

RESIDENTIAL APPLICATION FORM

Your application will not be processed unless you have viewed the property, copies of the required proof of identity have been attached and the declaration below has been completed and signed.



A. AGENT DETAILS

Cayzer Real Estate Pty Ltd
330 Montague Street 370 Bay Street
Albert Park 3206 Port Melbourne 3207
P: 9699 5999 P: 9646 0812
F: 9690 1289 F: 9646 0810
E: rentals@cayzer.com.au

B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

 Postcode

Property Rental
\$ per week \$ pcm

2. Lease commencement date?
 Day Month Year

3. Lease term?
 Years Months

4. How many tenants will occupy the property?
 Adults Children – Ages: _____

C. PERSONAL DETAILS

5. Please give us your details

Mr Ms Miss Mrs Other

Given name/s Surname

Date of birth Driver's licence number

Passport no Passport country

Pension no (if applicable) Pension type (if applicable)

6. Please provide your contact details

Home phone no Mobile phone no

Work phone no Fax no

Email

7. Do you have any pets? YES / NO (please circle)
Breed / type
1.
2.

TERMS AND CONDITIONS

I acknowledge that I have read, understood and agree with the Tenancy Privacy Statement / Collection Notice, Tenant Declaration & Database Notification

Name: _____ Date: _____

Signature: _____

**TENANCY PRIVACY STATEMENT / COLLECTION NOTICE
TENANT DECLARATION & DATABASE NOTIFICATION**

1. Tenancy privacy statement / collection notice
Due to recent changes in privacy laws, from 1st March 2014, all property managers must ensure that you, the applicant, fully understand the Australian Privacy Principles and the manner in which they can use your personal information in order to carry out their professional duties. The Cayzer Real Estate Privacy Policy can be viewed on our website www.cayzer.com.au
The information, personal or otherwise, provided by the prospective tenant in this application or that which is collected from other sources is necessary for the agent to assess the risk in providing you with the tenancy, to identify the applicants identity and to process, evaluate and manage the tenancy.
Personal information collected about you, the applicant, in this application may be disclosed, by use of the internet or otherwise, to other parties, including but not limited to:
• The landlord • Referees • Tradespeople • Collection agents • Solicitors • Financial Institutions
• Other Real Estate Agents • Government and Statutory bodies • Other Landlords • RP Data
• Owners Corporations • TICA • Parties engaged to evaluate the property • Both existing and potential clients of the Real Estate Agent • National Tenancy Database Pty Ltd (ABN 65 079 105 025) (NTD) • Other Third Parties as required by Law
Information already held on tenancy databases may also be disclosed to the agent and/or landlord. Unless you advise the agent to the contrary, the agent may also disclose such information to The Real Estate Institute of your State and to the NTD, TICA and/or RP Data for the benefit of its members as part of membership services and for others in the property related industries, to assist them in continuing to provide the best possible service to their clients. In providing this information, you, the applicant, agree to its use, unless you advise the agent differently. The privacy policy of NTD can be viewed by logging on to www.ntd.net.au
The privacy policy of TICA can be viewed by logging on to www.tica.com.au
The privacy policy of RP DATA can be viewed by logging on to www.rpdata.com.au
The agent will only disclose information to other parties for the purposes specified above, or as otherwise allowed under the Privacy Act (1988).
If you, the applicant, would like to access this information, you can do so by contacting the agent. You, the applicant, can also correct this information if it is inaccurate, incomplete or out of date by contacting Cayzer Real Estate Pty Ltd on:
E: rentals@cayzer.com.au or
330 Montague Street 310 Bay Street
Albert Park VIC 3206 Port Melbourne VIC 3207
P: 9699 5999 F: 9690 1289 P: 9646 0812 F: 9646 0810
If you, the applicant, choose not to provide personal information or do not consent to the use of this information as specified above, please be aware that the agent cannot carry out their duties and therefore may not be able to provide you with the lease/tenancy of the premises.

2. Tenant Declaration
I acknowledge that this is an application to lease the property for which I am applying and that my application is subject to the landlords' approval and the availability of the premises on the due date. No action will be taken against the landlord or agent should the premises not be ready for occupation on the due date or if my application is unsuccessful.
I acknowledge that the processing period for my application could be up to 2 business days and in some circumstances longer. Unless contacted earlier by staff from the real estate agent in question, I will expect this time frame.
I acknowledge that the landlord and landlords' agent will rely on the truth of my answers in assessing the application for tenancy.
I hereby offer to rent the property from the landlord under a Lease Agreement to be prepared by the agent pursuant to the Residential Tenancies Act (1997).
I acknowledge that I will be required to pay rent and a rental bond subject to the conditions of the agent.
I acknowledge that an inquiry, independent or otherwise, may be made on all applicants applying for this property, to verify the validity of the personal details that have been supplied and to check my credit worthiness. If I default under a lease agreement, the agent may disclose details of any such default to any person whom the agent reasonably considers has an interest receiving such information.
I declare that all information contained in this application is true and correct and given of my own free will.

3. Database notification
The property manager may utilise any of the following residential tenancy database companies, to check the tenancy history of all applicants.
If you, the applicant, wish to contact these organisations, their details are below:

NTD	1300 526 836	www.ntd.com.au
RP DATA	1300 734 318	www.rpdata.com.au
TICA	1902 220 346	www.tica.com.au

DATABASE NOTIFICATION
The applicant has confirmed that he/she has been notified of the tenancy database contact details and reasons for use. This conforms with the amendment to the Victoria Residential Tenancy Act which came into effect on 1st September 2011.

If you have a complaint concerning our agency's handling, storing or accessing of your personal information, please contact our office.

D. APPLICANT HISTORY

8. What is your current address?

Postcode

9. How long have you lived at your current address?

Years Months

10. Why are you leaving this address?

11. Landlord/Agent details of this property

Name of Landlord/Agent OR Owner: **Yes / No** (please circle)

Landlord/Agent's phone no Weekly Rent \$

12. What was your previous residential address?

Postcode

13. How long did you live at this address?

Years Months

14. Landlord/Agent details of this property

Name of Landlord/Agent OR Owner: **Yes / No** (please circle)

Landlord/Agent's phone no Weekly Rent \$

Was bond refunded in full If not why not?

E. EMPLOYMENT HISTORY

15. Please provide your employment details

Occupation
 Company name
 Company address
 Postcode

Contact name Phone no

Length of employment Years Months Income per annum \$

ABN (if self employed)

16. Please provide your previous employment details

Occupation
 Company name

Contact name Phone no

Length of employment Years Months Income per annum \$

F. CONTACTS / REFERENCES

17. Please provide a contact in case of emergency

Given name/s Surname
 Relationship to you Phone no

18. Please provide 2 business references (not related to you)

Given name/s Surname
 Relationship to you Phone no
 Given name/s Surname
 Relationship to you Phone no

G. OTHER INFORMATION

19. Car registration

PLEASE NOTE

Initial payments must be made within 24 hours after approval of application.
 No personal cheques accepted.
 I acknowledge that my application is subject to the landlords 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. Keys will not be handed over until the lease agreement has been signed by all applicants and cleared funds of bond and first months rent have been received.

DISCLAIMER

I confirm the following:

- During my inspection of the property, I found it to be in relatively clean condition. **YES / NO** (please circle)
OR
- I believe the following items should be attended to prior to my tenancy commencing. I acknowledge that these items are subject to the landlords approval.

Signature Date

HOW DID YOU FIND OUT ABOUT THIS PROPERTY?

Board Internet Local Paper Rental list
 Other, please specify

PLEASE PROVIDE US WITH 100 POINTS OF IDENTIFICATION

Driver's licence	50
Passport	50
Proof of age card	50
Student ID card	50
Copy of mobile phone account	20
Copy of Medicare card	20
Concession / Pension card	10
Copy of Gas/Water/Electricity account	30