Gippsland REAL ESTATE

Residential Tenancy Application

MAFFRA	HEYFIELD
118-120 Johnson Street, Maffra, Vic. 3860 Phone: (03) 51472200 Fax: (03) 51472800 Email: info@gremaffra.com.au	4 Temple Street, Heyfield, Vic. 3858 Phone: (03) 51483007 Fax: (03) 51483117 Email: info@greheyfield.com.au

1. Property Details :	3. Personal Details
Property Address :	Mr Mrs Ms Miss Dr Prof
Suburb Postcode	First Name Middle
Preferred Lease Term Years Months	Surname
Commencement Date :	Date of Birth / /
Rent Payable Per Week :	Current Address
Rent Payable per Month :	Suburb Postcode
Bond Amount :	Drivers Licence Number State of Issue
	Alternative ID (eg Passport)
2. If self-employed, please complete the following :	Pension/Govt Benefit
Company Name	Home Phone Number
Company Address	Mobile Phone Number
Suburb Postcode	Email Address
Business Type	Occupation
Position Held	Employers Name
Occupation	Employers Phone Number
ABN	If student, include Institution (Supply copy of Student ID)
Accountant Name & Phone	
	Please provide a contact number you are available on all day
Solicitor Name & Phone	

NB : ONLY FULLY COMPLETED APPLICATIONS WILL BE PROCESSED

4. Current Rental History	8. Current Employment Details :
Are you the: Owner Renter Sharing Live with Parents	Occupation/Position
How long have you lived at your current address? Postcode :	Company Name
From Date / / To / /	Employment Address
Name of Landlord/Agent	Phone Number
Phone Number	Employer/Manager
Rent Paid per Month $ Week $	Length at Current Employment Years Months
Reason for leaving	Net Income Per Week Per Month
5. Previous Rental History	**9. Previous Employment Details**
Were you the : Owner Renter Sharing Live with Parents	Occupation/Position
Previous Address : Postcode :	Company Name
How long did you live at your previous address?	Employment Address
From / / To / /	Phone Number
Name of Landlord/Agent	Employer/Manager
Phone Number	Length at Previous Employment Years Months
Reason for leaving	Net Income Per Week Per Month
6. Other Information :	**10. Personal Referee**
Number of persons to occupy property Adults Children	Reference Name
Please specify ages of children	Occupation
Do you smoke? Yes No	
Do you have any pets? Yes No Breed : Please specify - Inside /Outside	Relationship
Car Make Registration Number	Phone Number
7. Next of kin (Not living with you) (Emergency Contact Only)	**11. Business Referees**
	1. Reference Name
Name	Occupation/Relationship
Address	Phone Number
Phone Number	**2. Reference Name**
	Occupation/Relationship
	Phone Number

DECLARATION : I declare that the information given on this form is true and correct to the best of my knowledge.

Applicants Signature : ..... Date : .....

PRIVACY ACT STATEMENT

Under Privacy Act Laws, 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 roles as professional property managers. Please take the time to read this Privacy Statement carefully, and once complete, return to this office with your tenancy application.

As professional property managers, Gippsland Real Estate Pty Ltd 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 will disclose your personal information to :

- The Landlord
- The Landlord's lawyer
- The Landlord's mortgagee
- Organisations/Trades people required to carry out maintenance to the premises
- Rental Bond Authorities
- Residential Tenancy Tribunals/Courts
- National Tenancy Database Pty Ltd (ABN 65 079105 025) ("NTD")
- Other Real Estate Agents and 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/trades people 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 organisations contacting us on your behalf ie Banks, Utilities (Gas, Electricity, Water, Phone, 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 65 079 405 025) ("NTD") by

Telephone :	**03 8629 1682**
Facsimile :	**03 8629 1628**
Email :	**info@ntd.net.au**
In Person :	**Level 7, 477 Collins Street, Melbourne 3000**
Postal :	**P O Box 156 Collins Street West Melbourne 3000**
Website :	**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 tenant history.

NTD usually disclosed information to :

* Licensed real estate agent members
* our parent company Veda Advantage Information Services & Solutions Limited ABN 26 000 602 862 and its subsidiaries (Veda Advantage)
* Credit Bureaus

I acknowledge that I have read and understood this privacy statement.

Signed : ..... Print Name : .....

Date : .....