

**OFFICE USE ONLY:**

- Application signed and all details complete
- Photocopy Tenants ID  100 Point Check
- TICA & NTD check: Listed  Yes  No
- Attach Reference Check
- Proof of income

**APPLICATION TO RENT**

Property  Date of Application

Weekly Rental \$  Bond Amount \$  Bond  DOH  Own

Lease Name(s)  Commencement Date

Total Number of Adults Applying  Period of Lease  12 months  Other

**PERSONAL DETAILS**

Full Name  Date of Birth

Home Phone  Mobile Phone  Work Phone

Email address  No. of Dependants  Ages

Pets  No  Yes If Yes, Type/ Breed

Drivers Licence Number  Licence Expiry Date  Car Rego  Car Type

**RESIDENTIAL DETAILS - CURRENT ADDRESS**

Current Address

Rented Rent per week  From  To

Owned \$

Landlord/ Agent  Phone Number  Fax Number

Reason for Leaving

Bond Refunded?  Yes  No If not, why?

**RESIDENTIAL DETAILS - PREVIOUS ADDRESS**

Previous Address

Rented Rent per week  From  To

Owned \$

Landlord/ Agent  Phone Number  Fax Number

Reason for Leaving

Bond Refunded?  Yes  No If not, why?

**CURRENT EMPLOYMENT**

Current Employer		Occupation
<input type="text"/>		<input type="text"/>
Employers Address		
<input type="text"/>		
Employers Phone	Employers Fax	Employers Email
<input type="text"/>	<input type="text"/>	<input type="text"/>
Length of Employment	Net Weekly Income	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual
<input type="text"/>	<input type="text"/>	

**PREVIOUS EMPLOYMENT**

Previous Employer		Occupation
<input type="text"/>		<input type="text"/>
Employers Address		Employers Phone
<input type="text"/>		<input type="text"/>
Length of Employment	Net Weekly Income	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual
<input type="text"/>	<input type="text"/>	

**SELF EMPLOYMENT DETAILS**

Company Name		Trading As
<input type="text"/>		<input type="text"/>
Address		
<input type="text"/>		
ABN	Fax Number	Industry / Nature of Business
<input type="text"/>	<input type="text"/>	<input type="text"/>
Personal Net Income P.W.	Length of Self Employment	
<input type="text"/>	<input type="text"/>	
Accountant	Phone Number	Fax Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Reference Creditor	Phone Number	
<input type="text"/>	<input type="text"/>	

**STUDENT DETAILS**

Name of Learning Institution		Faculty/ Department
<input type="text"/>		<input type="text"/>
Student ID Number	Income Source	Net Weekly Income
<input type="text"/>	<input type="text"/>	<input type="text"/>

**CENTRELINK DETAILS**

Type of Payment	Total Payment/ Fortnight
<input type="text"/>	<input type="text"/>

**REFERENCES**

We DO NOT accept Friends or Family as References. References need to be professional eg Managers, Employment references etc

Name	Phone	Relationship
<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	Phone	Relationship
<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	Phone	Relationship
<input type="text"/>	<input type="text"/>	<input type="text"/>
Next of Kin details (closest relative not living with you)		
Name	Phone	Relationship
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	Mobile	
<input type="text"/>	<input type="text"/>	



Telephone: 1300 400 600 www.yourporter.com.au

**YourPorter is a FREE service connecting utilities and other services.**

If the Agent approves this application, YourPorter will connect your water for the purpose of usage charges at your new property on behalf of the Real Estate Agent. YourPorter will be contacting you by phone, SMS, or email for the purposes of assisting you to connect your utilities within 24 hours of receiving this application for next business day connection.

**Yes! I would like YourPorter to contact me.** We can help you with Electricity, Gas, Telephone, Pay TV, Internet and Insurance

**WATER** - standard with all applications

**DECLARATION AND ACCEPTANCE:**

I/We consent to the disclosure of this application form (including any personal information contained in this form) to YourPorter Pty Ltd (ABN 36 252 576 050) for the purpose of allowing YourPorter and its service provider iSelect Ltd to contact me for the connection of services as offered by YourPorter. I/We acknowledge that if I/We do not provide my/our personal information, YourPorter and iSelect will not be able to provide these services to me/us. YourPorter and iSelect will ensure that my/our personal information is collected, used, held and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth). I/We acknowledge that iSelect, the Agent, its employees and YourPorter may receive a benefit in relation to the connection of any of the services listed above. I/We consent to YourPorter and iSelect contacting me by phone or SMS in relation to the connection of the services listed above. I/We acknowledge that this consent permits YourPorter and iSelect to contact me even if the numbers listed on this application are listed on the Do Not Call Register. YourPorter and iSelect will otherwise collect, hold, use and disclose personal information in accordance with their respective privacy policies, which are available at www.yourporter.com.au/general/privacy-policy/ and http://www.iselect.com.au/privacy-policy/ YourPorter is a free service, but I/We acknowledge that standard connection fees may apply for services connected (in addition to the ongoing service fees). I/We acknowledge that neither YourPorter nor the Agent nor iSelect accept any responsibility for any delay in or failure to arrange or provide for any connection of a service or for any loss, damage, cost or expense in connection with such delay or failure. By signing this application I/We understand YourPorter is a value add product and that I/We are under no obligation to use YourPorter.

**CONFIRMATION**

**ALL QUESTIONS NEED TO BE ANSWERED BEFORE APPLICATION WILL BE ACCEPTED**

- 1. Has a landlord or agent ever evicted you?  Yes  No
- 2. Are you an undischarged bankrupt?  Yes  No
- 3. Has any landlord or agent refused you a property?  Yes  No
- 4. Are you in debt to another landlord or agent? (ie listed on NTD?)  Yes  No
- 5. Is there any reason known to you that would affect your ability to pay the rent?  Yes  No
- 6. Were any deductions made from your rental bond at your last address?  Yes  No
- 7. Do you own a lawnmower?  Yes  No
- 8. Do you have a Trailer?  Caravan?  Boat?  Truck?
- 9. Total number of vehicles to be kept on property?
- 10. Are you a smoker?  Non smoker?

**I DECLARE THE ABOVE INFORMATION IS TRUE AND CORRECT**  **DATE**

**I confirm the following:**

- 1. The applicants are over 18 years of age;
- 2. I accept the property in the condition inspected; or
- 3. I believe the following items should be attended to prior to my tenancy commencing. I acknowledge that these items are subject to the owners approval.

(Please attach a separate page if required)

**4. I accept that YourPorter will call me in regards to utility connections.**




**PLEASE PROVIDE US WITH 100 POINTS OF ID**

Drivers Licence (50 points)	
Proof of Age card (50 points)	
Passport (50 points)	
Student ID Card (50 points)	
Copy of Gas/Water/Electricity Account (30 points each)	
Copy of Medicare Card (20 points)	
Copy of Mobile Phone Account (20 points)	
Concession/Pension Card (10 points)	

**PLEASE NOTE**

Initial payments must be made by cash, bank cheque or money order within 24 hours after approval of application.

**NO PERSONAL CHEQUES PLEASE.**

Keys will not be handed over until the lease agreement has been signed by all applicants.

This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the landlord and the agent should any circumstances arise whereby the property is not available for occupation on the due date.

## TENANT PRIVACY STATEMENT

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All property managers must ensure that you fully understand the National Privacy Principles and the manner in which your private information may be used in order to fulfil their 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, C. R. Martin Real Estate collects personal information about you.

You can ask to access the information the real estate agent holds about you, by contacting the office of C. R. Martin Real Estate via:

Telephone: (03) 5440 7000

Facsimile: (03) 5444 2412

Email: office@crmartin.com.au

In person: 77 Mitchell Street, Bendigo VIC 3550

Visit website: www.crmartin.com.au

### Collection and disclosure of personal information

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 for the ongoing management of your tenancy agreement.

To carry out this role when processing your application, during the term of your tenancy and for some time thereafter, we are often required to disclose your personal information to one or more of the following:

- > The landlord
- > The landlord's lawyers; mortgagee or insurer
- > Referees you have nominated
- > Organisations or trades people required to carry out maintenance to the premises
- > Rental bond authorities or rent bond insurance providers
- > Residential Tenancy Tribunals & courts
- > Mercantile agents
- > National Tenancy Database (ntd) a division of Veda Advantage Information Services and Solutions Limited ABN 26 000 602 862
- > Other real estate agents & landlords

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 then cannot provide you with the lease/tenancy of the premises.

We request that you please sign below to acknowledge that you fully understand the National Privacy Principals and the manner in which your private information may be used.

I am aware that the agent will disclose my personal information to YourPorter for the purposes of transferring the water consumption account into my name. This will enable YourPorter to connect all accepted tenants to Coliban Water for water usage.

Print Name

Signature

Date

## NTD DISCLOSURE STATEMENT

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You can contact National Tenancy Database and ask for access to any of your personal information stored on the database by writing to us at:

Postal Address: GPO BOX 13294, George Street, Brisbane QLD 4003

Email: info@ntd.net.au

Fax: (07) 3009 0619

Telephone: 1300 563 826

For further information about ntd and ntd's Privacy Policy, visit our website: [www.ntd.net.au](http://www.ntd.net.au)

Please note, when requesting a copy of the personal information we hold about you, proof of identity will be required e.g. Australian driver's licence, passport etc.

We collect the following information in accordance with the NPPs for the purpose of operating a tenancy database for risk management and risk assessment purposes and for identity verification. Generally, this information is collected from our members.

- > Full name, date of birth, gender and driver's licence number, occupation
- > Current and previous rental addresses
- > Contact details (phone, fax and email)
- > Details of rental history

Generally, personal information is used and disclosed for the purposes for which it was collected. The purposes for which we collect your personal information are:

- > Provision of a database for the use of property managers, and real estate agents for risk assessment and risk management purposes
- > Provision of information to third parties with regard to your tenancy including but not limited to your landlord, your landlord's mortgagee or insurer, residential tenancy tribunals and courts, rental bond boards, mercantile agents, related corporate entities, Government agencies and departments and, in the case of commercial leases, to credit bureaus

In addition, there may be circumstances where we are required or authorised by law to disclose your personal information e.g: to an Ombudsman, tribunal court, law enforcement agency or government department.

If your personal information is not provided to ntd, the real estate agent/property manager will not be able to carry out their professional responsibilities and may not be able to provide you with a lease/tenancy of the premises.

By signing this document, you consent to the collection, use and disclosure of your personal information for purposes set out above.

Print Name

Signature

Date