

**REFERENCES TO SUPPORT YOUR APPLICATION**  
POINTS 1 AND 2 ARE NECESSARY

**ALL APPLICATIONS MUST BE FULLY COMPLETED WITH PHOTOCOPIED IDENTIFICATION AND REFERENCES ATTACHED. INCOMPLETE APPLICATION WILL NOT BE ACCEPTED.**

1. PHOTO ID SUCH AS: DRIVERS LICENCE OR PASSPORT.
2. INCOME: WAGE SLIP OR CENTERLINK STATEMENT.
3. WRITTEN WORK REFERENCES IF WAGE SLIP NOT AVAILABLE.
4. WRITTEN RENTAL REFERENCE FROM CURRENT AGENT OR LANDLORD, OR
5. PHONE NUMBER AND ADDRESS OF CURRENT LANDLORD/OWNER OWNER AND PREVIOUS LANDLORD IF AVAILABLE
6. CHARACTER REFERENCES IF AVAILABLE.

**FOR YOUR BENEFIT IT IS ADVISED THAT YOU INCLUDE AS MUCH DOCUMENTATION POSSIBLE TO SUPPORT YOUR HISTORY AND CURRENT SITUATION WITH YOUR APPLICATION.**

**PLEASE NOTE:** Once application is accepted first payments of Rent and Bond must be made by money order or bank cheque within 24 hours of acceptance. Bond cheque is to be made payable to the RTBA on a separate cheque - one cheque for both payments will not be accepted. **ALL APPLICATIONS ARE DESTROYED VIA SHREDDING MACHINE IF NOT APPROVED.**

**Property Details**

Property Address: \_\_\_\_\_  
Preference No. 2: \_\_\_\_\_  
Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_  
Have you viewed the property? YES NO  
Rental \$ \_\_\_\_\_ pw \$ \_\_\_\_\_ pcm Bond \$ \_\_\_\_\_  
Commencement Date: / /  
(Please enter a realistic date - ASAP is not acceptable)  
Lease Term: 6mths 12mths Other: \_\_\_\_\_  
Number of proposed occupants: Adults: \_\_\_\_\_ Children: \_\_\_\_\_  
Age of children: \_\_\_\_\_  
Pets: YES NO Type: \_\_\_\_\_

**Personal Details**

Title: Dr Mr Mrs Ms Miss  
Date of Birth: / /  
Surname: \_\_\_\_\_  
Given Names: \_\_\_\_\_  
Driver's Licence no. \_\_\_\_\_ State: \_\_\_\_\_ Exp: / /  
Car Registration no. \_\_\_\_\_  
Make/Model: \_\_\_\_\_  
Passport no. \_\_\_\_\_  
Pension no. \_\_\_\_\_  
Pension Type: \_\_\_\_\_  
Medicare no. \_\_\_\_\_

**Contact Details**

Current Address: \_\_\_\_\_  
Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_  
Home Phone no: \_\_\_\_\_  
Work Phone no: \_\_\_\_\_  
Mobile Phone no: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Social Security Benefits (If applicable)**

Type \_\_\_\_\_  
\$ \_\_\_\_\_ Per Week \$ \_\_\_\_\_ Per Month

**Employment Details / Student Details**

Current Employer: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Full time/Part time/Casual  
Address: \_\_\_\_\_  
Phone no: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Net Income: \_\_\_\_\_ per week \_\_\_\_\_ per year  
Length of Employment: \_\_\_\_\_

**Previous Employment**

Previous Employer: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Full time/Part time/Casual  
Address: \_\_\_\_\_  
Phone no: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Net Income: \_\_\_\_\_ per week \_\_\_\_\_ per year  
Length of Employment: \_\_\_\_\_

**If self-employed, please complete the following**

Company Name \_\_\_\_\_  
Company Address \_\_\_\_\_  
Suburb \_\_\_\_\_ Post Code \_\_\_\_\_  
Business Type \_\_\_\_\_  
Position Held \_\_\_\_\_  
ABN \_\_\_\_\_  
Accountant Name \_\_\_\_\_ Ph: \_\_\_\_\_  
Solicitor Name \_\_\_\_\_ Ph: \_\_\_\_\_

**If student please complete the following**

Place of Study \_\_\_\_\_  
Course \_\_\_\_\_  
Course Length \_\_\_\_\_  
Enrolment No. \_\_\_\_\_  
Parents Name: \_\_\_\_\_ Ph: \_\_\_\_\_  
Campus Contact \_\_\_\_\_ Ph: \_\_\_\_\_  
Course Coordinator Name \_\_\_\_\_  
Income \_\_\_\_\_  
Parents Overseas Address \_\_\_\_\_

**Current Situation**

Are you the  Owner  Renter  
Are you a current tenant of Icon Estate Agents?  YES  NO  
Which office? \_\_\_\_\_  
How long have you lived at your current address?  
Years \_\_\_\_\_ Months \_\_\_\_\_  
Name of Landlord/Agent \_\_\_\_\_  
Phone No. \_\_\_\_\_  
Rent Paid per Month \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Was Bond Repaid in Full?  YES  NO  
If No, Please Specify \_\_\_\_\_

**Previous History**

Were you the  Owner  Renter  
Previous Address \_\_\_\_\_  
Suburb \_\_\_\_\_ Post Code \_\_\_\_\_  
How long did you live at your previous address?  
Years \_\_\_\_\_ Months \_\_\_\_\_  
Name of Landlord/Agent \_\_\_\_\_  
Phone No. \_\_\_\_\_  
Rent Paid per Month \$ \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Was Bond Repaid in Full?  YES  NO  
If No, Please Specify \_\_\_\_\_

**References / Contacts**

Two Personal references (not related)  
1. Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Phone no: \_\_\_\_\_ Mobile: \_\_\_\_\_  
2. Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Phone no: \_\_\_\_\_ Mobile: \_\_\_\_\_  
**Emergency Contact: (Not husband / wife / de facto)**  
Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone no: \_\_\_\_\_  
Mobile no: \_\_\_\_\_

**Declaration**

I acknowledge that the application to lease this property 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 due 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 if this application is successful, I will be required to pay rental in advance and a rental bond on or prior to the signing of the lease agreement. I declare that all information contained in this application is true and correct and given of my own free will and that only those persons on this application will reside permanently at the property  
I declare that I am over the age of 18 years, that the rental payments are within my means, I have inspected the premises and am not bankrupt or an undischarged bankrupt. I authorise the Agent to make all necessary enquires to verify the information provided herein, including information relating to my employment, rental history, business and personal references and 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.  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**Utility Connection Service**

**Direct Connect** This is a free service that connects all your utilities if you have ticked any of the utilities for connection, please sign below.

Once we have received this application we will call you to confirm your details  
Direct connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this Application to confirm the information on this Application and explain the details of the services offered. Direct Connect is a utility one stop connection service.

**Please tick utilities as required**

Electricity  Gas  Water  Phone  Internet  Pay TV

The property is:  Renovated  New property  Vacant 1 month or more

**DECLARATION AND EXECUTION:** By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out above; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ PROP MANAGER: \_\_\_\_\_  
P: 1300 664 715 F: 1300 664 185 W: www.directconnect.com.au PO BOX 1519, BOX HILL, VICTORIA

## 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 Principals 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 we collect personal information about you. To ascertain what personal information we have about you, you should contact:

**Icon Estate Agents - [www.iconagents.com.au](http://www.iconagents.com.au)**

### Primary Purpose

As professional property managers, we collect 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 provide you with the lease/tenancy of the premises.

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

- The Landlord
- The Landlord's lawyer
- The Landlord's mortgage
- Referees you have nominated
- Rental Bond Authorities
- Residential Tenancy Database (ABN 65 079 105 205)
- Organisations/Trades people required to carry out maintenance to the premises

### Secondary Purpose

We also collect your personal information to:

1. Enable us, or the Landlord's Lawyer to prepare the lease/tenancy documents for the premises.
2. Allow organizations/trades people to contact you in relation to maintenance matters relating to the premises.
3. Pay/release rental bonds to/from Rental Bond Authorities (Where applicable)
4. Refer to Tribunals, Courts and Statutory Authorities (where applicable)
5. Refer to Collection Agents/Lawyers (where default enforcement actions are required)
6. Provide confirmation details for organizations contacting us on your behalf. i.e. banks, Direct Connect, utility companies, employers.

**If your personal information is not provided to us, 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 then cannot provide you with the lease/tenancy agreement of the premises.**

### Ntd Disclosure Statement

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

Telephone: (03) 9416 2366 Fax: (03) 9416 1640 Email: [kim@ntd.net.au](mailto:kim@ntd.net.au)  
In Person: 1/191 Johnson Street, Fitzroy, Vic, 3065 Website: [www.ntd.com.au](http://www.ntd.com.au)  
From 21 December 2001, you can gain access to your personal information.

#### Primary Purpose

**ntd** collects your personal information to provide to its members and others listed below, historical tenancy and public record information on individuals and companies who/which lease residential and commercial property from or through licenced 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 tenancy history.

Ntd usually discloses information to:

- Licenced real estate agent members
- Ntd's parent company, Collection House Limited ABN 74 010 230 716 and its subsidiaries and related entities
- Credit Bureaus

**If your personal information is provided to ntd, the real estate agent/property manager will be able to carry out their professional responsibilities and will be able to provide you with lease/tenancy of the premises.**

Signed by the applicant: **Signature** \_\_\_\_\_ **Print Name** \_\_\_\_\_

**Date** \_\_\_\_\_ **Witness** \_\_\_\_\_