

Residential Tenancy Application Form

For your application to be processed you must answer all questions. Please complete 1 application per adult.

01 Agent details

LongView

A 31 Hardner Road, Mt Waverley, VIC 3149
 P 1800 931 784
 E pmservices@longview.com.au

02 Property information

Address _____
 Suburb _____ Postcode _____
 Lease term Years _____ Months _____ Rental amount \$ _____ p/w _____
 Date property inspected / / _____
 Date property to be occupied / / _____
 Total number of people to occupy the property _____
 Name(s) of other applicants to occupy the property _____

 No of Adults _____ No of Children _____ Ages _____
 Do you have pets? Yes No If yes what type? _____
 Breed _____ Age _____
All adults over the age of 18 must complete an application.

03 Personal details

Title _____ Firstname _____ Initial _____ Surname _____
 Date of birth / / _____ Age (years/months) _____
 Drivers licence no. _____ State of issue _____
 Alternate ID (e.g. passport) _____ Number _____
 Car registration _____
 Are you on a pension? Yes No If yes, reference# _____
 Type _____
 Please provide contact details
 Home phone _____ Mobile _____
 Email _____
 Occupation _____ Work phone _____
 Current address _____
 Suburb _____ Postcode _____

04 Applicant history

How long have you lived at your current address Years _____ Months _____
 Name of Landlord/Agent (if applicable) _____
 Phone number _____ Rent paid per month \$ _____
 Reason for leaving _____
 Was bond repaid in full? Yes No If no please specify why? _____

 What was your previous residential address?

 Suburb _____ Postcode _____
 How long did you live at your previous address? Years _____ Months _____
 Name of Landlord/Agent (if applicable) _____
 Phone number _____ Rent paid per month \$ _____
 Reason for leaving _____

05 Employment details

Occupation _____
 Name of employer _____
 Employment address _____
 Suburb _____ Postcode _____
 If self-employed, accountant name _____ Number _____
 Employer phone number _____
 Contact name _____
 Length at current employment? Years _____ Months _____
 Net income \$ _____ p/week \$ _____ p/month \$ _____
 Other income type _____
 Amount \$ _____ p/week _____ p/fortnight _____ p/month _____

06 Previous employment details

Occupation _____
 Name of employer _____
 Employment address _____
 Suburb _____ Postcode _____
 Employer/Accountant phone number _____
 Contact name _____
 Length at current employment? Years _____ Months _____
 Net income \$ _____ p/week \$ _____ p/month \$ _____

07 Student information (only complete if currently studying)

Name of Institution _____
 Student/Enrolment number _____
 Course contact name _____ Phone _____
 Suburb _____ Postcode _____
 Source of income/support _____
 Net weekly amount \$ _____
 Parent/Guardian name _____
 Relationship _____
 Address _____
 Suburb _____ Postcode _____
 Phone number _____

08 ID required (100 points per applicant)

This application will not be processed until 100 points of ID is achieved for each applicant. **Photocopies of each form of ID must be provided with the application.**

Current drivers licence or Learners permit (40 points)
 Passport and VISA (if residing in Aust. less than 2 years) (40 points)
 Proof of age card/Birth certificate (20 points)
 Concession/Pension card (10 points)
 Student photo ID (10 points)
 Previous 3 rent receipts (10 points)

Each applicant MUST provide proof as follows:

1. If employed, their last 3 payslips and/or a copy of current employment contract/letter of appointment.
2. If unemployed, Centrelink statement and/or bank statement proving regular income transactions.
3. If self-employed, EOFY statement and Accountant's details.

It is the responsibility of the tenant to ensure that the electricity main switch is in the 'off position' for the required timeframe on the day of connection and that there is easy access to the meters.

09 References

Next of kin	Relationship
Phone	
Emergency contact	Relationship
Phone	
Personal reference	Relationship
Phone	

10 National Tenancy Database disclosure

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

Address: GPO Box 13294, George Street, Brisbane, QLD 4003
Email: info@ntd.net.au
Phone: 1300 563 826

For further information about ntd and ntd's Privacy Policy, visit the website ntd.net.au. Please note, when requesting a copy of the personal information they hold about you, proof of identity will be required e.g. Australian Driver's Licence, passport etc. The ntd 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 ntd's members.

- Full name, D.O.B, gender, driver's licence number, occupation
- Current and previous rental addresses
- Contact details (phone, email)
- Details of rental history

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

- Provision of a database for the use of Property Managers, and Real Estate Agency for risk assessment and risk management purposes
- Provision of information to third parties with regard to your tenancy including by not limited to your Landlord, you Landlord's mortgage or insurer, residential tenancy tribunals and courts, rental bond boards, mercantile agency, 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 information e.g. to an ombudsman, tribunal court, lay 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 as set out above.

11 Privacy and consent

By complete this form, you consent to LongView collecting your personal information in accordance with its Privacy Policy which is available at longview.com.au

12 Electronic service of documents

- The Tenant acknowledges that the Agent/Landlord may send some Notices via electronic means, this digital application included, and pursuant to the Electronic Transactions (Victoria) Act 2000, the Tenant acknowledges that this is a valid form of notice in writing.
- The Tenant consents to the receiving of certain notices and this application in writing via electronic means and confirmed that the email address provided in the original application form will be used the Agent/Landlord for the purposes of receiving such notices.
- The Tenant acknowledges that if they change email addresses during the term of the tenancy then it is the Tenant's responsibility to notify the Agent/Landlord, in writing, of the new email address for the purposes of receiving Notices via electronic means. A failure to do so, shall no render notice invalid.

13 Declaration

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises or the due date. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997.

I acknowledge that I will be required to pay rent in advance and a rental bond. 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 details of my credit worthiness from, the owner or Agent of my current or previous residence, my personal referees, employer, and 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 who the Agent reasonably considers has an interest receiving such information.

The applicant acknowledges the bond is equal to one month's rent unless otherwise stated at the time of signing the leases; that rental payments are due monthly in advance, and that the property was satisfactory for our needs and requirements.

Signed _____

Date / / _____