

NEVILLE RICHARDS

NR

TENANCY APPLICATION

form

Tenancy Privacy Statement

Neville Richards Real Estate and its associated companies ("we, our, us") respects your right to privacy and adheres to the Australian Privacy Principles contained in the Privacy Act 1988 (Cth). These principles regulate most of our activities with respect to personal information collected, stored, used and disclosed by us.

The information collected from you in this form is required for us to consider your application to rent a property that we manage and generally to carry out our role as property managers including the ongoing management of your tenancy. To carry out this role, we may need to disclose your personal information to others including:

- the landlord
- the landlord's lawyer, mortgagee or insurer
- referees you have nominated and managers of properties you have rented in the past
- organisations or trades people required to carry out maintenance to your premises
- Residential Tenancy Bond Authority
- Victorian Civil & Administrative Tribunal, Courts and other Government Agencies
- Law enforcement authorities, debt-collectors or Consumer Affairs Victoria

Your information will be added to our client databases and may be used by us to contact you in relation to other properties, for marketing purposes and for other purposes related to our functions and activities.

Our privacy policy provides further details about how we will manage your personal information and can be viewed at www.nevillerichards.com.au

If you wish to access or seek correction of your personal information that we hold, or if you would like to complain about our handling of your personal information, please contact us as set out below. Our privacy policy contains more details about accessing and correcting personal information and our complaints process.

OUR CONTACT DETAILS

Neville Richards Real Estate
Shop 2, 6 High St, Drysdale VIC 3222

Phone: (03) 5251 3857

Email: rentals@nevillerichards.com.au

TICA

As part of our tenant assessment process we may run a TICA check. This check profiles past tenants and may produce personal information about them such as tenancy history, details of bankruptcy, court orders or judgments, identity and/or Visa verification, business credit history and directorship information. In this process we provide some of your personal details to TICA manager, who is regulated by the Australian

Privacy Principles. You can review the TICA privacy policy at <http://www.tica.com.au/tenant.php>

In making this application you authorise us:

- to make enquiries about you from TICA.
- to list some of the information that you have provided to us in or with this form on the TICA system for use by TICA in the provision and supply of their services to real estate agencies and property managers.

If you are refused a lease of a property on the basis of information that we obtain about you from TICA we will tell you this. You may contact TICA to obtain access to the information that they hold about you to check the accuracy of that information and to request any necessary corrections.

TICA CONTACT DETAILS

Address: P.O. Box 120 Concord NSW 2137
Phone: 190 222 0346 (Calls Charged at \$5.45 per minute, higher from mobile and pay phones)
Fax: 02 9743 4844
Web: www.tica.com.au

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F. APPLICANT HISTORY**10. How long have you lived at your current address?**

	Years		Months
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11. Why are you leaving this address?

12. Landlord/Agent details of this property (if applicable).

Name of landlord or agent

Landlord/agent's phone number

Weekly rent paid

 \$
13. What was your previous residential address?

 Postcode
14. How long did you live at this address?

	Years		Months
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15. Landlord/Agent details of this property (if applicable).

Name of landlord or agent

Landlord/agent's phone number

Weekly rent paid

 \$

Was bond refunded in full?

 YES NO

If NO, why not?

G. INCOME**16. Please provide us details about your income.**

Employment income

Other income

 \$ net weekly

 \$ net weekly

Source of other income

H. EMPLOYMENT HISTORY**17. Please provide us your employment details.**

What is your occupation?

What is the nature of your employment?

(FULL-TIME / PART-TIME / CASUAL)

Employer's name (inc. accountant if self employed or institution if a student)

Employer's address

 Postcode

Contact name

Phone number

Length of employment

	Years		Months
--	-------	--	--------

18. Please provide your previous employment details.

Occupation

Employer's name

Length of employment

Net Income (PA)

	Years		Months
--	-------	--	--------

 \$
I. CONTACTS / REFERENCES**19. Please provide a contact in case of emergency.**

Surname

Given name/s

Relationship to you

Phone number

20. Please provide two professional references (not friends or relatives).

1. Surname

Given name/s

Relationship to you

Phone number

2. Surname

Given name/s

Relationship to you

Phone number

J. OTHER INFORMATION**21. Please provide details of any vehicles.**

Registration number

Make/model

22. Please provide details of any pets.

Breed/Type

Age

1.

2.

**** PLEASE NOTE ****

We require two separate payments for Rent & Bond

1) FIRST RENT PAYMENT: Paid to Neville Richards Real Estate via EFTPOS or Direct Deposit into Neville Richards Real Estate Trust Account.

2) BOND PAYMENT: Cheque or Money Order made payable to the RTBA. The Bond will be the advertised amount (usually one month's rent), unless otherwise discussed during the application process. If the weekly rent is over \$350 per week, you may be required to pay more than the standard one month's rent as bond to the RTBA.

PLEASE PROVIDE US WITH THE FOLLOWING IDENTIFICATION

Driver's License or Passport

(Key Pass or Birth Certificate if neither of the above)

Pay Slips x 2 (most recent) or Bank Statement

Centrelink Statement (if applicable)

RENT

Please indicate your preferred rent payment method:

 Centrepay Direct Debit

 Direct Deposit / Net Banking

Please indicate your preferred rent payment frequency:

 Fortnightly Monthly

 Weekly