



## RESIDENTIAL TENANCY APPLICATION FORM

Please fully complete all sides of this form for you application to be processed. Please complete one application per person.

86 Denmark Street KEW VIC 3101 | P: 03 9853 5599 | F: 03 9853 5522  
 info@domainadvocates.com.au | www.domainadvocates.com.au

### 1. Property Details, that you are applying for

Where did you see this property advertised?

New Address

Suburb  Post Code

Lease Term                      Years                       Months

Preferred commencement date  /  /  to  /  /

Rent Payable for Property \$  per week

Lease to be in Name(s) of:

(All adults to reside at the property must be listed)

Is this to be your principal place of residence (please tick)                      Yes                       No

Do you plan to operate any part of your business from home (please tick)                      Yes                       No

NB: All properties leased through Domain Property Advocates have a no smoking policy inside the premises.

### 2. If self-employed, please complete the following

Company Name

Company Address

Suburb  Post Code

Business Type

Position Held

A.B.N.

Accountant Name and Phone

Solicitor Name and Phone

### 3. Personal Details

Title                       First Name                       Middle Name

Last Name                       Date of Birth  /  /

Current Address

Suburb  Post Code

Identification (attach copy)

Drivers Licence Number                       State of Issue                       Drivers Licence Expiry Date

Alternate ID (eg passport)                       No.                       Country issued

Pension Type                       No.

Home Phone Number                       Mobile Phone Number

Work Phone Number

Email

Occupation

Employers Name

If student, include institution.

Course name

Contact Name                       Phone

Enrolment number  (photocopy of student card must be attached)

## 4. Utility Connection Service

This is a free service that connects all your utilities



Once we have received this application we will call you to confirm your details.

Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this Application to confirm the information on this Application and explain the details of the services. Should you not be contacted please contact your Property Manager directly at least 48 hours prior to moving in to ensure power is connected for you.

Please tick utilities as required

Electricity  Gas  Water  Insurance  Phone  Internet  Pay TV

**DECLARATION AND EXECUTION:** By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue [for a period of 1 year from the date of our/my execution of this application/until [28] days after we/I disconnect the last of the services in respect of which this application is made]; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free

By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations

Signature:  Date:

Property Manager Name:

## 5. Current Residence Information

If you are not renting, go to "Details if home owner" below

Name of Current Agent / Private Landlord  Estate Agent  Private Landlord

Contact Person / Agent

Work Phone Number  Home Phone Number (if private landlord)

Mobile Phone Number  Current Weekly Rental \$

Length of Tenancy Years  Months

Reason for moving

(If you have previously rented from a private landlord please provide copy of the Lease agreement or formal written reference)

**Details if home owner**

This home is to be Sold  Rented  Retained

**Details of Selling/Lease Agent**

Agent Name

Contract

Work Phone Number  Mobile Phone Number

Sale Amount / Rental Amount \$

How long have you owned this home Years  Months

Reason for Moving

Other Comments

## 6. Previous Residence Information

Previous Address

Postcode

**Previous Landlord / Agent** (If you were not renting go to "Details if home owner" on opposite page)

Contact Person / Agency

Work Phone Number  Mobile Phone Number

Weekly Rental \$  Length of Tenancy Years  Months

Reason for Moving

(If you have previously rented from a private landlord please provide copy of the Lease agreement or formal written reference)

## 6. Previous Residence Information continued

### Details if home owner

Was this home Sold  Rented  Retained

### Details of Selling/Lease Agent

Agent Name

Contact  Phone

Length of stay Years  Months

Reason for Moving

## 7. Other Information

Number of persons occupying property Adults  Children

Please specify the ages of any children

Do you have pets? Yes  No  Type of Pet

If Yes, please specify Breed

Motor Vehicle Yes  No  Make/Model  Rego No

### Emergency contact (not living with you) -

Name:

Relationship  Phone

Address

## 8. Current Employment Details

Employment Address

Suburb  Post Code

Contact Name  Phone

Length at Current employment? Years  Months

Net Income? Per Week  Per Month

Fulltime  Part Time  Casual

## 9. Previous Employment Details

Occupation

Employers Name

Employment Address

Suburb  Post Code

Contact Name  Phone

Length at Previous employment? Years  Months

Net Income? Per Week  Per Month

Fulltime  Part Time  Casual

## 10. Personal Referees (not emergency contact)

1. Reference name

Occupation

Relationship  Phone

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2. Reference name

Occupation

Relationship  Phone

## 11. Business Referees

1. Reference name	<input type="text"/>		
Occupation	<input type="text"/>		
Relationship	<input type="text"/>	Phone	<input type="text"/>
<hr/>			
2. Reference name	<input type="text"/>		
Occupation	<input type="text"/>		
Relationship	<input type="text"/>	Phone	<input type="text"/>

## 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. 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. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay rental in advance and a rental bond, and that this application is subject to approval from the owner/landlord. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises, I am over the age of 18 and I am not bankrupt.

I authorise Domain Property Advocates to perform credit and reference checks in relation to my application.

Signature  X  Date  /  /

## TENANT PRIVACY STATEMENT

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 it to our office.

As professional Property Managers Domain Property Advocates collects 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 provide 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 lawyers
- The Landlord's mortgagee / insurer's
- Referees you have nominated
- Organisations / Trades people required to carry out maintenance to the premises
- Rental Bond Authority
- Residential Tenancy Tribunals/Courts
- Mercantile Agents
- National Tenancy Database Pty Ltd (ABN 65 079 105 025) ("NTD")
- Other Real Estate Agents & 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 organisations/tradespeople 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 ie banks, utilities, 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) 8629 1682  
Facsimile: (03) 8629 1650  
Email: helpdesk@ntd.et.au  
Visit website: www.ntd.net.au  
Postal Address: The Manager  
National Tenancy Database Pty Ltd  
Level 12, 628 Bourke Street  
Melbourne 3000

Proof of identity will be required, i.e., photo licence, passport etc.

### Primary Purpose

NTD collects your personal information to provide to its members historical tenancy and location 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/directors 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

Signed by the Tenant:

<input type="text"/>
(Signature)
<input type="text"/>
(Print Name)
<input type="text"/>

Date Month Year

We accept:



Please nominate your preferred ongoing rent payment method:

- Automatic debit payments from your credit card OR
- Direct debit from my nominated bank account  
(further forms will be required upon signing your tenancy agreement)