

# RESIDENTIAL TENANCY APPLICATION



**COMPTON GREEN HOBSONS BAY**  
29 Ferguson Street, Williamstown VIC 3016

Ph: (03) 9397 1600  
Fax: (03) 9397 7500  
Email: reception@comptongreen.com.au

**COMPTON GREEN INNER WEST**

1 / 240 Geelong Rd,  
West Footscray, VIC 3012  
Ph: (03) 9314 1188  
Email: yarraville@comptongreen.com.au

**For this application to be processed you must attach Photo ID (Passport or Drivers Licence) and proof of income (Payslips).**

## A. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

Postcode \_\_\_\_\_

2. Rental amount \$ \_\_\_\_\_ 3. Bond \$ \_\_\_\_\_ 4. Term: 6 mths / 12mths 5. Commencement Date: \_\_\_\_\_

6. How many people will occupy the home? \_\_\_\_\_ Adults Children 7. Do you have Pets? Yes / No 8. Type? \_\_\_\_\_

9. Do you accept the property in the current condition?

## B. PERSONAL DETAILS (APPLICANT 1)

10. Please give us your details

Title: \_\_\_\_\_ Surname: \_\_\_\_\_

Given Name/s \_\_\_\_\_

Driver's licence No. \_\_\_\_\_ State \_\_\_\_\_

Expiry date: \_\_\_\_\_ Date of Birth \_\_\_\_\_

18+ Card Number: \_\_\_\_\_

Car Make & Model: \_\_\_\_\_

Passport no./Country \_\_\_\_\_

Centrelink no. (if applicable) \_\_\_\_\_

Pension type (if applicable) \_\_\_\_\_

10. Please provide your contact details

Home phone no. \_\_\_\_\_

Mobile phone no. \_\_\_\_\_

Work phone no. \_\_\_\_\_

Email address \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Phone no. \_\_\_\_\_

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

## B. PERSONAL DETAILS (APPLICANT 2)

11. Please give us your details

Title: \_\_\_\_\_ Surname: \_\_\_\_\_

Given Name/s \_\_\_\_\_

Driver's licence No. \_\_\_\_\_ State \_\_\_\_\_

Expiry date: \_\_\_\_\_ Date of Birth \_\_\_\_\_

18+ Card Number: \_\_\_\_\_

Car Make & Model: \_\_\_\_\_

Passport no./Country \_\_\_\_\_

Centrelink no. (if applicable) \_\_\_\_\_

Pension type (if applicable) \_\_\_\_\_

10. Please provide your contact details

Home phone no. \_\_\_\_\_

Mobile phone no. \_\_\_\_\_

Work phone no. \_\_\_\_\_

Email address \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Phone no. \_\_\_\_\_

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

## C. UTILITY CONNECTIONS



Let **On The Move** reduce your stress and save you time by arranging your utility connections at the property... at no extra cost! We will contact you within 2 hours to confirm.

**ELECTRICITY, GAS, TELEPHONE, INTERNET,  
PAY TV, TENANCY INSURANCE**

**Ph: 1300 850 360 Fax: 1300 661 160**

**Email: sales@onthemove.com.au**

**Terms & Conditions** - By not ticking the box below, you are consenting to On The Move contacting you to arrange your services. On The Move may need to disclose personal information to utility companies to arrange your services. Please see On The Move's Privacy Policy at [www.onthemove.com.au](http://www.onthemove.com.au). On The Move and your agent may receive a benefit for arranging your services. On The Move and Compton Green do not accept responsibility for any delay or failure to connect your services. Standard connection fee & bonds may apply.

On The Move will contact to connect the water as a minimum on behalf of Compton Green.

*No, I will connect the required utilities on my own accord but acknowledge that if the property has a separate water meter, my contact details must be given to the relevant water provider, who will read the meter and commence billing.*

## D. CURRENT ADDRESS (APPLICANT 1)

I am currently the: Owner / Renter / Boarder

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

Length of Stay: \_\_\_\_\_ Months \_\_\_\_\_ Years

From Date: \_\_\_\_\_ To Date: \_\_\_\_\_

Monthly Rent: \$ \_\_\_\_\_ Was Bond fully refunded? \_\_\_\_\_

Agents Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

## D. CURRENT ADDRESS (APPLICANT 2)

I am currently the: Owner / Renter / Boarder

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

Length of Stay: \_\_\_\_\_ Months \_\_\_\_\_ Years

From Date: \_\_\_\_\_ To Date: \_\_\_\_\_

Monthly Rent: \$ \_\_\_\_\_ Was Bond fully refunded? \_\_\_\_\_

Agents Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

## E. PREVIOUS ADDRESS (APPLICANT 1)

I was previously: The Owner / Renting / Boarding

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

Length of Stay: \_\_\_\_\_ Months \_\_\_\_\_ Years

From Date: \_\_\_\_\_ To Date: \_\_\_\_\_

Monthly Rent: \$ \_\_\_\_\_ Was Bond fully refunded? \_\_\_\_\_

Agents Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

## E. PREVIOUS ADDRESS (APPLICANT 2)

I was previously: The Owner / Renting / Boarding

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

Length of Stay: \_\_\_\_\_ Months \_\_\_\_\_ Years

From Date: \_\_\_\_\_ To Date: \_\_\_\_\_

Monthly Rent: \$ \_\_\_\_\_ Was Bond fully refunded? \_\_\_\_\_

Agents Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

## F. REFERENCES (APPLICANT 1)

Personal Reference: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Professional Ref. 1: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

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

## F. REFERENCES (APPLICANT 2)

Personal Reference: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Professional Ref. 1: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

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

## G. CURRENT EMPLOYMENT (APPLICANT 1)

I am currently: Employed / Unemployed / Studying

Company Name: \_\_\_\_\_

Manager: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

Industry: \_\_\_\_\_ Occupation / Position: \_\_\_\_\_

Nature of Employment: Full Time / Part time / Casual

Length of Employment: \_\_\_\_\_ Months \_\_\_\_\_ Years

From Date: \_\_\_\_\_ Annual Salary: \_\_\_\_\_

Net Monthly: \_\_\_\_\_ Net Weekly: \_\_\_\_\_

## G. CURRENT EMPLOYMENT (APPLICANT 2)

I am currently: Employed / Unemployed / Studying

Company Name: \_\_\_\_\_

Manager: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

Industry: \_\_\_\_\_ Occupation / Position: \_\_\_\_\_

Nature of Employment: Full Time / Part time / Casual

Length of Employment: \_\_\_\_\_ Months \_\_\_\_\_ Years

From Date: \_\_\_\_\_ Annual Salary: \_\_\_\_\_

Net Monthly: \_\_\_\_\_ Net Weekly: \_\_\_\_\_

## H. PREVIOUS EMPLOYMENT (APPLICANT 1)

I have been previously employed: True / False

Company Name: \_\_\_\_\_

Manager: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

Industry: \_\_\_\_\_ Occupation / Position: \_\_\_\_\_

Nature of Employment: Full Time / Part time / Casual

Length of Employment: \_\_\_\_\_ Months \_\_\_\_\_ Years

From Date: \_\_\_\_\_ To Date: \_\_\_\_\_

Annual Salary: \_\_\_\_\_ Net Monthly: \_\_\_\_\_

Net Weekly: \_\_\_\_\_

## H. PREVIOUS EMPLOYMENT (APPLICANT 2)

I have been previously employed: True / False

Company Name: \_\_\_\_\_

Manager: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

Industry: \_\_\_\_\_ Occupation / Position: \_\_\_\_\_

Nature of Employment: Full Time / Part time / Casual

Length of Employment: \_\_\_\_\_ Months \_\_\_\_\_ Years

From Date: \_\_\_\_\_ To Date: \_\_\_\_\_

Annual Salary: \_\_\_\_\_ Net Monthly: \_\_\_\_\_

Net Weekly: \_\_\_\_\_

## I. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information from:

- (a) The owner or the Agent of my current or previous residence;
- (b) My personal referees and employer/s;
- (c) Any record listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting -

- NTD: 1300 563 826
- TICA: 1902 220 346
- TRA: (02) 9363 9244

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow tradespeople or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with NTD (National Tenancies Database)
- (h) transfer water account details into my name

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.

I have read, understood and agree to the Tenant Privacy Statement set out in sections L. & M.

Signature (Applicant 1)

Date



Signature (Applicant 2)

Date



**DECLARATION AND EXECUTION: By signing this application, you:**

1. Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
2. Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
3. Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
4. Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
5. Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
6. Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature

Date

## J. TENANCY PRIVACY STATEMENT

Compton Green ("Compton Green") ("we" or "our agency") respects your right to privacy. We are bound by and adhere to the Australian Privacy Principles ("Principles") contained in the Privacy Act 1988 ("Privacy Act"). Those 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 to generally carry out our role as property managers including for the ongoing management of your tenancy. To carry out this role, we may disclose the personal information you have provided to us to third parties including the following:

- i. Landlord
- ii. The Landlord's lawyer, mortgagee or insurer;
- iii. Referees you have nominated;
- iv. Organisations or tradespeople required to carry out maintenance to the premises;
- v. Rental bond authorities or rent bond insurance providers;

## J. TENANCY PRIVACY STATEMENT cont .

- vi. Residential Tenancy Tribunals and courts
- vii. Debt collection agents;
- viii. National Tenancy Database (NTD) a division of VEDA Advantage Information Services and Solutions Limited ABN 26 000 602 862

In addition, your personal information will be added to our database and may be used by us to contact you in relation to other properties, for marketing purposes and for other purposes relating to our agency's functions and activities.

You can contact us to access the personal information we are holding, correct or complain about our handling of your personal information:

### COMPTON GREEN BAYSIDE

By phone: (03) 9397 1600  
Facsimile: (03) 9397 7500  
Or in person at: 29 Ferguson Street,  
Williamstown VIC 3016

### COMPTON GREEN INNER WEST

By phone: (03) 9314 1188  
Or in person at: 1/240 Geelong Rd  
West Footscray VIC 3012

Our Privacy Policy provides further details about how we will manage your personal information and can be found at our website at [to be inserted] and

## K. NATIONAL TENANCY DATABASE

Please note, this document is available (in part) on the NTD website and should be included in the application form if applicable –NTD may update the Disclosure Statement from time to time and this should be monitored.

You can contact National Tenancy Database and ask for access to any of your personal information stored on the database by writing to us at:

Postal Address: GPO Box 13294, George Street, Brisbane QLD 4003  
Email: info@ntd.net.au  
Fax: (07) 3009 0619  
Telephone: 1300 563 826

For further information about NTD and NTD's Privacy Policy, visit the website: [www.ntd.net.au](http://www.ntd.net.au)

Please note, when requesting a copy of the personal information the NTD hold about you, proof of identity will be required e.g. Australian drivers licence, passport etc.

NTD collects the following information in accordance with the APPS for the purpose of operating a tenancy database for risk management and risk assessment purposes and for identity verification.

Generally, this information is collected from our members.

- Full name, date of birth, gender, driver's licence number and occupation;
- Current and previous residential addresses;
- Contact details (phone, fax and email);
- Details of rental history.

Generally, personal information is used and disclosed for the purposes for which it was collected. The purposes for which NTD collects your personal information are:

- Provision of a database for the use of property managers and real estate agents for risk assessment and risk management purposes;
- Provision of information to third parties with regard to your tenancy including but not limited to your landlord, your landlord's mortgagee or insurer, residential tenancy tribunals and courts, rent bond boards, mercantile agents, related corporate entities, Government agencies and departments and, in the case of commercial leases, to credit bureaus.

In addition, there may be circumstances where NTD is required or authorised by law to disclose your personal information e.g. to an Ombudsman, tribunal, court, law enforcement agency or government department.

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