



ABN 51 069 519 508

PTY LTD

Licensed Estate Agents and Auctioneers, Members R.E.I.V.
58 QUEEN STREET, BENDIGO 3550 Ph: (03) 5441 4555 Fax: (03) 5441 3088

IMPORTANT – PLEASE READ **CAREFULLY**

To help us complete your application in the most efficient way, and as quickly as possible, please ensure you have included ALL details on the application form.

Please make sure all reference contact numbers can be contacted *during business hours*, and you have included contact numbers for both current and previous landlords. *Do not use friends or family members, as we do require rental references.*

Please specify the **actual date** as to when you wish to move in, and also include the length of the lease you require.

You will need to provide Bendigo Real Estate with a *copy of your Drivers Licence* or some other kind of formal identification with your application.

Every adult who intends on sharing the property will need to fill out an application form.

IMPORTANT NOTE: If you are the successful applicant for a property, it is the policy of Bendigo Real Estate that the BOND OF 4 WEEKS RENT, PLUS AT LEAST 2 WEEKS RENT IN ADVANCE, MUST BE PAID TO OUR COMPANY EITHER BEFORE OR AT THE TIME OF SIGNING OF THE LEASE.

Keys to the property will not be given to the successful applicant until all of the above monies have been paid.

Thank you for your assistance.
Jaylee Dixon and Kylie Kaye
Property Managers



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 Bendigo Real Estate Pty Ltd collects personal information about you. You can ask for access to the personal information we have about you, by contacting us via :

Telephone: 5441 4555

Facsimile: 5441 3088

Email: rentals@bendigorealestate.com.au

In person at 58 Queen Street, Bendigo.

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 and during the term of your tenancy, we usually disclose your personal information to:

- 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
- Residential Tenancy Tribunals/Courts
- Mercantile Agents
- National Tenancy Database Pty Ltd (ABN 65 079 105 025) ("ntd")
- Other Real Estate Agents & Landlords

SECONDARY PURPOSES

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 (where applicable)

Refer to Tribunals, Courts and Statutory Authorities (where necessary)

Refer to Mercantile Agents / Lawyers (where default/enforcement action is required)

Refer to Landlord's Insurer's.

Report your conduct as a tenant on 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) 9610 4996

Facsimile: (03) 9620 7339

Email: kim@ntd.net.au

In person: 7/477 Collins 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's parent company, Collection House Limited ABN 74 010 230 716, its subsidiaries and related entities.
- Credit Bureaus (Commercial Leases only)

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.

Signed by the Applicant:

(Signature)

(Print Name)

/ / 2009

(Witness)



bendigo

REAL ESTATE

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RENTAL APPLICATION

DATE: _____

PROPERTY DETAILS

Property Address

Weekly Rental Willing to Pay

1.	\$
2.	\$
3.	\$

Property Manager: Jaylee Dixon Kylie Kaye

Date you would like Lease to commence: _____

Term of Lease: 6 months 12 months

Bond: DOH Own

How many people will normally occupy the property? Each adult will be required to complete separate application.

Adults: _____ Children: _____ Ages of Children: _____

Do you have any pets? Yes No (If yes number and type/breed): _____

PERSONAL DETAILS

Mr Mrs Ms Miss

Surname: _____

Given Names: _____

Drivers Licence Number and/or Passport: (Please provide copy): _____

Date of birth: _____

Phone No: Business: _____ **Home:** _____ **Mobile:** _____

E-mail address: _____

APPLICANT HISTORY

Current Address: _____

Period of occupation at property: _____ **Rent Paid: \$** _____

Name of Landlord/Agent: _____ **Phone:** _____

Reason for leaving: _____

Previous Address 1: _____

Period of occupation at property: _____ **Rent Paid: \$** _____

Name of Landlord/Agent: _____ **Phone:** _____

Reason for leaving: _____

EMPLOYMENT HISTORY

CURRENT EMPLOYMENT:

Occupation: _____ Current Employer: _____

Employer's Address: _____

Contact Name (payroll/manager) _____ Contact No: _____

Period of employment: _____ Net weekly income: \$ _____

SELF EMPLOYMENT DETAILS:

Company Name: _____ Business Type: _____

Business Address: _____

Position Held: _____ ABN: _____

Accountant Name: _____ Phone: _____

Accountant Address: _____

Net weekly income: \$ _____

OTHER SOURCES OF INCOME (IE CENTRELINK):

Net weekly income: \$ _____ Source(s): _____

PREVIOUS EMPLOYMENT:

Occupation: _____ Previous Employer: _____

Employer's Address: _____

Contact Name (payroll/manager) _____ Contact No: _____

Period of employment: _____ Net weekly income: \$ _____

REFERENCES (FAMILY & FRIENDS NOT PERMITTED)

Name: _____ Phone: _____

Relationship to you: _____

Name: _____ Phone: _____

Relationship to you: _____

Name: _____ Phone: _____

Relationship to you: _____

EMERGENCY CONTACTS

Name: _____ Relationship to you: _____

Address: _____ Phone: _____

Name: _____ Relationship to you: _____

Address: _____ Phone: _____