



# ABERCROMBY'S

## TENANCY APPLICATION FORM

First Floor, 1075 High Street Armadale Vic 3143  
PO Box 8465, Armadale Vic 3143  
Telephone: 61 3 9864 5353  
Fax: 61 3 9864 5333  
www.abercrombys.com.au  
rentals@abercrombys.com.au

### “Renter Check List”

Thank you for your tenancy application for:

\_\_\_\_\_ (property address)

\_\_\_\_\_ (property manager)

1. Please include copies of your 100 points of identification
2. Please ensure all details on the application are correct and thorough—all sections **MUST** be completed before we can begin processing your application.
3. Our property manager should contact you 24/48 hours after lodging your application to advise whether your application has been successful.
4. If your application is successful you will be required to pay the full bond amount within 24 hours (negotiable). This being one calendar months rent, by bank cheque, payable to **Residential Tenancies Bond Authority (RTBA)**
5. If your application is successful you will also be required to pay the first months rent within 24 hours (negotiable). The first month's rent to be paid, by bank cheque, payable to **Abercromby's Real Estate Pty Ltd.**
6. This application form is regarded as a confidential document and will be treated as such.
7. Remember it is your responsibility to ensure the connection of all services such as electricity, gas & telephone. And don't forget, rental provider's insurance **DOES NOT** cover your personal possessions.

Please do not hesitate to contact the property manager should you have any queries.

*Thank you for your co-operation.*

# Tenancies Application Form

For your application to be processed, you **MUST** complete all sections in full and provide us with copies of 100 points of identification.



## Property Applying For:

Address: \_\_\_\_\_

Property Manager: \_\_\_\_\_

Lease Term: \_\_\_\_\_ Years \_\_\_\_\_ Months

Rent P/W:\$ \_\_\_\_\_ Rent PCM:\$ \_\_\_\_\_

Date you wish to occupy property: \_\_\_\_\_

Number of person Occupying:Adults \_\_\_\_\_ Children \_\_\_\_\_

Please specify the ages of any children: \_\_\_\_\_

Do you have pets: \_\_\_\_\_

If yes please specify: \_\_\_\_\_

\_\_\_\_\_

Where did you find the property? (please circle) The Age \_\_\_\_\_ Referral \_\_\_\_\_

For Lease Board \_\_\_\_\_ Internet: (please specify) \_\_\_\_\_

## Personal Details

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Initial: \_\_\_\_\_

Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Driver's License No: \_\_\_\_\_ State of Issue: \_\_\_\_\_

Alternate ID: \_\_\_\_\_

Pension Type: \_\_\_\_\_

Pension Number: \_\_\_\_\_

Current Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_

Business: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

## Emergency Contact

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mobile: \_\_\_\_\_

Other: \_\_\_\_\_

## Current Situation

Are you the:  Renter  Rental provider

How long have you lived at your current address: \_\_\_\_\_ Years

If renting, Name of Rental Provider/Agent: \_\_\_\_\_

\_\_\_\_\_

Agent Phone Number: \_\_\_\_\_

Rent Paid Per Month: \$ \_\_\_\_\_

Lease term: \_\_\_\_\_ Years \_\_\_\_\_ Months

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Previous Rental History

Are you the:  Renter  Rental provider

Previous Address: \_\_\_\_\_

\_\_\_\_\_

How long did live at your previous address: \_\_\_\_\_

If rented, Name of Rental Provider/Agent \_\_\_\_\_

Agent Phone Number: \_\_\_\_\_

Agent Email: \_\_\_\_\_

Rent Paid Per Month: \$ \_\_\_\_\_

Rental term: \_\_\_\_\_ Years \_\_\_\_\_ Months

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_



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Foxie is a FREE and independent service, and in one brief phone call, your connections are organised on the offers that are right for you. No obligation, no more running around, no more phone calls.

Foxie will contact you to arrange your utilities connections. You will be advised of any associated terms and conditions, including any standard connection fees that may apply. Once you have chosen your utility provider, Foxie may then need to disclose your personal information to the selected utility company. Foxie and your Agent may receive a benefit for arranging your services.

Foxie and your Agent are unable to accept responsibility for any delay or failure to connect your utility services.

Foxie is committed to protecting the confidentiality of your personal information and will at all times handle your personal details in accordance with Foxie's privacy policy available on the Foxie website. Contact Foxie at [www.foxie.com.au](http://www.foxie.com.au) or call 1800 275 369.

By signing this application, I consent to my Agent referring my information to Foxie.

## Personal References

Name: \_\_\_\_\_

Ph: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Ph: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Ph: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

\_\_\_\_\_

## Current Employment Details

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

\_\_\_\_\_

Employer Contact Name: \_\_\_\_\_

Employer Phone Number: \_\_\_\_\_

Length at current employment: \_\_\_\_\_ Years \_\_\_\_\_ Months

Net Income: \$ \_\_\_\_\_ Per Week \$ \_\_\_\_\_ Per Month

## Previous Employment Details

Occupation: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

\_\_\_\_\_

Employer Contact Name: \_\_\_\_\_

Employer Phone Number: \_\_\_\_\_

Length at previous employment: \_\_\_\_\_ Years \_\_\_\_\_ Months

Net Income: \$ \_\_\_\_\_ Per Week \$ \_\_\_\_\_ Per Month

## Business References

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

\_\_\_\_\_

## If Self Employed, Please complete the following

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_

Business Type: \_\_\_\_\_

Position Held: \_\_\_\_\_

ABN: \_\_\_\_\_

Company Phone Number: \_\_\_\_\_

Accountant Name: \_\_\_\_\_

Accountant Phone: \_\_\_\_\_

Solicitor Name: \_\_\_\_\_

Solicitor Phone: \_\_\_\_\_

## If Student, Please complete the following

Place of Study: \_\_\_\_\_

Course Name: \_\_\_\_\_

Course length: \_\_\_\_\_ Enrol No.: \_\_\_\_\_

Parents Name: \_\_\_\_\_

Parents Phone Number: \_\_\_\_\_

Campus Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Course Coordinator: \_\_\_\_\_

Phone: \_\_\_\_\_

Parents Address if Overseas: \_\_\_\_\_

\_\_\_\_\_

## Declaration

I acknowledge that this is an application to lease this property and that my application is subject to the rental provider's approval and the availability of the premises on the due date. The rental provider may at anytime withdraw their approval of this application up until signing of the lease agreement. I further acknowledge that no action will be taken against the rental provider or agent if this application is unsuccessful or if upon acceptance of the application the premises is withdrawn or unavailable for whatever reason. I also agree that any costs incurred as a result of this will be at my own expense. I hereby offer to rent the property from the rental provider under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997.

I acknowledge that the application will not be processed until 100 points of identification has been achieved by the property manager. If your application is successful you will be required to formalise your agreement by signing the leases within 24 hours of approval and providing bank cheque made payable to Abercromby's for the first months rent and a bank cheque for the amount of the bond made payable to "The Residential Tenancies Bond Authority".

I acknowledge that I will be required to pay rental in advanced and a rental bond, and the this application is subject to approval from the rental provider. I declare that all information contained in this application is true and correct and given of my own free will. I acknowledge that giving any false or misleading information will void this application immediately. I declare that I have inspected the premises and agree to lease it in it's current condition and I am not bankrupt.

I authorise the Agent to obtain details of my credit worthiness from, the rental provider or Agent of my current or previous residence, my personal references, any record, listing or database of defaults by renters. I acknowledge that Abercrombys subscribe to National Tenancy Database (NTD) and If I default under the rental agreement, I further acknowledge that the Agent may disclose details of any such default to any person including NTD whom the Agent rea-sonably considers has an interest receiving such information.

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

## Tenancy Privacy Statement

Under Privacy Law effective December 21, 2001, 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 to our office with your tenancy application.

As professional property managers, Abercromby's Real Estate Pty Ltd collects personal information about you. To ascertain what personal information we have about you, you may contact us at [rentals@abercrombys.com.au](mailto:rentals@abercrombys.com.au).

### 100 Point Check

To process your application we need to verify who you are. To do this we need to see some identification that adds up to 100 points. The alternatives available to you and the applicable points towards your 100 point check are listed below:

◇ Birth Certificate	70 points
◇ Driver's License	40 points
◇ Australian Public Services Card	40 points
◇ Other Australian Government Issue ID Card	40 points
◇ Social Security/Pension Card	40 points
◇ Tertiary Student card	40 points
◇ Certificate of title	35 points
◇ Other Employment I D Card	25 points
◇ Credit/Debit/ATM Card (multiples may be used)	25 points
◇ Electoral Roll Records	25 points
◇ Medicare Card	25 points
◇ Membership Card	25 points
◇ Rates Notice	25 points
◇ Utility Bills	25 points

Please make copies of your chosen documents.

### 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 will disclose your personal information to:

- The Rental Provider
- The Rental Provider's lawyer
- The Rental Provider's mortgagee
- References you have nominated
- Organisations/trades people required to carry out maintenance to the premises.
- Rental Bond Authorities
- Residential Tenancies Tribunals /Courts
- To complete a credit check, Abercromby's subscribe to NTD (National tenancy database Pty Ltd) a division of Veda Advantage Information Services Solution Limited ABN 26000602862
- Other Real Estate Agents and Rental Providers

### Secondary Purpose

We also collect your personal information to

- Enable us, or the Rental Provider's lawyers, to prepare the lease /tenancy documents for the premises
- Allow organisations / trades people to contact you in relation to maintenance matters relating to the premises.
- Refer to Tribunals, Courts and Statutory Authorities (when necessary)
- Refer to NTD where default /enforcement action is required
- Provide confirmation details for organisations contacting us on your behalf, (i.e. 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)

Telephone: 1300 563 826  
Fax: 07 3009 0619  
Email: [info@ntd.com.au](mailto:info@ntd.com.au)  
Mail: GPO BOX 13294, George Street  
Brisbane QLD 4003  
Visit Website: [www.ntd.net.au](http://www.ntd.net.au)

### Primary Purpose

NTD collects your personal information to provide to its members historical tenancy and public record 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 renter history.

NTD usually discloses information to

- Licensed real estate agent members
  - Provision of information to third parties with regard to your tenancy including but not limited to your rental provider, your rental provider'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 e.g. to an Ombudsman, tribunal, court, law enforcement agency or government departments.

I acknowledge that I have read and understood this privacy statement and by signing this document you consent to the collection, use and disclosure of your personal information to National Tenancy Database for the purpose set out above.

## Final Step



By ticking this box I confirm I have read and understood the terms and conditions of this application.

Special Requirement /Comments

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Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_