

## F1. Agent Details

# BONACCORDE



**Address:** 42 Lochiel Ave, Mount Martha, VIC 3934

**Phone:** 03 5974 8900

**Fax:** 03 5974 8399

**Email:** enquiries@bonaccorde.com.au

PM/ID: 5831

## 2. Property Details

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Do you have any pending applications with other agents?  Yes  No

Lease Term \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_

Date Property is to be occupied \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Number of other Applicants to Occupy the Property \_\_\_\_\_

Adults \_\_\_\_\_ Children \_\_\_\_\_ Age/s \_\_\_\_\_

## 3. Personal Details

Title \_\_\_\_\_ First Name \_\_\_\_\_ Initial \_\_\_\_\_

Last Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Age : \_\_\_\_\_

Drivers Licence Number \_\_\_\_\_ State of Issue \_\_\_\_\_

Alternate ID (eg passport) \_\_\_\_\_ No

Pension Type (if applicable) \_\_\_\_\_ No

Please provide contact details \_\_\_\_\_

Home Ph \_\_\_\_\_ Mobile Ph \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_ Work No \_\_\_\_\_

Current Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

## 4. Emergency Contact

Please provide an emergency contact not residing with you \_\_\_\_\_

First Name \_\_\_\_\_ Surname \_\_\_\_\_

Relationship \_\_\_\_\_ Phone No \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

## 5. Payment Details

Property Rental \$ \_\_\_\_\_ Per Week or \$ \_\_\_\_\_ Per Month

First Payment of rent in advance \$ \_\_\_\_\_

Rental Bond (1 Month Rent) \$ \_\_\_\_\_

Sub Total \$ \_\_\_\_\_

## 6. Utility Connections

**connectnow.**

We get things sorted.

PH: 1300 554 323 | Fax: 1300 889 598

info@connectnow.com.au

connectnow.com.au

### Moving home has never been easier

Connectnow is dedicated to helping you move home more easily. We can connect your utilities including electricity, gas, phone, internet and pay TV to a broad choice of leading providers. We can also organise your disconnections and offer a range of additional services, such as cleaning and food services, removalists and vehicle hire.

What's more, you pay no extra charges as a result of using the connectnow service. We will make all reasonable efforts to contact you within 1 working day of receiving this application to explain the details of the services offered. If we are unable to contact you within this period please call 1300 554 323 to ensure your services can be addressed by the required date.

**DECLARATION AND EXECUTION/PRIVACY NOTICE:** By signing this application and ticking the 'YES' box below, I: consent to the collection of my personal information by Connectnow Pty Ltd (ABN 79 097 398 662) ("connectnow") for the purposes of contacting me to talk about arranging the connection and disconnection of moving and utility services and related services and to inform me about other products and services that may compliment my home/lifestyle needs; consent to the disclosure by connectnow of my personal information contained in this application to other parties, including the relevant third party service providers, connectnow's related companies and third parties who provide connectnow with services in connection with the ordinary operation and administration of connectnow's business or where otherwise required or authorised by law; understand that protecting my privacy is important to connectnow and that I can obtain further details about how connectnow manages my personal information, including how I may access and seek correction of my personal information, how I may complain about a breach of my privacy and how connectnow will deal with that complaint, by viewing connectnow's Privacy Policy at www.connectnow.com.au or contacting their Privacy Officer at info@connectnow.com.au; understand that whilst connectnow is unlikely to disclose my personal information to recipients located overseas, connectnow is not responsible for the privacy practices of any third party service providers, and accordingly, I accept that it is my responsibility to check the privacy policies of the relevant service providers if I wish to obtain further information about how they manage personal information (including whether or not they are likely to disclose such information to overseas recipients); understand that my consent to receive such marketing materials will continue until I opt-out by contacting info@connectnow.com.au; understand that the connection and disconnection of moving and utility services and related services (collectively referred to as "the nominated services") will only be initiated once a connectnow representative has discussed the details with me and obtained my consent to the terms and conditions of supply of the relevant service providers; acknowledge that, to the extent permitted by law, neither connectnow nor my real estate agent accepts liability for loss caused by delay in, or failure to, connect and disconnect or provide the nominated services; acknowledge that the nominated services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated service providers bind me and that after hours connections may incur additional service fees from utility providers; authorise the obtaining of a National Metering Identifier or a Metering Installation Registration Number for my residential address to obtain supply details; understand that it is the responsibility of the customer/homeowner to ensure that the electricity main switch is in the 'Off Position' for the required timeframe on the day of connection of the nominated utility services and that there is easy access to the meters; understand that connectnow may be paid a fee by the service provider and may pay a fee to a real estate agent in respect of the provision of the services provided to me by connectnow. By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements and other undertakings set out in this application form on behalf of all applicants listed on this application form. Where I have nominated an alternative contact person on this application, I authorise connectnow to speak to them about my move and connection and disconnection needs if connectnow is unable to contact me directly.

**Yes, I consent connectnow contacting me to organise my move home services and other products and services to suit my home or lifestyle needs.**

Signed \_\_\_\_\_

Date \_\_\_\_\_

## 7. Declaration (if yes please sign)

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 and National Tenancy Database (NTD) which lists 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 including National Tenancy Database (NTD).

If a landlord or estate agent finds details of a prospective tenant on a database, they must advise the tenant in writing, within seven days, of:

- the name of the database and the person who listed the information
- the tenant's information held in the database
- how the tenant can check, change or remove the listing (ie, by contacting the person who listed them or the database operator).

Signed \_\_\_\_\_

Date \_\_\_\_\_

**ID REQUIRED (100 points) The application will not be processed until 100 points achieved, photocopies MUST be attached to application.**

Drivers Licence (40 points)

Passport (40 points)

Proof of Age card (40 points)

Copy birth certificate (20 points)

Medicare Card (20 points)

Copy of gas/water/electricity bills (30 points)

Current motor vehicle registration (10 points)

Reference from owner/landlord (20 points)

Student ID or Concession Card (20 points)

## 8. Applicant History

How long have you lived at your current address?      Years      Months

Name of Landlord/Agent      Phone No

Rent Paid per month \$      Reason for leaving

Previous residential address?

How long did you live at this 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 why

## 9. Employment Details

Occupation

Employers Name

Employment Address

Suburb      Postcode

Employer Phone No

Contact Name

Length at previous employment      Years      Months

Net Income \$      Per Week      \$      Per Month

## 10. Previous Employment Details

Occupation

Employers Name

Employment Address

Suburb      Postcode

Employer Phone No

Contact Name

Length at previous employment      Years      Months

Net Income \$      Per Week      \$      Per Month

## 11. Social Security Benefits

Type

\$      Per Week      \$      Per Month

## 12. If Student, please complete the following

Place of Study

Course being undertaken

Course Length

Enrolment Number

Campus Contact      Ph

Course Co-ordinator      Ph

Income

## 13. Other information

Car Registration

Do you have pets?  Yes  No If Yes, please specify:

Are you a smoker?  Yes  No

## 14. Personal Referees

1. Reference name

Occupation

Relationship      Phone No

2. Reference name

Occupation

Relationship      Phone No

### TENANCY PRIVACY STATEMENT

Due to the recent changes in the Privacy laws from December 21, 2001, 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 Statement carefully, and once completed, return to this office with your tenancy application. As professional property managers, Bonaccorde collects personal information about you. To ascertain what personal information we have about you, please contact our office.

#### 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 / Trades people 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

1. Enable us, or the Landlord's lawyers, to prepare the lease / tenancy documents on 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 necessary)
5. Refer to Collection Agents / Lawyers (where default / enforcement action is required)
6. Provide confirmation details for organisations contacting us on your behalf ie. 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) by

**Telephone:** 03 9610 4996

**Facsimile:** 03 9620 7339

**Email:**

[kim@ntd.net.au](mailto:kim@ntd.net.au)

**In Person:**

Level 7, 477 Collins St

Melbourne, VIC 3000

P.O. Box 156, Collins St West.

Melbourne, VIC 8007

[www.ntd.net.au](http://www.ntd.net.au)

**Mail:**

**Visit Website:**

#### 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 agents 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 the 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:**

PRINT NAME

SIGN

DATE