



TENANCY APPLICATION FORM

Stephanie Virgo - Residential Property Manager

stephanie@gr8corp.com.au

Office: 4/7 Gympie Way,

Willetton WA 6155

0424 066 861

(08) 9358 3400

Please complete this application in full to ensure there are no delays in processing your details. If you could advise all references in your application that they will be receiving a phone call from GR8 Property so they are not hesitant in providing information to us.

Supporting documents

Please supply any supporting documents you feel are necessary in assisting us in verifying your suitability. If you have only owned your own home please provide the details of the sales agent who is or did sell your home. If you're self-employed please provide a copy of your last tax statement.

Submitting your application

Please email to me stephanie@gr8corp.com.au You can also drop the completed application form to us at our office in Willetton from Monday to Friday 9am – 5:00pm.

Processing your application

We will endeavour to process your application within 48 hours, if we are unable to contact your references this process may take longer.

Cover Letter

We kindly ask that you write a brief covering letter to accompany your application to provide some background on who is applying for the property and the relationships between each applicant who will be living in the property. This will give the owner an understanding on you and your lifestyle.

Identification

Each applicant must provide a copy of at least one form of ID from each category below:

Photo identification:

- Valid driver's licence
- Birth certificate or extract
- Passport

Secondary identification:

- Medicare card
- Bank card
- Centrelink / Health Care card
- Student card

Address Confirmation

- Copy of a utility bill in your name
- Copy of your car registration papers
- Bank statement

APPLICATION & OFFER OF OPTION TO
LEASE RESIDENTIAL PREMISES

PROPERTY ADDRESS:

Each applicant must be over 18 years old

Name: _____ Mobile: _____

Email: _____ Smoker - Yes / No

Name: _____ Mobile: _____

Email: _____ Smoker - Yes / No

Name: _____ Mobile: _____

Email: _____ Smoker - Yes / No

Name: _____ Mobile: _____

Email: _____ Smoker - Yes / No

Term of lease required: 6 - 12 - 18 months

Move in date: _____ / _____ / _____

Total No. of people living in the property:

Adult's _____ Ages _____ Children _____ Ages _____

If you have pets:

Number of pet's _____ Breed _____ Ages _____

ALL APPLICATIONS RECEIVED ARE SUBJECT TO THE LANDLORD’S APPROVAL

CONDITIONS RELEVANT TO MAKING AN APPLICATION AND OFFER

The applicant will not be entitled to occupy the premises until vacant possession is provided by the current occupant of the premises, the Lease is signed by all Applicants and the payment of all monies due to be paid by the Applicant prior to occupation.

The persons comprising the Application are not bankrupt and they each declare that all of the information supplied in the Applicants Particulars are true and correct and are not misleading in any way.

The Applicant acknowledges having inspected the Premises and if the Option is exercised, will accept possession of the Premises in the condition as at the date of inspection.

PRIVACY STATEMENT

The applicant agrees that for the purpose of this Application, the Owner/Agent may make enquiries of the persons given as referees by the Applicant, and also make enquiries of such other persons or agencies as the Owner/Agent may see fit.

The personal information of the prospective tenant provided in this application or collected from other sources is necessary for the Agent to verify the applicant’s identity, to process and evaluate the application, to manage the tenancy and to conduct the Agent’s business. Personal information collected about the Applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including to the landlord, referees, other agents, third party operators of tenancy reference databases, and prospective buyers of the Premises. Information already held on tenancy reference databases may also be disclosed to the Agent and/or Landlord. If the Applicant enters into a Residential Tenancy agreement, and if the Applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and/or other real estate agents.

If the Applicant would like to access the personal information the Agent holds, they can do so by contacting the Agent.

ALL APPLICANTS SIGN HERE:

App 1) _____

Date: / /

App 2) _____

Date: / /

App 3) _____

Date: / /

App 4) _____

Date: / /

Applicant 1

Full name: _____

Australian resident: Y/N - *If no*, which type of visa are you on _____

Car/Make: _____ Registration Number: _____

PRESENT ADDRESS: _____

Period rented: Moved in: ___/___/___ Expires: ___/___/___ Rental amount: \$ _____

If private - Name and number of owner: _____

If agency - Property manager's name & number: _____

Reasons for leaving: _____

PREVIOUS ADDRESS: _____

Period rented: Moved in: ___/___/___ Expires: ___/___/___ Rental amount: \$ _____

If private - Name and number: _____

If agency - Property manager's name & number: _____

Reasons for leaving: _____

EMPLOYMENT HISTORY

N.B If self-employed – bank statement of income must be provided

CURRENT OCCUPATION:

Company name & managers details:

_____ Phone: _____

Position: _____ Period of employment: _____ Salary: _____

If less than 12 months, please fill out the below

PREVIOUS OCCUPATION:

Company name & managers details:

Position: _____ Period of employment: _____ Salary: _____

CONTACTS

NEXT OF KIN:

Name: _____ Contact: _____ Relation: _____

CHARACTER REFERENCE: (non-related))

Name: _____ Contact: _____ Known? _____

Applicant 2

Full name: _____

Australian resident: Y/N - *If no*, which type of visa are you on _____

Car/Make: _____ Registration Number: _____

PRESENT ADDRESS: _____

Period rented: Moved in: ___/___/___ Expires: ___/___/___ Rental amount: \$ _____

If private - Name and number of owner: _____

If agency - Property manager's name & number: _____

Reasons for leaving: _____

PREVIOUS ADDRESS: _____

Period rented: Moved in: ___/___/___ Expires: ___/___/___ Rental amount: \$ _____

If private - Name and number: _____

If agency - Property manager's name & number: _____

Reasons for leaving: _____

EMPLOYMENT HISTORY

N.B If self-employed – bank statement of income must be provided

CURRENT OCCUPATION:

Company name & managers details:

_____ Phone: _____

Position: _____ Period of employment: _____ Salary: _____

If less than 12 months, please fill out the below

PREVIOUS OCCUPATION:

Company name & managers details:

Position: _____ Period of employment: _____ Salary: _____

CONTACTS

NEXT OF KIN:

Name: _____ Contact: _____ Relation: _____

CHARACTER REFERENCE: (*non-related*)

Name: _____ Contact: _____ Known? _____

Applicant 3

Full name: _____

Australian resident: Y/N - *If no*, which type of visa are you on _____

Car/Make: _____ Registration Number: _____

PRESENT ADDRESS: _____

Period rented: Moved in: ___/___/___ Expires: ___/___/___ Rental amount: \$ _____

If **private** - Name and number of owner: _____

If **agency** - Property manager's name & number: _____

Reasons for leaving: _____

PREVIOUS ADDRESS: _____

Period rented: Moved in: ___/___/___ Expires: ___/___/___ Rental amount: \$ _____

If **private** - Name and number: _____

If **agency** - Property manager's name & number: _____

Reasons for leaving: _____

EMPLOYMENT HISTORY

N.B If self-employed – bank statement of income must be provided

CURRENT OCCUPATION:

Company name & managers details:

_____ Phone: _____

Position: _____ Period of employment: _____ Salary: _____

If less than 12 months, please fill out the below

PREVIOUS OCCUPATION:

Company name & managers details:

Position: _____ Period of employment: _____ Salary: _____

CONTACTS

NEXT OF KIN:

Name: _____ Contact: _____ Relation: _____

CHARACTER REFERENCE: (*non-related*)

Name: _____ Contact: _____ Known? _____

Applicant 4

Full name: _____

Australian resident: Y/N - *If no*, which type of visa are you on _____

Car/Make: _____ Registration Number: _____

PRESENT ADDRESS: _____

Period rented: Moved in: ___/___/___ Expires: ___/___/___ Rental amount: \$ _____

If private - Name and number of owner: _____

If agency - Property manager's name & number: _____

Reasons for leaving: _____

PREVIOUS ADDRESS: _____

Period rented: Moved in: ___/___/___ Expires: ___/___/___ Rental amount: \$ _____

If private - Name and number: _____

If agency - Property manager's name & number: _____

Reasons for leaving: _____

EMPLOYMENT HISTORY

N.B If self-employed – bank statement of income must be provided

CURRENT OCCUPATION:

Company name & managers details:

_____ Phone: _____

Position: _____ Period of employment: _____ Salary: _____

If less than 12 months, please fill out the below

PREVIOUS OCCUPATION:

Company name & managers details:

Position: _____ Period of employment: _____ Salary: _____

CONTACTS

NEXT OF KIN:

Name: _____ Contact: _____ Relation: _____

CHARACTER REFERENCE: *(non-related)*)

Name: _____ Contact: _____ Known? _____

TENANT PRIVACY STATEMENT

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 role as a professional property manager. 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, GR8 Property collects personal information about you. You can ask for access to the personal information we have about you, by contacting us by:

- Telephone: 08 9358 3400
- Email: admin@gr8corp.com.au
- In person: 4/7 Gympie Way, Willetton WA 6155

Visit website: www.gr8property.com.au

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 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
- The Landlord's mortgagee / insurer's
- Referees you have nominated
- Organisations / 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 Pty Ltd (ABN 65 079 105 025) ("**ntd**")
- Other Real Estate Agents & Landlords

SECONDARY PURPOSES *(Tick each box if you consent to the use and disclosure)*

We also collect your personal information to:

Enable us, or the Landlord's lawyers, 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 or Rent Bond insurance providers. (where applicable)
- Refer to Tribunals, Courts and Government/Statutory Authorities (where necessary)
- Refer to Mercantile Agents / Lawyers (where default/ enforcement action is required)
- Refer to Landlord's Insurer's
- Report your history as a tenant to the National Tenancy Database (ntd).

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.

NTD DISCLOSURE STATEMENT

You can contact **National Tenancy Database Pty Ltd** (ABN 65 079 105 025) ("NTD ") and ask for access to any of your personal information stored on the database by:

- Telephone: (03) 8629 1682
- Facsimile: (03) 8629 1650
- Email: kim@ntd.net.au
- In person: Level 12/628 Bourke Street, Melbourne. 3000.
- Postal Address: P.O. Box 156 Collins Street West Vic 8007
- Visit its website:www.ntd.net.au

Proof of Identity will be required, i.e., photo licence, passport etc.

PRIMARY PURPOSE

NTD collects information to provide to its real estate members and others listed below, current and historical tenancy and location information on individuals and companies who/which lease residential and commercial property from or through licensed real estate agent members of NTD.

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 discloses information to:

- Licensed real estate agent members
- NTD parent company, Veda Advantage ABN 26 000 602 862, its subsidiaries, related entities.

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 a lease/tenancy of the premises.

ALL APPLICANTS SIGN HERE TO AGREE TO ABOVE INFORMATION AND TO STATE THAT ALL INFORMATION YOU HAVE PROVIDED IN THIS DOCUMENT IS TRUE:

1. _____

Date: / /

2. _____

Date: / /

3. _____

Date: / /

4. _____

Date: / /