

COMMERCIAL TENANCY APPLICATION FORM

Please complete the application thoroughly and follow the important points:

1. Applicant/s must make an appointment or attend one of the open for inspections and inspect the property they wish to apply for.
2. All Directors/guarantors must complete a separate application form
3. 100 points of identification must be provided for each applicant.

Please tick the following boxes for the documents which attached with the Residential Tenancy Application

WHAT MAKES UP 100 POINTS

Section A	Points	Tick Box
Current Photo Drivers Licence	70	<input type="checkbox"/>
Current Passport	70	<input type="checkbox"/>
Birth Certificate	70	<input type="checkbox"/>
Citizenship Certificate	70	<input type="checkbox"/>
Section B – More than one document may be counted, but points scored from one particular source may be counted only once, e.g. if MasterCard and Visa Card are issued from the same financial institution, only one may be counted		
Australian Public Service Employees Card	40	<input type="checkbox"/>
Other Australian Government Issued I.D. Card	40	<input type="checkbox"/>
Social Security / Pension Card	40	<input type="checkbox"/>
Tertiary Student Card / Confirmation of Enrolment (COE) Letter	40	<input type="checkbox"/>
Credit / Debit / ATM Card	25	<input type="checkbox"/>
Electoral Roll Records	25	<input type="checkbox"/>
Medicare Card / Private Health Insurance Card	25	<input type="checkbox"/>
Rates Notice / Utility Bills	25	<input type="checkbox"/>
Current Bank Statement and other proof of income must be provided e.g. Three (3) Years Trading financial statements and Tax returns, Current Payslips, Current Bank Statement, Employment Letter, Centrelink Statement and if Self-Employed a Tax Return.		<input type="checkbox"/>

4. Home Owners need to provide a copy of their Rates Notice or a letter from the Agent or Solicitor advising they are selling or have sold their home.
5. If you are currently renting through an Agent, please provide copy of Tenant Ledger.
6. Applications will be processed and is subject to the owner's approval and the availability of the premises on the due date. All applicants will be notified if their application is successful. For unsuccessful application/s, no explanation will be given.
7. If you have no previous rental history please provide as much information as you can to support your application.

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REAL ESTATE

1. PROPERTY APPLYING FOR

Address			
Suburb		Post Code	
Rent Payable	Per week \$	Per Month \$	

2. TENANCY REQUIREMENTS

Lease Term	Years	Months
Preferred Tenancy Commencement Date		
Total Number of Occupants	Adults	
Other Applicant/guarantor Names	1.	2.
	3.	4.

3. APPLICANT DETAILS

Title	First Name/s		
Surname	Date of Birth		
Drivers Licence Number	Expiry Date		
Passport Number	Country	Expiry Date	
Home Phone	Work Phone		
Mobile			
Email			

4. NEXT OF KIN (In case of Emergency)

Name	
Phone Number	Relationship

5. CURRENT LIVING SITUATION

Are you the: <input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Living with Friends / Family <input type="checkbox"/> Other _____		
Current Address		
Suburb	Post Code	
How long have you lived at your current address?	Years	Months
Rent paid per month \$		
Name of Agency / Private Landlord		
Contact Person / Agent		
Contact Number		
Reason for Leaving		

6. DETAILS IF HOME OWNER

This home is to be:	SOLD	RENTED	RETAINED	OTHER
Name of Agency	Agents Name			
Contact Number	Sale / Rental Amount \$			
How long have you owned the home?	Years	Months		

7. PREVIOUS COMMERCIAL OR RESIDENTIAL RENTAL ARRANGEMENT			
Were you the: <input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Living with Friends / Family <input type="checkbox"/> Other _____			
Address			
Suburb			Post Code
How long did you occupy/live at this address?		Years	Months
Rent paid per month \$			
Name of Agency / Private Landlord			
Contact Person / Agent			
Contact Number			
Reason for Leaving			
Was Bond repaid in full?		Yes / No	
If NO, please specify reason			

8. CURRENT EMPLOYMENT DETAILS			
Occupation		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual	
Employer Name			
Employer Address			
Suburb			Post Code
Contact Person		Phone	
Length of Employment		Years	Month
Net Income	Per week \$	Per Annum \$	

9. PREVIOUS EMPLOYMENT DETAILS			
Occupation		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual	
Employer Name			
Employer Address			
Suburb			Post Code
Contact Person		Phone	
Length of Employment		Years	Month
Net Income	Per week \$	Per annum \$	

10. STUDENTS PLEASE COMPLETE	
Course Name	
Campus	
Campus Contact	Phone
Enrolment / Student Number	

11. IF SELF-EMPLOYED PLEASE COMPLETE		
Company Name		A.B.N / A.C.N
Company Address		
Suburb		Post Code
Business Type	Position Held	
How long has the business been in operation?	Years	Months
Net Income	Per week \$	Per annum \$
Accountant Name	Phone	
Solicitor Name	Phone	

12. DISCLAIMER & PRIVACY STATEMENT

I acknowledge that this is an application to lease the property and that my application 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 date for whatever reason.

I hereby offer and accept to rent the property as is, from the owner under a lease to be prepared by the Agent. 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 landlord/agent.

I declare that all information contained in this application is true and correct and given of my own free will.

I declare that I have inspected the premises and agree to lease the property in the condition seen at the inspection

I declare that I 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 or 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.

I understand that if my application is successful, prior to taking up occupancy of your premises, I will be required to pay one month's rent and bond to Doubleday Real Estate Pty Ltd within 24 hours of acceptance via INTERNET TRANSFER to CBA Doubleday Real Estate Pty Ltd Statutory Trust Account BSB 063142 ACC 10476842

I understand that rental payments may be taken on the 1st of each month, and understand and accept I will be required to pay a rental adjustment at the commencement of the tenancy to bring the rental payments in to line with this date.

I also understand that my future rental payments thereafter may be required to be paid by automatic DIRECT DEBIT from my account.

If I have ticked the box under the heading 'Utility Connections', **DECLARATION & EXECUTION:** By signing this application, I/We: consent to a facilitator 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 by the facilitator and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorized the facilitator 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 the facilitator 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; consent to the facilitator contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue **[for a period of 1 year from the date of our/my executed of this application / until [28] days after we/I disconnect the last of the Services in respect of which this application is made];** acknowledge that this consent will permit the facilitator to contact us/me even if telephone numbers listed on this application from are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, the facilitator 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 the facilitator 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 the facilitator 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, The facilitator 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 the facilitator 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 the facilitator in connection with the provision of the service being provided to me/us by the facilitator; and acknowledge the entitlement of the facilitator and its associated, 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 rebate in connection with the provision of the utility connection services.

Due to 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 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, Doubleday Real Estate P/L collects personal information about you 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 ascertain what personal information we have about you, you may contact us. Further information about our privacy policy and data is available via the privacy policy link on our website <http://www.doubledayrealestate.com.au>

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/accountant
- The Landlord's mortgagee.
- Referees you have nominated.
- Organisations / Trade 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.

We also collect your personal information to:

- Enable us, or the Landlord's lawyers, to prepare the lease / tenancy documents on the premises.
- Allow organizations / trades people to contact you in relation to maintenance matters relating to the premises.
- Pay / release rental bonds to / from Rental Bond Authorities (where applicable).
- Refer to Tribunals, Courts, and Statutory Authorities (where necessary).
- Refer to Collection Agents / Lawyers (where default / enforcement action is required).

Provide confirmation details for organizations contacting us on your behalf i.e. 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.

We may utilize the following residential tenancy database companies, to check the tenancy history of all applicants.

If you wish to contact this organisation, their details are: National Tenancy Database 1300 563 826 www.ntd.net.au

- **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 74 010 230 716) and its subsidiaries
- Credit Bureaus

I acknowledge that I have read and understood the contents of this Declaration and Privacy Statement

Signed: _____ **Print Name:** _____ **Date:** ____/____/____