



Carter Real Estate
 Postal Address P O Box 4112, Ringwood 3134
 Address 128 Maroondah Highway, Ringwood 3134
 Telephone 9870 6211
 Facsimile 9870 6024
 Email info@carter.com.au

Licensed Estate Agents · Auctioneers · Property Managers

Tenant application form- please complete form and fax or mail to Carter Real Estate

Each adult person occupying must:

1. complete in full and submit individual application form
2. provide photo identification by way of drivers licence or passport
3. must sign and return a copy of the privacy statement
4. provide all supporting evidence in relation to salaries and Centrelink entitlements

The purpose of this application is to identify potential tenants. This application is not, nor does it form any part of a tenancy agreement. Should your application be successful, your rights and obligations and those of the landlord will be governed by the Residential Tenancies Act 1997.

Carter Real Estate Payment Policy:

All rentals are due as stipulated in the rental lease agreement, one month in advance. This is a policy strictly adhered to and enforced diligently by the Carter Property Management Team. Monthly Payments must remain in advance. Part payments will not be accepted unless prior arrangements have been made with our office.

The initial payment of the rent is payable in CASH or BANK CHEQUE ONLY within 48 hours of application approval. The bond payment must be paid by bank cheque or money order made payable to the **Residential Tenancies Bond Authority**. All relevant documentation must be completed and signed and payments made before keys to the property are handed over.

Carter Real Estate Terms:

The property applied for has been inspected by all applicants and is accepted in its present condition and cleanliness. It is the Tenant's responsibility to have all services connected in their name, including water if the premises are separately metered.

Utility Connection Service



Phone: 1300 554 323
 Fax: 1300 889 598
 Email: info@connectnow.com.au
 Internet: www.connectnow.com.au

A Free Service - Connecting Your Utilities Has Never Been Easier!

connectnow is a simple and convenient time saving service assisting with your Telephone, Electricity & Gas and water connections. connectnow also provide a range of additional services to compliment your household utilities, such as Internet & Pay TV. **This is a value-added service independent of your tenancy application - you are not obligated to use connectnow.** If you would like connectnow to contact you to discuss any of the above services please tick the box and a connectnow representative will make all reasonable efforts to contact you within one working day of receiving an application. If we are unable to contact you within this period please contact connectnow on 1300 554 323 to ensure connection can be completed by your requested date.

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.

Please note that the following terms will apply if you ask us to contact you. Firstly you will be consenting to connectnow Pty.Ltd. A.B.N. 79 097 398 662 arranging for the connection and disconnection of the nominated home services and to providing information contained in this application to the service 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 services. 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 service providers. I acknowledge that connectnow Pty Ltd will be paid a fee by the service 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. Note: Connection of your utilities will only be initiated once a representative has discussed your connection with you and obtained your consent to the terms and conditions of supply of the relevant utility service provider(s).

PRIVACY POLICY: The privacy of our customers is of vital importance to connectnow. You have the right to access our records of your information under the Privacy Act. We 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.

Call me to connect Yes

Signed: _____ **Date** _____

Tenant Application Form

1. Property Applying For

Date	Date Inspected
Property Address	
Suburb	Postcode
Rental \$ Per Month	Bond Amount \$
Commencement Date	Length of Lease (months)

2. Other Information

No. of Adults to Occupy	No. of Children	Ages
Names of Other Tenants to Occupy Property (separate names with a comma)		
Any Pets? Yes / No		
Type	Number	Age

3. Personal Information

Title	First Name	Last Name
Current Address		
Suburb	Postcode	
Phone-Business Hours	Phone-Mobile	
Phone-After Hours	E-mail	
Date of Birth		

5. Current Situation

How Long at Present Address? (months)	Current Rent \$ (per month)
Reason for Leaving	
Present Agent / Landlord	Phone
Was bond repaid in full ? Yes / No	If No , please specify
If you are a Home Owner is your Home to be Sold / Retained / Rented ?	

Tenant Application Form

5. Previous Rental History

How Long at Previous Address? (months) _____ Previous Rent \$ (per month) _____
Previous Address _____
Suburb _____ Postcode _____
Reason for Leaving _____
Previous Agent / Landlord _____ Phone _____
Was bond repaid in full ? Yes / No _____ If No , please specify _____

6. Employment Information (If applicable please provide your Centrelink payment statement)

Current Occupation _____ Current Employer _____
Accountants Name if Self Employed _____
Employer / Accountant Address _____
Suburb _____ Postcode _____
Employer / Accountant Phone _____ Contact Name _____
Length of Employment _____ Net Income \$ Per Annum _____
Previous Occupation _____ Current Employer _____
Accountants Name if Self Employed _____
Employer / Accountant Address _____
Suburb _____ Postcode _____
Employer / Accountant Phone _____ Contact Name _____
Length of Employment _____ Net Income \$ Per Annum _____

7. Identification (Please include a photocopy of your identification)

Driver's Licence No. _____ State of Issue _____
Motor Vehicle Registration _____ Make _____
Passport No. _____ Country _____ Residency Status _____
Pension Type (if applicable) _____ Pension No. _____

Tenant Application Form

8. Next of Kin (eg: spouse, parent not living with you)

Name	Relationship
Address	
Suburb	Postcode
Phone-Home	Phone-Mobile

9. References

a) Reference Name	Occupation
Relationship	Phone
b) Reference Name	Occupation
Relationship	Phone

10. Students

Name of University / College		
Course Name	Duration	Commenced
Enrolment No		
Net weekly Income \$	Bank	Branch
Parent's Name		
Parent's Address		
Suburb	Postcode	

11. 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. I hereby offer to rent the property from the owner under 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

Signed _____ Date / / _____



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Postal Address P O Box 4112, Ringwood 3134
Address 128 Maroondah Highway, Ringwood VIC 3134
Telephone 9870 6211
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Email: info@carter.com.au

Privacy Policy Statement - Privacy Act 1988

C E Carter & Son Pty Ltd (Carter Real Estate) respects your right to privacy. As an organisation which discloses personal information to third parties for a benefit, service or advantage we are bound by the National Privacy Principles contained in the Privacy Act 1988. Those principles regulate most of our activities with respect to personal information collected, stored, used and disclosed by us.

In our agency business we use personal information collected from vendors or landlords for the purpose for which it is collected, which is to act as their agent and to perform our duties under our agency agreement. We may also use that information for further marketing our services and, in providing the information, you agree to this use unless you advise us differently.

We may disclose this information to other parties including trade persons and suppliers of advertising and support services as required, to perform our duties under our agreement, to achieve the other purposes specified above, or as otherwise allowed under the Privacy Act 1988.

Real estate and tax law requires some of this information to be collected. If the information is not provided, we may not be able to act on the clients' behalf effectively or at all.

Personal Information collected by us in the course of a tenancy application and any subsequent tenancy is necessary for us to verify the identity of prospective tenants, to process and evaluate tenancy applications and to manage the tenancy. Personal information about prospective tenants collected in the application and during the course of the tenancy, including through property inspection reports, may be disclosed to other parties as permitted by the Privacy Act 1988 including to the landlord, referees, other agents and operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to us. If tenants fail to comply with their obligations under the tenancy agreement, that fact may be disclosed to the landlord, other agents and operators of tenancy reference databases. If personal information is not provided by prospective tenants, we may not be able to process their application or manage the tenancy.

We use personal information collected from you during open inspections and private inspections for security purposes. We may also use that information to contact you with respect to this property and others which we believe may be of interest. In providing this information you agree to this use unless you advise us differently. If the information is not provided, we may not be able to provide an effective service to you. Other than in the circumstances allowed under the Privacy Act 1988, we do not disclose information of this kind to other parties.

We hold your information in a combination of computer storage facilities, paper based files and other records. These facilities and records are located on site at our office and off site at secured premises.

We may also disclose or use personal information without your consent in the following circumstances:-

- For a reasonably expected purpose which is related to the purposes for collecting the information as contemplated by this statement.
- We are authorised or required by law to do so.
- The disclosure is to a credit reporting agency in connection with recovering amounts owed to us.
- We reasonably believe it is necessary to assist an enforcement body to perform its duties.
- We reasonably believe it is necessary to prevent a threat of life, health or safety.

If you would like to contact us or access personal information held on file you can do so by contacting us at:

Carter Real Estate, 128 Maroondah Highway, Ringwood Vic 3134. Telephone 03 9870 6211

You can also correct this information if it is inaccurate, incomplete or out of date.

Please acknowledge you have read and understood the Privacy Policy Statement.

Signed _____

Date / /