



Thank you for submitting your application to rent one of our rental properties.

To assist us to process your application as smoothly as possible, please ensure the following:

Each adult applicant must complete a separate application and include the names of the other applicants.

Applications will not be processed until all forms with the necessary documentation are received

1. Attach three forms of identification, e.g. current driver's licence, passport, Medicare card, bank statement, Eftpos card.
2. Attach proof of your current address—utilities bills, bank statement
3. Proof of income—current pay slip or name and contact number of employer
4. All tenants nominated should indicate the amount of bond which will be paid by each individual. This information will be included on the lease agreement should the application be successful.
5. If you accept another property and do not wish to proceed with your application, please phone and cancel your application IMMEDIATELY.
6. Should your application be successful, you will be required to sign a lease and provide payment of bond within 24 hours. This is to be made payable by cheque made payable to Alpine Valley Real Estate Pty Ltd , or Electronic Funds Transfer.
7. It is your responsibility to have all services connected in your name.
8. All rents are payable by cash, cheque or Electronic Funds Transfer.
9. In order to take occupancy and receive the keys to the property, the lease and all tenancy documentation must be signed and the first 2 weeks rent and bond paid by cash, bank cheque made payable to Alpine Valley Real Estate Pty Ltd, or Electronic Funds Transfer.

Thank you for your co-operation.

TENANCY APPLICATION FORM

DATE:/...../.....

PROPERTY ADDRESS:

RENTAL PER WEEK: \$..... PER MONTH: \$..... BOND: \$.....

COMMENCEMENT DATE: LENGTH OF LEASE:

TELEPHONE CONTACT NUMBER: EMAIL:

FULL NAME AND TITLE: DATE OF BIRTH:

PRESENT ADDRESS:

FOR HOW LONG: PRESENT RENT:

REASON FOR LEAVING:

PRESENT AGENT/LANDLORD: PHONE:

EMAIL ADDRESS:

IF HOME OWNER, HOME TO BE SOLD/RENTED/RETAINED BY WHICH AGENT

PREVIOUS ADDRESS:

FOR HOW LONG?..... RENT PAID:

REASON FOR LEAVING:

PRESENT AGENT/LANDLORD: PHONE:

EMAIL ADDRESS:

IF HOME OWNER, HOME TO BE SOLD/RENTED/RETAINED BY WHICH AGENT

CURRENT OCCUPATION: FULL/PART TIME.....

CURRENT EMPLOYER:

ADDRESS:..... PHONE:

LENGTH OF EMPLOYMENT:..... INCOME PA: \$.....

PREVIOUS OCCUPATION: FULL/PART TIME.....

EMPLOYER:

ADDRESS:..... PHONE:

IDENTIFICATION:

LICENCE NUMBER:..... PASSPORT NUMBER:.....

MOTOR VEHICLE REGISTRATION:..... MAKE/MODEL.....



EMERGENCY CONTACT: NAME:.....

(OTHER THAN CO-TENANT) ADDRESS:.....

PHONE:

No. OF ADULTS TO OCCUPY: No. OF CHILDREN:..... AGES OF CHILDREN:

NAMES OF OTHER TENANTS TO OCCUPY:
.....
.....

PETS: TYPE OF PET:..... BREED:..... NUMBER:..... AGE:.....

TYPE OF PET:..... BREED:..... NUMBER:..... AGE:.....

DO YOU INTEND APPLYING FOR A MINISTRY OF HOUSING BOND? YES NO

CHARACTER REFERENCES: NAME:..... PHONE:.....

NAME:..... PHONE:.....

ANY OTHER SOURCE OF INCOME: YES NO DETAILS:.....

NET WEEKLY INCOME: \$..... BANK:..... BRANCH:

DECLARATION.

I DECLARE THAT ALL THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT.

THE APPLICANT ACKNOWLEDGES HAVING INSPECTED THE PREMISES AND WILL ACCEPT POSSESSION OF THE PREMISES IN THE CONDITION AS AT THE DATE OF INSPECTION INCLUDING ALL FIXTURES AND FITTINGS.

THE TENANT IS RESPONSIBLE FOR THE CONNECTION AND PAYMENT OF GAS, ELECTRICITY, TELEPHONE AND WATER CONSUMPTION. ALPINE VALLEY REAL ESTATE PTY LTD CAN NOT CONFIRM THAT ANY TELEPHONE LINE TO THE PROPERTY IS OPERABLE OR ABLE TO BE RECONNECTED. IT IS THE TENANTS RESPONSIBILITY TO CHECK WITH THE TELEPHONE PROVIDER TO CONFIRM THE LINE ARRANGEMENT AND TO PAY FOR LINE CONNECTION.

THE TENANT ACKNOWLEDGES THAT THE PREMISES ARE A 'SMOKE FREE ZONE' AND WILL ENSURE THEY AND THEIR INVITEES DO NOT SMOKE INSIDE THE PREMISES.

NOTE: THIS APPLICATION IS SUBJECT TO THE OWNER'S APPROVAL AND NO ACTION SHALL BE TAKEN BY THE APPLICANT AGAINST THE LANDLORD AND/OR THE AGENT SHOULD ANY CIRCUMSTANCES ARISE WHEREBY THE PROPERTY IS NOT AVAILABLE FOR OCCUPATION ON THE AGREED DATE OF THE TENANCY COMMENCEMENT OR IF THE APPLICATION IS UNSUCCESSFUL.

SIGNED: DATE:.....

SEE OVER FOR PRIVACY STATEMENT



Tenant Privacy Statement

Due to privacy laws, Alpine Valley Real Estate Pty Ltd must ensure that you fully understand the National Privacy principles and the manner in which we use your private information in order to carry out our role as professional property managers and estate agents.

The information on this form is being collected by Alpine Valley Real Estate Pty Ltd. It is a condition of application for tenancy that you consent to the collection and use by Alpine Valley Real Estate Pty Ltd of your personal information. If your personal information is not provided to us and you do not consent to the uses to which we put your personal information, the property manager will not be able to carry out their professional responsibility and will not be able to provide you with a lease/tenancy of the premises you have applied for.

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

Other Real Estate Agents	Solicitors	Your Referees
Residential Tenancy Tribunals/Courts	Landlord	Owners Corporation
Residential Bond Authority	Private Landlords	Tradespeople
Utilities Companies	Bureau of Statistics	National Tenancy Database
Collection Agents	Valuers	

THE ROLE OF THE NATIONAL TENANCY DATABASE (NTD)

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 premises from or through licensed estate agent members of NTD. NTD also provides credit information on companies/directors applying for rented premises.

The property manager will advise NTD of your conduct throughout the tenancy and the information will form part of your tenant history.

NTD can disclose information to:

Licensed real estate members

NTD's parent company, Collection House Limited and its subsidiaries and related entities

Credit Bureaus.

You can contact National Tenancy Database Pty Ltd on 8629 1608 or www.ntd.net.au

To view our full privacy statement please visit www.alpinevalleyrealestate.com.au or 7 Hollonds Street Mount Beauty 3699.

By signing this form I hereby consent that Alpine Valley Real Estate Pty Ltd will use my information as outlined above.

Name of applicant:.....