

**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  easyBondpay

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 Dependents  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** (please provide copy of latest payslip as proof of income)

Current Employer  Occupation

Employers Address

Employers Phone  Employers Fax  Employers Email

Length of Employment  Net Weekly Income   Full Time  Part Time  Casual

**PREVIOUS EMPLOYMENT**

Previous Employer  Occupation

Employers Address  Employers Phone

Length of Employment  Net Weekly Income   Full Time  Part Time  Casual

**SELF EMPLOYMENT DETAILS** (please provide copy of latest BAS statement as proof of income)

Company Name  Trading As

Address

ABN  Fax Number  Industry / Nature of Business

Personal Net Income P.W.  Length of Self Employment   
\$

Accountant  Phone Number  Fax Number

Reference Creditor  Phone Number

**STUDENT DETAILS**

Name of Learning Institution  Faculty/ Department

Student ID Number  Income Source  Net Weekly Income   
\$

**CENTRELINK DETAILS** (please provide copy of latest Centrelink statement as proof of income)

Type of Payment  Total Payment/ Fortnight   
\$

**REFERENCES**

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

Name  Phone  Relationship

Name  Phone  Relationship

Name  Phone  Relationship

Next of Kin details (closest relative not living with you)

Name  Phone  Relationship

Address  Mobile



**FREE Utility Connection Service - with a difference!**  
 Electricity Gas Internet Phone Pay TV Insurance

- Access to genuinely discounted utility offers
- Choose your providers in your own time
- Save time and not have to speak with a call centre
- Connect all your services in around 3 minutes on your mobile or computer
- Sign up to receive a FREE Domino's voucher for 2 pizzas, garlic bread and drink, delivered!

Move Me In will send you a personal invitation to connect via email and text once you have been approved to rent a property. Once you receive it, please click on the link and take 3 minutes to sign up online.

Move Me In is a FREE utilities connection service that offers you great discounted deals, saving you money right from the start! Other companies may have only ever offered you the standard off the shelf utility plans but Move Me In presents you with a selection of utility providers to choose from on our quick and easy online portal, so you can pick the discounted plan that suits you best.

**E: support@movemein.com.au P: 1300 911 947 www.movemein.com.au**

**easyBondpay™**  
makes renting easier for you  
 Telephone: 1300 022 663 (1300 02 BOND)  
 www.easybondpay.com.au

Did you know you can pay your bond in installments with easybondpay?

**Yes! If approved for this property I would like to receive an easyBondpay quote.**

**CONFIRMATION**

ALL QUESTIONS NEED TO BE ANSWERED BEFORE APPLICATION WILL BE ACCEPTED

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

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

**I confirm the following:**

- The applicants are over 18 years of age;
- I accept the property in the condition inspected; or
- 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)

**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

---

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

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 Principles and the manner in which your private information may be used.

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

Print Name

Signature

Date

## NTD DISCLOSURE STATEMENT

---

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) 30090619

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