

Application for Residential Tenancy

Please provide full details to ensure effective processing of this application. On receipt of your application, we will endeavor to provide you with an answer within 2 working days. The applicant/s detailed herein apply for a property tenancy through the Property Manager and declare and covenant that the information herein is true and correct. The applicant must not give false or misleading information to the Property Manager.

PLEASE NOTE: OUR TENANCY AGREEMENTS WILL CONTAIN A SPECIAL CLAUSE STATING "NO SMOKING INSIDE THE PREMISES"

Property Applied for:

Rent \$ _____ per week (method of payment is calendar month, due to be received by 1st each month.)

Will you be receiving government assistance for the rent? Yes No

Bond \$ _____ (Payable upon signing the Tenancy Agreement)
(4 weeks rent to be paid in by Bank cheque or money order only)

Tenancy Required

12 Months 18 Months 24 Months Other

Preferred lease commencement date: ___/___/___

Acknowledgements by Applicant/s

I/we have inspected the above property (internally) on ___ Day ___ Month ___ Year

Have you ever had your lease terminated by an owner or agent Yes No

If so, why? _____

Have you a debt to any other Landlord or Agent Yes No

I/we have inspected the above property and agree to accept it with existing features subject to the final clean and the property being presented in a reasonable condition Yes No

Other people permanently residing in the property

Full names & ages of all people (including children) who will permanently reside at this property:

1: _____ Age: _____

2: _____ Age: _____

3: _____ Age: _____

4: _____ Age: _____

Pets

Do you have any pets? Yes No

Number of pets?

If yes, provide full details:

Pet type:

Breed:

Age:

Size:

Applicant 1:
Business name & ABN (if applicable):
Family Name:
Given Name:
Date of birth:
Occupation:
Current residential address:
Length of time at current address:
Reason for moving:
Previous address:
Home phone:
Mobile:
Work phone:
Email address:

Applicant 2:
Business name & ABN (if applicable):
Family Name:
Given Name:
Date of birth:
Occupation:
Current residential address:
Length of time at current address:
Reason for moving:
Previous address:
Home phone:
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Work phone:
Email address:

Identity Information
Drivers licence #:
Other:
Car registration & State:
Number of vehicles:
Including caravans, boats & trailers:

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Current Employment
Business Name:
Business Address:
Supervisor's name:
Supervisor's phone:
Supervisor's email:
Length of employment:
Total annual income (as declared to Australian Taxation Office):

Current Employment
Business Name:
Business Address:
Supervisor's name:
Supervisor's phone:
Supervisor's email:
Length of employment:
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Previous Employment
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Supervisor's phone:
Supervisor's email:
Length of employment:
Total annual income (as declared to Australian Taxation Office):

If self employed
Business Name:
Business Address:
Length of employment
Total annual income (as declared to Australian Taxation Office):
Business name:
Accountant name:
Accountant phone number:
Accountant email:

If self employed
Business Name:
Business Address:
Length of employment
Total annual income (as declared to Australian Taxation Office):
Business name:
Accountant name:
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If a student (**please refer to 100 point check requirements)
College/Tafe or University:
Student ID:
Income/sources:
Faculty/Course:

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Current Landlord/Agent
Name:
Phone:
Email address:
Address of property rented & cost per week: Rent: \$ _____
Do you expect your bond to be refunded in full? Yes <input type="checkbox"/> No <input type="checkbox"/>
If NO, why?:

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Do you expect your bond to be refunded in full? Yes <input type="checkbox"/> No <input type="checkbox"/>
If NO, why?:

Home Owners
If you have not rented before, have you owned your own home? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, provide address & Sales Agent details: (note copy of council rates will be required):
Would you like a rental appraisal on your current home? Yes <input type="checkbox"/> No <input type="checkbox"/>

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Business reference (other than the name of your employer)
Name:
Address:
Phone:
Relationship:
How long known:

Business reference (other than the name of your employer)
Name:
Address:
Phone:
Relationship:
How long known:

Closest relative who will not be residing with you
Name:
Address:
Phone:
Relationship:

Closest relative who will not be residing with you
Name:
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Phone:
Relationship:

100 Point Check - Notice to Applicant 1 Before any application will be processed, each applicant must achieve a minimum of 100 check points:												
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For Immigrants and International Students								
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If never rented before and owned a home only
Has the council rates notice been provided? <input type="checkbox"/>

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100 point check information must be attached to this application form when submitted

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Warranties by Applicant/s

The Applicant/s warrant:

- The information herein given by them is true and correct and that all information was given of their own free will.
- The applicant's are over 18 years of age.
- That only those persons notified in this Application will permanently reside at this property.
- That the applicant/s have inspected the property detailed herein and will not permit pets on the premises unless authorised by the owner/Agent to do so.
- That the applicant/s will pay bond (by credit card or bank cheque only) of the amount set out on page 1 upon signing a Residential Tenancy Agreement.

Bankruptcy Declaration

As the applicant, have you ever been bankrupt? Yes No
If yes, please give details

Binding Agreement on Acceptance by Landlord

- The Applicant's acknowledge and agree that immediately upon notice from the Agent that the Landlord has accepted this Application, the Applicant/s must then proceed to agree to a Residential Tenancy Agreement with the terms and other conditions set out herein. The Applicant/s undertake and agree to sign a written Residential Tenancy Agreement before possession of the Property will be given.
- If accepted for this property, the Applicant/s agree NOT to use the property for any business or commercial use.
- Payments will be paid by **Deft or EFT**.

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.

As professional property managers, Berkely Residential collect 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 may disclose your personal information to:

- The Landlord
- The Landlord's lawyer
- The Landlord's mortgagee
- Referees you have nominated
- Organisations / trades 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 105025) ("NTD")
- Other Real Estate Agents and Landlords

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 organizations/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 organizations 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 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.

Signature & date: Applicant 1

Signature & date: Applicant 2