



Application for Residential Tenancy

(One application to be completed per person)

Accredited Agency

Agent for Lessor *Brimvale Investments Pty Ltd t /a Vic Murphy Real Estate*

Property Address

Applicant Details

Full Name

Have you been known by any other name? *Yes/No*

If Yes, what other name have you been known by?

Have you any dependants? *Yes/No* Dependants Name/s

Age/s of dependants Total number of applicants applying for property

Driver's Licence Number or Passport Number State Date of Birth

Registration Number of Vehicle/s Number of Cars

Are you a smoker? *Yes/No*

Contact Details

Current Address

Phones: Work
Mobile

Home
Email

Current Agent/Lessor

Time period at premises: Years Months

Phone

Rent per week \$

Are you employed? *Yes/No*

Full Time /Casual/Part Time /Centrelink /Contract /Other

Occupation

Net weekly Income \$

Length of Employment

Name of Employer

Phone

Address of Employer

Previous Agent/Lessor

Phone

Previous Address

Rent per week \$

If Self Employed

Business Name

How long self employed?

ABN

Address of Business

Accountant's Name

Phone

Pets - List any pets owned

Number of Pets

Type of Pet/s

Are your pets registered with the council? *Yes/No*

Please state which council

If you are a **Student**, what University, TAFE or School do you attend?

Student Identification Number

Overseas Student *Yes/No*

Visa Expiry Date

Next of Kin

(Please provide details of preferred person to be contacted in the event of an emergency)

Name

Contact Number/s

Address

Personal References (Please do not list relatives or partners and provide business hours contact numbers)		
Name	Relationship	Phone
Address		
Name	Relationship	Phone
Address		

Please advise the following by selecting either Yes or No

Have you ever been evicted by an agent/lessor? Yes/No

Is there any reason known to you that would affect your ability to pay rent? Yes/No

Was your rental bond at your last address refunded in full? Yes/No

If No, please advise what deductions were made from your bond?

Are you in debt to another agent/lessor? Yes/No

If Yes, why are you in debt to your past agent/lessor?

You are required to meet a 100 point identification criterion upon submission of your application , and the agent/lessor may photocopy any item and retain as part of your application .

10 Points: Medicare Card, Birth Certificate, Motor vehicle registration papers.
30 Points: Bank Statements, recent utility accounts eg: phone, electricity or gas.
40 Points: Drivers Licence, Passport, 18+ Card, Photo ID, last FOUR rent receipts, tenant ledger.

You are also required to supply the agent /lessor with proof of your income upon submission of your application .

Employed: Last TWO pay slips.
Self employed: Bank Statements, Group Certificate, or Accountant's letter.
Not employed: Centrelink Statement.

I, the Applicant, declare that the above information is true & correct and that I have supplied it of my own free will. I acknowledge that my personal contents insurance is not covered under any lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings. I understand that you as the agent/lessor have collected this information for the purpose of determining whether I am a suitable tenant for the property - in particular to check my identification, my ability to care for the property, my character and my creditworthiness. For such purposes, I authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy databases searches) as you consider reasonably necessary. In doing so, I understand that information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties. I acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons as to why. I also consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the agent/lessor to pass my details onto others which may include (but is not limited to) insurance companies, body corporates, contractors, other real estate agents, salespeople and tenancy default databases.

I wish to undertake a tenancy for a period of _____ to commence on the _____ at a rental price of \$ _____ . I understand that I am to pay a rental bond of \$ _____ on or before I take possession of the premises and sign a tenancy agreement.

(please select yes or no)

The applicant acknowledges that they have been made aware of the agency's Privacy Policy. Yes/No

Name of Applicant _____

Signature _____ Date _____

OFFICE USE ONLY Name of Employee taking application:			
Application Form Signed by applicant	<input type="checkbox"/>	Proof of Income Supplied	<input type="checkbox"/>
Identification Supplied	<input type="checkbox"/>	Form Fully Completed	<input type="checkbox"/>

REAL ESTATE AGENTS & PROPERTY MANAGERS

Brimvale Investments Pty Ltd
ABN 11 370 995 437

Phone: (07) 5443 2433
Fax: (07) 5443 1101
Email: info@vicmurphy.com.au
www.vicmurphy.com.au

Privacy Policy

Vic Murphy Real Estate respects your right to privacy. We are bound by the National Privacy principles contained in the Privacy Amendment (Private Sector) Act 2000. Those principles regulate how we collect, store, use and disclose personal information about you and other individuals.

COLLECTION, USE AND DISCLOSURE

In our Agency business, we collect, hold, use and disclose to third parties, personal information for a number of reasons.

- To carry out appointments as sales agents for clients selling their properties
- To carry out appointments as property managers for rental property owners, which includes processing tenancy applications and managing tenancy relationships and the tenanted property.
- To promote and market our services and the products and services of third parties. (We will only use your personal information for this purpose and will not disclose it to third parties)
- To provide information on and promote properties for sale and for rent to the market.
- To reply to enquiries and information requests made by individuals
- For internal business processes such as market research and billing; and
- Where required by law.

We collect personal information about individuals:

- From the individuals themselves – through application forms, registration books at open inspections, appointment forms, agreements, correspondence including e-mails, our web site, and through verbal communications.
- From third parties (including from other agents, from operators of tenancy reference databases and other publicly available databases and from referees) – in the course of verifying and evaluating tenancy applications and managing tenancy arrangements, and in carrying out agency services for a client, including through property searches.

SECURITY OF INFORMATION

We will take all reasonable steps to ensure that the personal information we hold about you is not subject to loss, misuse, or unauthorised access or alteration. We will also take reasonable steps to destroy or permanently de-identify personal information if it is no longer required.

ACCESS TO PERSONAL INFORMATION

If you would like to access or correct any personal information which we hold about you, please do not hesitate to contact us. Please note that a charge may apply to cover all reasonable costs that we may incur in providing you with access to your personal information. We will take all reasonable steps to correct any information which you show to be inaccurate, incomplete or out of date.

CONTACT

If you have any requests, queries or comments which you would like to make, please do not hesitate to contact us on: 07.5443 2433.

POLICY UPDATES

Please note that this Privacy Policy may be updated from time to time.

I / We have read the above information and hereby authorise you to pass on any information that may be relevant for you to carry out your duties as an agency.

Signatures.....

Date...../...../.....

.....

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RENTING THROUGH OUR AGENCY

We thank you for your enquiry and have provided an application form and some information for your perusal

- The properties managed by this office are protected by T.I.C.A. (Tenancy Information Centre Australasia Pty Ltd)
- To assist us with processing your application please answer all questions and provide both the **originals** and **photocopies** of all relevant documentation. Originals will be returned after sighting. Applications will not be processed until 100 points of identification are provided for **each** applicant detailed on the application **plus proof of income**; pay slips, Centrelink paperwork, investment receipts, bank statements, etc. See points sheet on application form.
- Tenancy applications are processed Monday to Friday only during business hours and we aim to confirm by phone your approval or otherwise within 48 hours.
- If your application is unsuccessful the application form and any photocopies of your documents will be shredded after one month.
- Applications are referred to the owner of the property and the owner's decision is considered final.
- On approval of the rental application the prospective tenant will be supplied with the lease agreement to peruse for 24 hours. After 24 hours have lapsed and you are happy to accept the Standard and Special Terms of the Lease agreement, the first weeks rent must be paid to our office within 24 hours and you are then committed to the tenancy. Please note that if you decide you no longer wish to follow through with the tenancy you will forfeit the first weeks rent that you have paid. This must be paid by cash, money order, bank cheque, or direct deposit. **(Personal cheques will not be accepted)**
- We will then arrange a mutually suitable time for **all parties** to sign all relevant tenancy documentation. Please allow at least 30 minutes for this process. Sign ups are only conducted between 9.00am to 3.30pm Monday to Friday. At this appointment a payment equivalent to five weeks rent **(cleared funds)** will be required **(bond equivalent to 4 weeks rent plus the second weeks rent)**
- Please note that this office does not accept Bond transfers