

## RESIDENTIAL APPLICATION FORM

National Property Management Pty Ltd (NPM)  
561 Little Lonsdale Street, Melbourne VIC 3000  
Phone: +61 3 9329 9432  
Fax: +61 3 9329 9234  
Email: rentals@npm.com.au  
Web: www.npm.com.au

**For your application to be processed you must answer all questions on this form.**

### A. PROPERTY DETAILS

Rental Property Address (address of property being applied for)

Suburb State Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Lease commencement date (DD/MM/YYYY)

Intended lease term

<input type="text"/>	Year(s)	<input type="text"/>	Month(s)
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How many people will occupy the property?

<input type="text"/>	Adult(s)	<input type="text"/>	Children	<input type="text"/>	Children's ages
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Provide details of any pets.

**If two or more adults are applying, please have the other adult(s) submit a *Residential Application Form* as well. Please fill in their name(s) below.**

2<sup>nd</sup> Applicant Name Mobile Phone No.

<input type="text"/>	<input type="text"/>
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3<sup>rd</sup> Applicant Name Mobile Phone No.

<input type="text"/>	<input type="text"/>
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4<sup>th</sup> Applicant Name Mobile Phone No.

<input type="text"/>	<input type="text"/>
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### B. PERSONAL DETAILS

Mr  Mrs  Ms  Miss  Other

First Name Last Name

<input type="text"/>	<input type="text"/>
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Date of Birth Drivers Licence No.

<input type="text"/>	<input type="text"/>
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Drivers Licence Expiry Date Driver Licence State

<input type="text"/>	<input type="text"/>
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Passport Number Passport Country

<input type="text"/>	<input type="text"/>
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Home Phone No. Mobile No.

<input type="text"/>	<input type="text"/>
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Email Address

### C. CURRENT ADDRESS

Current Landlord/Agent (if applicable)

Landlord/Agent Phone No. Weekly Rent Paid (\$)

<input type="text"/>	<input type="text"/>
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What is your current address?

Suburb State Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>
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How long have you lived at your current address?

### D. PREVIOUS ADDRESS

Your Previous Address (prior to Current Address)

Suburb State Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>
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How long did you live at your previous address?

### E. EMPLOYMENT DETAILS

What is your current occupation?

What is the nature of your employment?

Full time  Part time  Casual  Other

Employer/Company Name

Company Address

Suburb State Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Contact Name Phone No.

<input type="text"/>	<input type="text"/>
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Length of Employment Salary (\$ per week)

<input type="text"/>	Years	<input type="text"/>	Months	<input type="text"/>
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**If self-employed, please complete below.**

Company Name

Suburb State Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Occupation

Salary (\$ per week)

How long has the business been Established?

Accountant's Name

Accountant's Phone No.

## F. CONTACTS / REFERENCES

Reference Name 1 - Personal Referee

Phone No.

Relationship to You

<input type="text"/>	<input type="text"/>
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Reference Name 2 - Business Referee

Phone No.

Business Relationship to You

<input type="text"/>	<input type="text"/>
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## G. FAMILY DETAILS

For family not currently living with you.

Name

Phone No.

Address

Suburb

State

Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Country

Relationship to You

## H. STUDENT DETAILS

If a student, please complete below.

Name of Education Institution

Course Studying

Completion Year

Student No.

<input type="text"/>	<input type="text"/>
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## I. PLEASE NOTE

This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant(s) against the landlord and agent should any circumstances arise whereby the property is not available for occupation on the due date.

### PLEASE PROVIDE US WITH 100 POINTS OF IDENTIFICATION:

Passport	70 points
Driving Licence	40 points
Proof of Age Card	40 points
Student ID Card	40 points
Copy of Mobile Phone Account	25 points
Copy of Medicare Card	25 points
Concession / Pension Card	25 points
Copy of gas/ Water/ Electricity account	25 points (each)

### THE FOLLOWING DOCUMENTS MAY BE REQUIRED TO SUPPORT YOUR APPLICATION:

- Bank Statements supporting income.
- Letter of employment confirming your employment status
- Parental guarantee letter

## J. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by NPM. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement under the terms and conditions noted herein.

I acknowledge that this application is subject to approval of the owner/landlord. I declare that all information contained in this application is true and correct and given of my own free will.

I authorise NPM to obtain personal information from:

- The owner or the Agent of my current or previous residence;
- My personal/business referees and employer/s;
- Any record listing or database of defaults by tenant;

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/we understand and agree that upon being accepted for the property, I/we will be required to pay one month's rent in advance, equal to (insert one month rental amount below):

I/we understand and agree that upon being accepted for the property, I/we will be required to pay a Bond amount equivalent to one month's rent, made payable to the "Residential Tenancies Bond Authority", equal to (insert one month rental amount below):

I/we authorise NPM to conduct any independent reference checks required.

I/we agree that this application is accepted subject to the availability of the premises on the commencement date and no action will be taken against the Landlord/Agent should the premises not be ready for occupation on that date.

Applicant Signature

Date



Applicant Name

## K. PRIVACY

### TENANCY 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 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, NPM 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 / Tradespeople 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 organisations / Tradespeople 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 organisations contacting us on your behalf i.e. 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

In Person: Level 7, 477 Collins Street Melbourne VIC

Visit website: [www.ntd.net.au](http://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.

Applicant Signature

Date

Applicant Name