

Residential Tenancy Application Form[®]

(use a separate form for each applicant)

IMPORTANT ADVICE TO THE AGENT ABOUT RESIDENTIAL TENANCY DATABASES

If a residential tenancy database will or may be used to check the Applicant you must complete and hand to the Applicant a Residential Tenancies Act section 439C notice at the time of completing this form, even if no database check will or may be made. Attach a copy of the completed and signed notice to this form.

Agent: _____ ABN: _____ (File Ref: _____).

Tenancy details

Property: _____ Postcode: _____

Rent: \$ _____ per annum \$ _____ per calendar month \$ _____ per week.

Tenancy term: _____ Starting on: ____ / ____ / 20 ____

Bond: \$ _____ (payable to Residential Tenancies Bond Authority within 10 business days of receipt).

If there is more than one applicant and they do not contribute equally to the bond, state amount this applicant is paying \$ _____

Applicant personal details

Surname: _____ Given names (in full): _____

Tel: _____ Mobile: _____ Email: _____

Driver Licence no: _____ Passport no: _____

Current address: (not PO Box) _____ Postcode: _____

How long at current address? _____ year(s) _____ month(s).

Rent paid: \$ _____ *per annum / *per calendar month / *per week (*delete, if not applicable).

Agent / landlord: _____ Tel: _____ Email: _____

Reason for leaving: _____

Previous address: (not PO Box) _____ Postcode: _____

How long at previous address? _____ year(s) _____ month(s).

Rent paid: \$ _____ *per annum / *per calendar month / *per week (*delete, if not applicable).

Agent / landlord: _____ Tel: _____ Email: _____

Reason for leaving: _____

Motor vehicle owned by applicant

Make: _____ Model: _____ Year: _____

Residential Tenancy Application Form[®]**Applicant financial details**

Bank: _____ Branch: _____ Postcode: _____

Main A/c type: _____ A/c no: _____

Current net salary income: \$ _____ per week. Other net income: \$ _____ per week.

Current financial commitments (other than living expenses) estimated at \$ _____ per month.

(Eg of current financial commitments: credit cards / car payments / loans incl. mortgages / insurance premiums (health, life, car, contents) / school or tertiary education fees / maintenance & child support / mobile phone & internet plans / PAYG tax / other recurring or one-off expenses.)

Applicant employment details

Occupation: _____

I work: *full-time / *part-time / *casual (*delete, if not applicable).

I am: *self employed / * an employee (*delete, if not applicable).

The name of my business is: _____ ABN: _____

Address: (not PO Box) _____ Postcode: _____

My employer is: _____

Address: (not PO Box) _____ Postcode: _____

Contact person: _____ Position: _____

Tel: _____ Email: _____

I have worked with my current employer for: _____ year(s) _____ month(s).

Previous employer: _____

Address: (not PO Box) _____ Postcode: _____

I have worked with my previous employer for: _____ year(s) _____ month(s).

Applicant references: (attach written references)

Name: _____

Relationship to applicant: _____

Address: (not PO Box) _____ Postcode: _____

Tel: _____ Email: _____

Name: _____

Relationship to applicant: _____

Address: _____ Postcode: _____

Tel: _____ Email: _____

Applicant emergency contact person

Name: _____

Relationship to applicant: _____

Address: (not PO Box) _____ Postcode: _____

Tel (daytime): _____ Tel (A/H): _____

Applicant's pets

*Yes / *No (*delete, if not applicable).

If yes: _____

Type of pet: _____

Breed: _____ Sex: *male / *female / *de-sexed (*delete, if not applicable).

Age: _____ year(s).

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Tenancy agreement

As prescribed by the Residential Tenancies Regulations 2008 (or any regulations amending/superseding the 2008 Regulations) including additional terms, if any. If you wish to see the tenancy agreement, please ask the Agent for a copy. You can ask to negotiate the additional terms, but not other terms prescribed by law which must be in all residential tenancy agreements.

Privacy Act 1988, collection, use and disclosure of personal information

The Agent collects and uses the Applicant's personal information for the primary purpose of considering this Application and will disclose it to the landlord of the Property as well as landlords/landlords' estate agents of the Applicant's current/previous addresses, the Applicant's bank, employer, referees and emergency contact person, operators of residential tenancies databases and others with whom the Agent needs to have contact for the primary purpose. The Agent also uses and discloses the Applicant's personal information for the secondary purposes of:

- (a) completing a residential tenancy agreement; and
- (b) responding to enquiries from Consumer Affairs Victoria or The Real Estate Institute of Victoria Ltd regarding this Application or the Applicant's performance of the tenancy agreement; and
- (c) advising realestateview.com.au Ltd of the letting of the Property (but not of the Applicant's name) for the purposes of it collecting and disseminating information about residential lettings; and
- (d) to advertise its services and seek out new clients; and
- (e) entering personal information in a residential tenancy database as permitted by the Residential Tenancies Act 1997.

The Agent may also be obliged to use and disclose the Applicant's personal information under Victorian and/or Commonwealth laws.

The Applicant may access their personal information by contacting the Agent at the address set out above during normal business hours, Monday to Friday.

The main consequences for the Applicant if all or part of their personal information is not provided are this Application may not be considered by the Agent and/or the landlord of the Property.

The Applicant agrees to the collection, use and disclosure of their personal information for the purposes set out above.

Electronic Transactions (Victoria) Act 2000

The Applicant consents to any information required by law to be provided to the Applicant being provided by means of an electronic communication to the Applicant's email address set out above.

The Applicant confirms the content of this Application is accurate and acknowledges it will be relied upon by the Agent and the landlord in considering this Application and also in entering into a residential tenancy agreement, if the Application is accepted.

Dated: ____ / ____ / 20 ____

Applicant: _____