

3. CURRENT SITUATION

Do you Rent Own

How long have you lived at this current address: _____ years _____ months

Name of Landlord/Agent (if applicable) _____

Phone Number: _____ Rent paid per Month: \$ _____

Reason for Leaving: _____

4. PREVIOUS RENTAL HISTORY

Did you Rent Own

Previous Address: _____ Suburb: _____

How long have did you live at your previous address: _____

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)

5. OTHER INFORMATION

Number of persons occupying property _____ Adults _____ Children _____

Ages of Children: _____

Do you have pets? Yes No (if yes please specify)

6. NEXT OF KIN (NAME OF RELATIVE LIVING IN AUSTRALIA)

Emergency Contact: _____ Relationship: _____

Address: _____

Phone: _____ Mobile: _____ Other: _____

7. CURRENT EMPLOYMENT DETAILS

Business Name & Address: _____

Contact Name: _____ Phone: _____

Term of employment: _____ Position Held: _____

Income per Annum: \$ _____

Self employed: Yes No (if Yes complete details below) A.B.N: _____

Business Type: _____

Accountant name: _____ Phone: _____

Solicitor name: _____ Phone: _____

8. PREVIOUS EMPLOYMENT DETAILS

Business Name & Address: _____

Contact Name: _____

Phone: _____

Term of employment: _____

Position Held: _____

Income per Annum: \$ _____

Self employed: Yes No (if Yes complete details below) A.B.N: _____

Business Type: _____

Accountant name: _____

Phone: _____

Solicitor name: _____

Phone: _____

9. PERSONAL REFEREES

1. Reference Name: _____

Phone: _____

Relationship: _____

Occupation: _____

2. Reference Name: _____

Phone: _____

Relationship: _____

Occupation: _____

3. Reference Name: _____

Phone: _____

Relationship: _____

Occupation: _____

10. IF A STUDENT, PLEASE COMPLETE THE FOLLOWING

Place of Study _____

Course: _____

Enrolment Number: _____

Course Length: _____

What year are you in: _____

Campus contact: _____

Phone: _____

Course Co-Ordinator: _____

Phone: _____

Parents Name: _____

Phone: _____

Parents Address: _____

Are you receiving financial support Yes No (if Yes, from where?)

11. SOURCE OF ENQUIRY

Counterlist The Age Internet For Lease Board Referral Other (please specify)

12. 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 on 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 rental in advance and a bond, and that this application is subject to approval from 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 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, any record or 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 reasonable considers has an interest receiving such information.

Signed: _____

Date: / /

13. TENANCY PRIVACY STATEMENT

Due to recent changes in the Privacy laws, from 21st December 2001, all real estate agencies 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 it to this office with your tenancy application.

As professional property managers, Woodards collects personal information about you. To ascertain what personal information we have about you, you can contact us by the following ways:

Telephone: 03 9805 1111
Facsimile: 03 9882 0028
Email: nmclean@woodards.com.au
In Person: 273 Camberwell Road Camberwell

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 provide you with a lease/tenancy of the premises.

To carry out this role and during the term of your tenancy, we usually disclose your personal information to the following:-

- the landlord
- the landlords lawyers or mortgagee
- referees/next of kin you have nominated
- organisations/tradespeople required to carry our maintenance to the premises
- rental bond authority
- Residential Tenancy Tribunal/Courts
- Collection Agents
- National Tenancy Database Pty Ltd (ABN 65 079 105 025)
- Other Real Estate Agents

14. IMPORTANT INFORMATION

THE APPLICANT HEREBY AGREES TO:

1. Woodards policy that all rental payments are made via * DIRECT DEBIT * excluding Oakleigh Office
2. This application is subject to the owner's approval and may take 2-3 days to process
3. All applicants must complete an application form and provide photo ID (Drivers Licence or Passport)
4. Bond payment must be paid in the form of a bank cheque or money order made payable to **RTBA** (Residential Tenancies Bond Authority) personal cheques or cash will not be accepted.
5. Initial Rent payment must be made in the form of a bank cheque or money order made payable to **Woodards** (personal cheques or cash will not be accepted)
6. The applicant hereby agrees to a credit check being carried out by the National Tenancy Database
7. The applicant acknowledges that the property is in a reasonably clean condition and in good repair as inspected.

15. APPLICANTS

Should your application be successful you will be notified by phone and requested to confirm your tenancy. We require **FULL BOND** to be paid and bond lodgement form to be completed within 24 hours of confirmation of your tenancy. Prior to your commencement date all tenants must have signed the tenancy agreement and paid the first months rental (please allow ½ hour for this appointment). The property manager will supply you with these amounts at the confirmation of your tenancy. Keys will only be handed out when all parties have signed the tenancy agreement, bond lodgement form, all monies have been paid and the tenancy has commenced. 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 date for whatever reason.

Applicant: _____
Signed as acknowledgement of the above condition

Witness: _____

Date: / /

Date: / /