

# TENANCY APPLICATION FORM



Email \_\_\_\_\_ Web [biggin-scott.com.au](http://biggin-scott.com.au)  
 Phone \_\_\_\_\_ Date \_\_\_\_\_  
 Fax \_\_\_\_\_ Address \_\_\_\_\_  
 ABN \_\_\_\_\_ Property Manager \_\_\_\_\_

<b>PROPERTY ADDRESS</b>			Start Date
Rent – Weekly	Rent PCM	Bond	Term of Lease
<b>APPLICANT NAME IN FULL</b> Mr Mrs Miss Ms Dr			
DOB		Email Address:	
Phone (BH)	Phone (AH)	Mobile	
<b>IDENTIFICATION</b> Drivers Lic No. / Passport No. / Student I.D.			State Exp
No of Occupants in New Property (Adults)		(Children)	Ages
Car Make	Model	Rego	
No. of Pets	Types of Pets		

Where did you see this property Advertised?

- Board  Internet  
 Site: \_\_\_\_\_  
 The Age  Rental List  
 Other: \_\_\_\_\_

## OFFICE USE

**CURRENT ADDRESS** Are you the  Owner  Renter  Sharing  Living with parents?

Landlord/Agent Contact \_\_\_\_\_ Phone \_\_\_\_\_  
 Your Address \_\_\_\_\_ Current rental \$ \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_ Occupied From \_\_\_\_\_ To \_\_\_\_\_

**PREVIOUS ADDRESS** Were you the  Owner  Renter  Sharing  Living with parents?

Landlord/Agent Contact \_\_\_\_\_ Phone (BH) \_\_\_\_\_  
 Address of Property \_\_\_\_\_ Current Rental \$ \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_ Occupied From \_\_\_\_\_ To \_\_\_\_\_

**CURRENT OCCUPATION** Position \_\_\_\_\_ Phone (BH) \_\_\_\_\_  
 Company Name \_\_\_\_\_ Contact \_\_\_\_\_  
 Company Address \_\_\_\_\_ Phone No. \_\_\_\_\_  
 Employed \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Net Income \$ (PW) \_\_\_\_\_ Other Income \_\_\_\_\_

**PREVIOUS OCCUPATION** Position \_\_\_\_\_ Phone (AH) \_\_\_\_\_  
 Previous Employer \_\_\_\_\_ Contact \_\_\_\_\_  
 Employers Address \_\_\_\_\_ Phone No. \_\_\_\_\_  
 Employed \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Net Income \$ (PW) \_\_\_\_\_ Other Income \_\_\_\_\_

**SELF EMPLOYED** Company Name \_\_\_\_\_  
 Company Address \_\_\_\_\_ ABN \_\_\_\_\_  
 Business Type \_\_\_\_\_ Position Held \_\_\_\_\_ Occupation \_\_\_\_\_  
 Accountant's Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Solicitor's Name \_\_\_\_\_ Phone \_\_\_\_\_

**PROFESSIONAL REFERENCE** Name Occupation / Relationship and Phone Number (eg Accountant / Solicitor / Bank Manager)

1. Ref Name \_\_\_\_\_ Occ / Rel \_\_\_\_\_  
 Phone (BH) \_\_\_\_\_ Phone (AH) \_\_\_\_\_  
 2. Ref Name \_\_\_\_\_ Occ / Rel \_\_\_\_\_  
 Phone (BH) \_\_\_\_\_ Phone (AH) \_\_\_\_\_

**EMERGENCY CONTACT** Parents / Siblings - Must be a relative

1. Name \_\_\_\_\_ Relationship \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone (BH) \_\_\_\_\_ Phone (AH) \_\_\_\_\_ Mobile \_\_\_\_\_  
 2. Name \_\_\_\_\_ Relationship \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone (BH) \_\_\_\_\_ Phone (AH) \_\_\_\_\_ Mobile \_\_\_\_\_

**DISCLAIMER** I confirm the following:

- During my inspection of this property I found it to be in relatively clean condition. OR
- I believe the following items should be attended to prior to my tenancy commencing. I acknowledge that these items are subject to the owner's approval. OR
- I require the following items and additional amendments to the property:

\_\_\_\_\_

\_\_\_\_\_

**To process your application we require 100 points of ID:**

Drivers Licence	70
Passport	70
Student ID	20
Bank Statement	30
Pay Slip	30
Birth Certificate	30
Rate/Utility Acc.	30
Medicare Card	30

Continued overleaf PTO

**FREE Utility Connection Service**



**Ph: 1300 850 360**  
**Fax: 1300 661 160**

Let On The Move reduce stress and save you time by arranging to connect all of your services on your moving day. Just tick the box below and we will contact you.

- ★ **FREE Service**
- ★ **One Stop Shop**
- ★ **No Obligation**
- ★ **Quality Suppliers**

**Yes! Please call me**

*I would like On The Move to contact me to arrange my connections  
 Please ensure that the electricity mains switch is in the off position  
 before we arrange your connections*

**Terms & Conditions** - By ticking this box, you are consenting to On The Move contacting you to arrange your services.

On The Move may need to disclose personal information about you to utility companies to arrange your services.

**On The Move and your Agent do not accept responsibility for any delay or failure to connect/disconnect your services.**

On The Move and your Agent may receive a benefit for arranging your services.

We will provide your new telephone number to your agent unless you ask us not to.

Standard connection fees and bonds may apply.

**Please contact On The Move if you have not heard from them within 24 hours.**

This service has no effect on your rental application.

**DECLARATION**

I acknowledge that my application 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 applicant is unsuccessful or upon acceptance should the premises not be ready for occupation on this date, for whatever reason.

I agree, unless otherwise noted upon commencement the property will be in the same condition as upon my inspection.

Biggin & Scott make no representation to the availability of parking permits, enquiries must be made by me as a prospective tenant to the local council.

I agree that if this application is successful, I am required to pay one month's rent prior to the signing of the Lease Agreement within 24-48 hours of approval. The commencement date of this lease agreement indicates my rental pay date and after this first payment, I am obliged to pay each monthly rental payment in advance to that specified and agreed

rental payment date. I am also required to pay the equivalent of one (1) month's rent on or prior to the signing of the Lease Agreement which will be considered as the bond and will be forwarded to the Residential Tenancies Bond Authority until the termination of the Lease Agreement.

I, the above-mentioned applicant solemnly declare that the information contained in this application form is true and correct. I understand that making false statements is punishable by law and I shall notify the agent of any changes to this information immediately. I understand my responsibilities to arrange for the connection and payment of gas, electricity, telephone, and water consumption. I hereby acknowledge and authorise Biggin & Scott Pty. Ltd. to conduct independent reference checks and to provide my information to the Landlord for the purposes of assessing my eligibility to rent the property.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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

**TENANCY PRIVACY STATEMENT**

Due to the 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, Biggin & Scott collects personal information about you. To ascertain what personal information we have about you, please contact our office.

**Primary Purpose**

As professional property managers, we collect 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
- Rental Bond Authorities
- Residential Tenancy Tribunals / Courts
- Organisations / Traders people required to carry out maintenance to the premises
- National Tenancy Database Pty Ltd. (ABN 65 079 105 025) ('NTD')
- Other Real Estate Agents and Landlords
- Collection Agents

**Secondary Purpose**

We also collect your personal information to:

1. Enable us, or the Landlord's lawyers, to prepare the lease / tenancy documents on the premises
2. Allow organisations / trades people to contact you in relation to maintenance matters relating to the premises.
3. Pay / release rental bonds to / from Rental Bond Authorities (where applicable).
4. Refer to Tribunals, Courts and Statutory Authorities (where necessary).
5. Refer to Collection Agents / Lawyers (where default / enforcement action is required)

6. Provide confirmation details for organisations contacting us on your behalf i.e. 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 In Person: Level 7, 477 Collins Street, Melbourne VIC 3000  
 Facsimile: 03 9620 7339  
 Email: kim@ntd.net.au Mail: PO Box 156, Collins St West,  
 Visit website: www.ntd.net.au Melbourne VIC 8007

**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 / direction 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 \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_