

PROPERTY MANAGEMENT DEPARTMENT
151 Military Road, Avondale Heights VIC 3034
T: 03 9337 5066
F: 03 9331 0280
E: enquiries@mooneevalley.com.au



RENTAL APPLICATION FORM

RENTAL PROPERTY ADDRESS

Property Address

Please complete one application per person

Preferred Commencement Date

Day

Month

Year

Lease Term

Years

Months

Rental Amount

 Per Week

Bond Amount

Payable to: Residential Tenancies Bond Authority

APPLICANT DETAILS

Name

First Name

Middle Name

Surname

Please circle one

MR

MRS

MISS

OTHER

Other Applicants Names

(All adults to reside must be listed)

| | |
|---|---|
| 1 | 2 |
| 3 | 4 |

Number of People to Occupy

Adults

Children

Ages of Children

Pets Y/N

Type/Breed

Age of Pet/s

Identification

Date of Birth

Driver's License

Drivers Licence Expiry

Motor Vehicle Registration

Car Owner

Make/ Model

Telephone Number (Home)

Telephone Number (Mobile)

Email

Current Address

How long have you resided at this address

Years

Months

If rented, rent paid

Agent/ Landlord

Telephone Number

Reason for leaving

Previous Address

How long have you resided at this address

Years

Months

If rented, rent paid

Agent/ Landlord

Reason for leaving

EMPLOYMENT DETAILS

Occupation

Position Held for

Telephone Number

Full Time

Part Time

Casual

(Please circle one)

Company Name

Address

Previous Employment

Company

Address

Position held for

Current net income

Other net income

REFERENCE DETAILS (No family members)

| | | |
|----------------------|----------------------|----------------------|
| Name | Telephone | Relationship |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Name | Telephone | Relationship |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

EMERGENCY CONTACT DETAILS

| | | |
|----------------------|----------------------|----------------------|
| Name | Telephone | Relationship |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

FOR OFFICE USE ONLY

| | | | |
|----------------------|-------------------------------------|-------------------------|-------------------------------------|
| | | | |
| City West Water | <input type="checkbox"/> __/__/2017 | Entered into System | <input type="checkbox"/> __/__/2017 |
| Bond | <input type="checkbox"/> __/__/2017 | Landlord signed leases | <input type="checkbox"/> __/__/2017 |
| Tenant signed leases | <input type="checkbox"/> __/__/2017 | Dual signed leases sent | <input type="checkbox"/> __/__/2017 |



TENANCY PRIVACY STATEMENT

APPLICATION PROCESS

Should your application be successful, you will be required to pay one month’s rent in advance as well as one month’s rent as a security deposit. The security deposit **must be a postal order or bank cheque** made payable to the **RTBA**. These monies must be received before any keys can be handed out. This application is accepted subject to the availability of the premises on the due date and the owner’s approval. Please allow **72 hours** for your application to be processed.

TENANCY PRIVACY STATEMENT

Due to recent changes in the Privacy Laws, effective from 21st December 2001, all property managers must ensure that you fully understand the National Privacy Principles and the manner in which we must use private information so as to carry out our role as professional property managers. Please take the time to read this Privacy Statement carefully and after completion, return it to this office with your tenancy application form.

As professional property managers (**Moonee Valley Real Estate**) collects personal information about you. To ascertain what personal information we have about you, you can contact us by:

Telephone: (03) 9337 5066 Email: enquiries@mooneevalley.com.au
Facsimile: (03) 9331 0208 Website: www.mooneevalley.com.au

PRIMARY PURPOSE

As professional managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises that 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 usually disclose your personal information to:

- The Landlord
- The Landlords lawyers
- The Landlords mortgagee
- Referees that you have nominated
- Organisations/ Trades people required to carry out maintenance to the premises
- Rental Bond Authorities
- Residential Tenancy Tribunals/ Courts
- Collection Agencies
- National Tenancy Database Pty Ltd (ABN 65 079 105 025) ('NYD')
- Other Real Estate Agents and Landlords

SECONDARY PURPOSE

We also collect information to:

Tick each box if you agree to the use and disclosure:

- Enable us or the Landlord’s lawyer 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
- Pay/release rental bonds to/from Rental Bond Authorities (where necessary)
- Refer to Collection Agents/ Lawyer. (Where default/enforcement actions are required)
- Provide confirmation details for organisations contacting us on your behalf: Eg: Banks, Employers, Utilities (Gas, Electricity, Water and Phone) etc.
- Refer to Tribunals, Courts and Statutory Authorities

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 process properly assess the risk to our client, or carry out our duties as professional property managers. Consequently we then cannot provide you the lease/tenancy of the premises.

NTD DISCLOSURE STATEMENT

You can contact National Tenancy Database Pty Ltd (ABN 65 079 105 025) (NTD) by:

Telephone: (03) 9610 4996
Facsimile: (03) 9620 7339
Email: steph@ntd.net.au
Website: www.ntd.net.au

PRIMARY PURPOSE

NTD Collects your personal information to provide to its members and others as listed below:

- Historical tenancy and public information on individuals and companies who/which lease residential and commercial property from or through licensed real estate 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 the tenant's history.

NTD usually discloses information to:

- Licensed real estate agent members
- NTD's parent company- Collection House (ABN 74 010 230 716) and its subsidiaries and related entities
- Credit bureaus

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 will not be able to provide you with the lease/tenancy of the premises.

- Please note; Under the Residential Tenancies Act (42.2) a tenant has to pay rent as specified in the agreement. Moonee Valley Real Estate has implemented the RE Connect oneCard which a copy of the Tenants Registration Form and Tenants Condition of Use is attached.
Rental payments will only be accepted via this method.

Signature of the Applicant: _____

Print Name: _____

Date: _____

Witness: _____