

## RENTAL APPLICATION

For your application to be processed you must complete all form fields.

**N.B. Both pages of this application must be completed by each applicant**

### A. AGENT DETAILS

#### Karen Gornalle & Associates

81 Canterbury Road CANTERBURY VIC 3126

Ph: 03 9888 5508

Fax: 03 9888 6413

Email: realestate@karengornalle.com.au

### B. PROPERTY DETAILS

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

|          |
|----------|
|          |
| Postcode |

#### 2.

|                   |              |         |
|-------------------|--------------|---------|
| Rental Amount: \$ | Weekly OR \$ | Monthly |
|-------------------|--------------|---------|

3. If your application is approved a separate **bank cheque** made payable to Karen Gornalle & Associates, **direct debit** or **cash** for the first months rent must be paid prior to the collection of keys.

|                |
|----------------|
| Bond Amount \$ |
|----------------|

If your application is approved a separate **bank cheque** made payable to the RTBA must be paid to our office prior to the collection of keys. A personal cheque or cash for the bond **will not** be accepted.

#### 4. Lease commencement date?

|  |     |  |       |  |      |
|--|-----|--|-------|--|------|
|  | Day |  | Month |  | Year |
|--|-----|--|-------|--|------|

#### 5. Lease term?

|  |       |  |        |
|--|-------|--|--------|
|  | Years |  | Months |
|--|-------|--|--------|

#### 6. How many people will normally occupy the property?

|  |        |  |          |                  |  |
|--|--------|--|----------|------------------|--|
|  | Adults |  | Children | If so, what age? |  |
|--|--------|--|----------|------------------|--|

### C. PERSONAL DETAILS (Each applicant must complete a separate form)

#### 7. Please give us your details

Mr  Mrs  Ms  Miss  Dr  Other

Surname

Given name/s

|  |
|--|
|  |
|--|

Date of birth

Driver's licence number

|  |
|--|
|  |
|--|

Driver's licence expiry date

Driver's licence state

|  |
|--|
|  |
|--|

Passport no

Passport country

|  |
|--|
|  |
|--|

Vehicle make/model (If applicable)

Vehicle registration (If applicable)

|  |
|--|
|  |
|--|

#### 8. Please provide your contact details

Home phone no

Mobile phone no

|  |
|--|
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Work phone no

Fax no

|  |
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Email address

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#### 9. What is your current address?

|          |
|----------|
|          |
| Postcode |

### D. APPLICANT HISTORY

#### 10. How long have you lived at your current address?

|  |       |  |        |
|--|-------|--|--------|
|  | Years |  | Months |
|--|-------|--|--------|

#### 11. Why are you leaving this address?

|  |
|--|
|  |
|--|

#### 12. Current Landlord/Agent details (if applicable)

Name of landlord or agent

|  |
|--|
|  |
|--|

Landlord/Agent's phone no

Weekly rent paid

|  |
|--|
|  |
|--|

|  |
|--|
|  |
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#### 13. What was your previous residential address?

|          |
|----------|
|          |
| Postcode |

#### 14. How long did you live at this address?

|  |       |  |        |
|--|-------|--|--------|
|  | Years |  | Months |
|--|-------|--|--------|

#### 15. Landlord/Agent details of this property

Name of landlord or agent

|  |
|--|
|  |
|--|

Landlord/agent's phone no

Weekly rent paid (if applicable)

|  |
|--|
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Was the bond refunded in full?

If not why?

|  |
|--|
|  |
|--|

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|  |
|--|

## E. EMPLOYMENT HISTORY

### 16. Please provide your employment details

What is your occupation?

What is the nature of your employment?  
(FULL TIME/PART TIME/CASUAL)

Employer's name (incl accountant if self employed / if student refer to F 18)

Employer's address / Accountant's address

  

Contact name

Phone no

Length of employment

Net income per week?

 Years  Months  \$

### 17. Please provide your previous employment details (if at above job for less than 2 years)

Occupation?

Employer's name

Length of employment

Net income per week?

 Years  Months  \$

## F. IF YOU ARE A STUDENT

### 18. Name of College/University

### 19. Please add (a) Length of Course (b) Contact/Coordinator/Teacher

|            |                |
|------------|----------------|
| a) Year(s) | Year of Course |
| b) Name    | Phone No       |

## G. CONTACTS / REFERENCES

### 20. Please provide a contact in case of emergency

Surname

Given name/s

Relationship to you

Phone no

## H.

### 21. Pets (Must be declared on this application prior to commencement of tenancy)

(a) Type & Breed

- 1.
- 2.
- 3.

## I. DECLARATION

1. I acknowledge that an application to lease this property is subject to the owners 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 should the premises not be ready for occupation on the due date, for whatever reason.

2. The tenant is responsible for the connection and payment of gas, electricity, telephone and water consumption.

3. The tenant acknowledges that the premises are a "Smoke Free Zone" and will ensure that they and their invitees do not smoke inside the premises.

## I. DECLARATION CONTINUED

4. I acknowledge that I have read and understood the privacy statement on this page.

5. During my inspection of this property, I found it to be in reasonably clean condition and I accept the property its current condition.

If this is not the case please indicate any item you would like attended to prior to your tenancy. I acknowledge that these items are subject to the owners approval:

Signature

Date Signed

Print Name

Property manager's name

## J. TENANCY PRIVACY STATEMENT

The information on this form is being collected by Karen Gornalle & Associates. It is a condition of application for tenancy that you consent to the collection and use of this information by Karen Gornalle & Associates of your personal information. We require this information so that we may consider your application to tenant/lease a property. We may provide this information and any or all of the information provided to us by any party to any third parties including Landlords, landlord's Agents and Solicitors and various government or statutory authorities in the interest of openness and transparency between all parties concerned. We may also contact personal and credit referees you nominate and exchange personal information according to normal commercial practice. Your personal information will be added to our database and may be used for the secondary purpose of providing you with further information about properties and services offered by Karen Gornalle & Associates. It is your responsibility to ensure all information you provide to us is correct at all times. To view our full privacy statement please visit our office at 81 Canterbury Road, Canterbury or view our website [www.karengornalle.com.au](http://www.karengornalle.com.au).

### National Tenancy Database Disclosure Statement

You can contact National Tenancy Database Pty Ltd (ABN 65 079 105 025) ("NTD") by

Phone: 8629 1682

Fax: 8629 1628

Email: [abrdata@abr.com.au](mailto:abrdata@abr.com.au)

Web: [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 26 000 602 862) and its subsidiaries and related entities
- Credit Bureaus

I acknowledge that I have read and understand this disclosure statement.

Should this application be successful I/we will be required to sign a tenancy agreement and pay the first months rent within 24 Hours of this approval otherwise any approval will lapse.

Signature

Date Signed

Print Name