



Butler & Co

Property Consultants Estate Agents

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## Tenancy Application Form

### 1. Property Details

New Address .....

Suburb Post Code .....

Lease Term Years Months .....

Date Property Occupied / / .....

Rent Payable for Property .....

Property Manager ID# .....

### 2. If self-employed, please complete the following

Company Name .....

Company Address .....

Suburb Post Code .....

Business Type .....

Position Held .....

A.C.N. ....

Accountant Name .....

Accountant Phone .....

Solicitor Name .....

Solicitors Phone .....

### 3. Personal Details

Title First Name Initial .....

Last Name .....

Date of Birth / / .....

Current Address .....

Suburb Post Code .....

Drivers Lic/Passport No: State of Issue .....

Car Registration No: .....

Pension Type No .....

Home Phone Number .....

Mobile Phone Number .....

Email .....

Occupation .....

Employers Name .....

Employer Phone number .....

If student, include institution .....

**Please provide contact details you are available on all day**

Contact number .....

### 4. Utility Connection Service



#### Connecting Your Utilities Has Never Been Easier

ConnectNow is a simple and convenient time saving service assisting with your Telephone, Electricity & Gas connections.

ConnectNow offers you a choice of some of Australia's leading service providers while your water is connected to the local provider in your area.

ConnectNow also provide a range of additional services to compliment your household utilities, such as Internet & Pay TV.

A ConnectNow representative will make all reasonable efforts to contact you within 24 working hours of receiving an application. If ConnectNow was unable to contact you within this period it is the responsibility of the applicant to contact ConnectNow on 1300 554 323 or 03 9519 6000 to ensure connection is completed.

It is the responsibility of the Tenant to ensure that the Main Electricity Switch is in the "Off Position" between 7am & 7pm on the day connection is required and that there is easy access to the property.

While the ConnectNow service is **FREE**, standard service provider connection fees and charges still apply. You pay **NO** extra charges as a result of using the ConnectNow service.

Phone: 1300 554 323 or 03 9519 6000  
 Fax: 1300 889 598 Or 03 9510 8024  
 Email: info@connectnow.com.au  
 Internet: www.connectnow.com.au

*I consent to ConnectNow Pty.Ltd. A.C.N. 79 097 398 662 arranging for the disconnection of the nominated utility services and to providing information contained in this application to the utility providers for this purpose. I agree that neither ConnectNow nor the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated utilities. The service will be activated according to the applicable regulations, service provider time frames and terms and conditions once the client has agreed to use the chosen service provider. I authorise the obtaining of a National Metering Identifier (N.M.I.) on my residential address to obtain supply details. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from utility providers. I acknowledge that ConnectNow Pty.Ltd will be paid a fee by the utility provider and will be paying a fee to the Agent in respect of the provision of the service being provided to me by ConnectNow Pty.Ltd.*

*I consent to Sholl Communications arranging for the connection and disconnection of the nominated telephony services and products and agree to be bound by the terms and conditions of Sholl Communication and their agents and or suppliers. I agree that neither Sholl Communications nor their agents or suppliers accepts liability for loss caused by delay in, or failure to connect or provide the nominated product or service.*

Connect me now

Yes

Signed: Date / / .....

## 5 Current History

Are you the  Owner  Renter

How long have you lived at your current address? \_\_\_\_\_ Years

Name of Landlord/Agent \_\_\_\_\_

Phone number \_\_\_\_\_

Rent Paid per month \_\_\_\_\_

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

## 6. Previous History

Were you the  Owner  Renter

Previous Address \_\_\_\_\_

Suburb \_\_\_\_\_ Post Code \_\_\_\_\_

How long have you lived at your previous address? \_\_\_\_\_ Years

Name of Landlord/Agent \_\_\_\_\_

Phone number \_\_\_\_\_

Rent Paid per month \_\_\_\_\_

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

Was bond repaid in full?  Yes  No

If No, please specify \_\_\_\_\_

## 7. Other Information

Number of persons occupying property \_\_\_\_\_

Adults \_\_\_\_\_ Children \_\_\_\_\_

Please specify the ages of any children \_\_\_\_\_

Do you have pets?  Yes  No

If Yes, please specify \_\_\_\_\_

## 12. Declaration

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. No action will be taken against the landlord or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason. I hereby offer to rent the property from the owner under the terms and conditions outlined in a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997.

I acknowledge that I will be required to pay rental in advance and a rental bond, and that this application is subject to approval from 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 details of my credit worthiness from, the owner or Agent of my current or previous residence, my personal referees, any record, listing or database of defaults by tenants. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information.

## 8. Current Employment Details

Employment Address \_\_\_\_\_

Suburb \_\_\_\_\_ Post Code \_\_\_\_\_

Contact Name \_\_\_\_\_

Length at current employment? \_\_\_\_\_ Years \_\_\_\_\_ Months

Net Income? \_\_\_\_\_ Per Week \_\_\_\_\_ Per Month

## 9. Previous Employment Details

Occupation \_\_\_\_\_

Employers Name \_\_\_\_\_

Employment Address \_\_\_\_\_

Suburb \_\_\_\_\_ Post Code \_\_\_\_\_

Employer Phone number \_\_\_\_\_

Contact Name \_\_\_\_\_

Length at previous employment? \_\_\_\_\_ Years \_\_\_\_\_ Months

Net Income? \_\_\_\_\_ Per Week \_\_\_\_\_ Per Month

## 10. Personal Referee

1. Reference name \_\_\_\_\_

Occupation \_\_\_\_\_

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

## 11. Business Referee

1. Reference name \_\_\_\_\_

Occupation \_\_\_\_\_

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

**ConnectNow PRIVACY POLICY:** The privacy of ConnectNow customers is of vital importance to ConnectNow. You have the right to access ConnectNow records of your information under the Privacy Act. ConnectNow will not release your personal information to any third party other than for the purposes of connecting the nominated utility service, unless required to do so under law or government order.

Signed \_\_\_\_\_ Date / /

Print Name \_\_\_\_\_

# Tenancy Privacy Statement

Due to recent changes in the Privacy laws, from December 21, 2001, 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 professional property managers. Please take the time to read this Privacy Statement carefully, and once completed, return to this office with your tenancy application.

As professional property managers, Butler and Co Property Consultants collects personal information about you. To ascertain what personal information we have about you, you may contact us.

## 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 providing you with the lease/tenancy of the premises.

To carry out this role and during the term of your tenancy, we will disclose your personal information to:

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

## Secondary Purpose

We also collect your personal information to:

- Enable us, or the Landlord's lawyers, to prepare the lease / tenancy documents on the premises.
- Allow organizations / 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 Collection Agents / Lawyers (where default / enforcement action is required).
- Provide confirmation details for organizations contacting us on your behalf ie. Banks, Utilities (Gas, Electricity, Water, Phone), Employers etc.

If your personal information is not provided to us and NTD, 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 may not 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") by

Telephone: 03 9610 4996  
Facsimile: 03 9620 7339  
Email: steph@ntd.net.au  
In Person: Level 7, 477 Collins Street, Melbourne, 3000  
Mail: P.O. Box 156,  
Collins Street West, Melbourne, 8007  
Visit website www.ntd.net.au

## Primary Purpose

**NTD** collects your personal information to provide to its members historical tenancy and public record information on individuals and companies who / which lease residential and commercial property from or through licensed real estate agent 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 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) and its subsidiaries
- Credit Bureaus

**I acknowledge that I have read and understood this privacy statement.**

Signed ..... Date / / .....

Print Name .....