003

Email: [info@ntd.net.au](mailto:info@ntd.net.au)

Fax: 07 3009 0619

Telephone: 1300 563 826

For further information about ntd and ntd's Privacy Policy, visit our website: [www.ntd.net.au](http://www.ntd.net.au) Please note, when requesting a copy of the personal information we hold about you, proof of identity will be required e.g. Australian driver's licence, passport etc. We collect the following information in accordance with the NPPs for the purpose of operating a tenancy database for risk management and risk assessment purposes and for identity verification. Generally, this information is collected from our members.

- > Full name, date of birth, gender and driver's licence number, occupation
- > Current and previous rental addresses
- > Contact details (phone, fax and email)
- > Details of rental history

Generally, personal information is used and disclosed for the purposes for which it was collected. The purposes for which we collect your personal information are:

- > Provision of a database for the use of property managers, and real estate agents for risk assessment and risk management purposes
- > Provision of information to third parties with regard to your tenancy including but not limited to your landlord, your landlord's mortgagee or insurer, residential tenancy tribunals

And courts, rental bond boards, mercantile agents, related corporate entities, Government agencies and departments and, in the case of commercial leases, to credit bureaus

In addition, there may be circumstances where we are required or authorised by law to disclose your personal e.g. to an Ombudsman, tribunal, court, law enforcement agency or government department. If your personal information is not provided to ntd, the real estate agent/property manager will **not** be able to carry out their professional responsibilities and may not be able to provide you with a lease/tenancy of the premises.

By signing this document, you consent to the collection, use and disclosure of your personal information for purposes set out above.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_