

# PETER MARKOVIC

## real estate

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

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

### Real Estate Agents ~ Auctioneers ~ Property Managers

A.C.N 072 152 222 A.B.N 06 072 152 222

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### RESIDENTIAL TENANCY APPLICATION

#### The applicant understands:

- The property is offered subject to Owners approval and no action shall be taken against the Landlord or Agent, should any circumstance arise whereby the property is not available on the due date.
- A security deposit (Bond) must be paid equal to one calendar month's rental prior to occupation upon acceptance of application in the form of a Bank Cheque or Australia Post Money Order (Personal cheque or cash will **not** be accepted under any circumstance).
- The initial rental payment must be made by either Bank (not personal) Cheque or Money Order. All ongoing rent payments are to be paid monthly on the specified contract date.
- All tenants approved for occupancy must have paid a full calendar month's rent and Bond and have also signed the Residential Tenancy Agreement and RTBA Lodgment Form prior to collection of keys. No access will be granted prior to all the above being satisfied.
- No animals permitted unless with the Landlord's prior written consent.

The Applicant has read and understood the Privacy Information statement.

The Applicant acknowledges and agrees that Peter Markovic Pty Ltd may make independent enquiries in order to verify the applicant's background. These enquiries may include a check with the National Tenancy Database.

#### Privacy Information/Policy Statement

Peter Markovic Pty Ltd is committed to respecting the privacy of the personal information it collects in order to carry on its business; and to complying with the National Privacy Principles set out in the Privacy Act 1988 (Cth) (The Privacy Act). This Policy sets Peter Markovic Pty Ltd's commitment to compliance as well as details of how that commitment is to be carried out. Peter Markovic Pty Ltd collects personal information from its clients for the primary purpose of carrying out its functions and activities as Estate Agents and Property Managers. Any information we collect about you will be made available to you at your request. The information collected on this Tenancy Agreement Form is required to assess your suitability to lease the premises. To enable us to do this, it is necessary to disclose your personal information to others. We are unable to do so without your knowledge and consent. The people and organisations we may disclose your personal information to include the proposed landlord and their legal representatives and mortgagee, your current and previous landlord, your bank, your current and previous employer, your referees, your emergency contact, maintenance and tradespeople, rental bond authorities, residential tenancy tribunals, collection agents, other Estate Agents, utilities (gas, electricity, water, phone), and the National Tenancy Database Pty Ltd ("NTD"). NTD must also comply with the Privacy Act. NTD collects personal information to provide to its members and others (including Licensed Estate Agents, NTD's parent company, Collection House Ltd and its subsidiaries or related entities, and credit bureaus). NTD collects historical tenancy and public record information on individuals and companies who lease residential and commercial property from or through Licensed Estate Agent members of the NTD. NTD also provides credit information on individuals and companies and directors applying for commercial leases. Peter Markovic Pty Ltd will advise NTD of your conduct throughout the term of your tenancy and that information will form part of your tenancy history. If you do not consent to the handing of your personal information in the manner described, we will not be able to process your application. We may also use the information collected for the secondary purpose of marketing and providing you with information about other services or properties available through Peter Markovic Pty Ltd. If you do not wish to receive any approaches or information in relation to the secondary purposes, please indicate below.

If you have any questions or feedback about privacy or wish to make a complaint about the way in which Peter Markovic Pty Ltd has handled your personal information, please contact us by writing to Management at Peter Markovic Pty Ltd, 109 Smith Street, Fitzroy 3065; or by phoning 9419 5555.

I confirm that: I have read and understood the Privacy Statement that Peter Markovic Pty Ltd has made available to me and all client details completed within by myself are true and correct

Signed by Applicant: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ Witness: \_\_\_\_\_

**APPLICANT DETAILS:**

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Surname: \_\_\_\_\_ Date Of Birth: \_\_\_\_\_

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

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

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

Passport: \_\_\_\_\_ Driver Licence: \_\_\_\_\_

Car Registration: \_\_\_\_\_ Type of Car / Colour / Model: \_\_\_\_\_

**RENTAL REFERENCES:**

Current Landlord/Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Period of Occupancy: \_\_\_\_\_ Rental Paid: \_\_\_\_\_

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

Previous Landlord/Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Period of Occupancy: \_\_\_\_\_ Rental Paid: \_\_\_\_\_

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

**EMPLOYMENT:**

Current Employer: \_\_\_\_\_

Position: \_\_\_\_\_ No. of Years: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Income: \_\_\_\_\_

Previous/Current Employer: \_\_\_\_\_

Position: \_\_\_\_\_ No. of Years: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Income: \_\_\_\_\_

**PERSONAL REFERENCES: (name, address and phone number)**

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**CREDIT HISTORY:** (Please fill this section in if you have any loans or credit debts)

Creditor: \_\_\_\_\_ Loan Amount: \_\_\_\_\_

Loan Period: \_\_\_\_\_ Completion Date: \_\_\_\_\_

**EMERGENCY CONTACT:**

1. Name: \_\_\_\_\_ Relation: \_\_\_\_\_

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

Contact Number: (H/w) \_\_\_\_\_ (M) \_\_\_\_\_

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

2. Name: \_\_\_\_\_ Relation: \_\_\_\_\_

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

Contact Number: (H/w) \_\_\_\_\_ (M) \_\_\_\_\_

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

**PROPERTY DETAILS:**

Property address: \_\_\_\_\_

Term of Lease: 6 / 12 Months (circle one) Commencement Date (Preferred): \_\_\_\_\_

Rent: Weekly: \$ \_\_\_\_\_ Monthly / Bond: \$ \_\_\_\_\_

No. of people to occupy property: \_\_\_\_\_ No. Adults: \_\_\_\_\_ No. Children: \_\_\_\_\_

Pets: Type: \_\_\_\_\_ Breed: \_\_\_\_\_ Age: \_\_\_\_\_

House Trained: \_\_\_\_\_ Obedience Trained: \_\_\_\_\_

Will you be obtaining contents insurance: Yes / No (Landlord's insurance does not cover your belongings)

Will you be obtaining a Director of housing bond: Yes / No

**DECLARATION:**

I hereby confirm that the information and attached documentation that has been provided by me on this application is entirely true and correct.

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

**PLEASE ENSURE THE FOLLOWING IS ATTACHED:-**

- PHOTO ID**
- 3 X MOST RECENT PAYSLIPS**
- LAST BANK STATEMENT SHOWING NAME/S**
- ANY PREVIOUS WRITTEN RENTAL REFERENCES**

**OFFICE USE ONLY**

**Present Employment comments:**

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Date: \_\_\_\_\_ Referees Name: \_\_\_\_\_

**Current Agent/Landlord Comments:**

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Date: \_\_\_\_\_ Referees Name: \_\_\_\_\_

**Previous Agent/Landlord comments:**

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Date: \_\_\_\_\_ Referees Name: \_\_\_\_\_

**Other References/comments:**

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**LEASE DETAILS:**

Application taken by: \_\_\_\_\_ Agent who obtained approval: \_\_\_\_\_

Landlord who approved: \_\_\_\_\_ Date approved: \_\_\_\_\_

Rent per week: \_\_\_\_\_ Bond: \_\_\_\_\_

Term of lease: \_\_\_\_\_ Commencement date: \_\_\_\_\_

Special conditions to be added to lease: \_\_\_\_\_

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NTD check approved: \_\_\_\_\_ (attach result & lodgement of NTD Check)

Drivers licence/passport attached: **Yes / No** Bank Statement/Pay Slip: **Yes / No**

Sign Up: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Agent doing Sign Up: \_\_\_\_\_

Deposit: Amount to be paid: \$ \_\_\_\_\_ Date to be Paid: \_\_\_\_\_