

GORDON AGENCIES PTY LTD

LICENSED REAL ESTATE AGENTS

A.B.N: 84 100 629 650

Cnr Fifteenth Street & Koorlong Avenue, Irymple

Phone: 03 5024 6855 Fax: 03 5024 5855

www.gordonagencies.com.au



RESIDENTIAL TENANCY APPLICATION FORM

Before an application will be considered by our agency, each applicant must supply with an application a minimum of 100 points selected from the table below. If you are unable to supply 100 points, please discuss with the property manager.

Rent Receipts (40)	Payslip / Salary Advice (40)
Centrelink Statement (40)	Driver's Licence (10)
Birth Certificate (10)	Electricity Account (10)
Phone Account (10)	Credit Card / Bank Card (10)
Medicare Card (10)	Photo ID (10)
Passport (10)	

PROPERTY: _____

RENT: \$ _____ per week BOND: \$ _____

If approved, what date would you be able to occupy the premises? _____

Lease Term: 6 months 12 months Periodic

Is a **Department of Housing** bond required? YES NO

(Agents must forward bond monies to the RTBA within 10 business days of receipt)

Number of people to occupy premises? _____ Adults _____ Children

Given Names: _____ **Surnames:** _____

Title: Mr Mrs Ms Miss D.O.B.: _____

Telephone: (H) _____ (W) _____ (Mob) _____

Drivers Licence No. _____ Own Motor Vehicle: Yes No

Make / Model: _____ Rego No. _____

Current Address: _____

How long at this address: _____ Years _____ Months Rent Paid: \$ _____

Agent/Landlord: _____ Telephone: _____

Reason for leaving: _____

Previous Address: _____
How long at this address: _____ Years _____ Months Rent Paid: \$ _____
Agent/Landlord: _____ Telephone: _____
Reason for leaving: _____
Was bond refunded in full? Yes No

If you are employed

Occupation: _____ Full-time Part-time Casual
Current Employer: _____ for _____ Years _____ Months
Contact Name: _____ Position: _____
Telephone: _____ Net Weekly Income: \$ _____

Previous employment

Occupation: _____ Full-time / Part-time / Casual (Please circle)
Previous Employer: _____ for _____ Years _____ Months
Contact Name: _____ Position: _____
Telephone: _____ Net Weekly Income: \$ _____
Reason for leaving: _____

If you are self employed

Business Name: _____ ABN No.: _____
Address: _____
Industry: _____ How long in Business: _____ Years _____ Months
Accountant's Name: _____ Telephone: _____
Personal Net Weekly Income: \$ _____

If you receive Centrelink Payments

Type of Payment: _____ CRN: _____
Net Payment Received: \$ _____ per week / per fortnight (Please circle)

Other Net Income:

Type of Payment: _____
Net Payment Received: \$ _____ per week / per fortnight

Do you have any pets? Yes No

If yes,
Type: _____ Breed: _____ Age: _____ Registered _____
Type: _____ Breed: _____ Age: _____ Registered _____

Referees (preferably not related)

Name: _____

Address: _____

Telephone: _____ Relationship: _____

Name: _____

Address: _____

Telephone: _____ Relationship: _____

Emergency

Next of Kin: _____

Address: _____

Telephone: _____ Relationship: _____

Declaration

I hereby offer to rent the property from the owner under a lease to be prepared by Gordon Agencies pursuant to the Residential Tenancies Act 1997.

I acknowledge that I will be required to pay a rental bond and two weeks rent if approved by the owner.

I declare that I have inspected the above property and that the above information I have provided in this application is true and correct and given of my own free will.

I agree to Gordon Agencies conducting independent evaluation checks to assess my suitability for the property.

I acknowledge that my application is subject to the owner's approval and the availability of the premises on the due date.

Signature: _____

PRIVACY DISCLOSURE STATEMENT OF GORDON AGENCIES PTY LTD

PRIVACY ACT 1988 COLLECTION NOTICE

Gordon Agencies Pty Ltd is an independently owned and operated business. We are bound by the National Privacy Principles.

The personal information a prospective tenant provides in an application or that which is collected from other sources is necessary for our agency to assess the risk in providing an applicant with the tenancy, to verify the applicant's identity and to process and evaluate the application for a residential tenancy.

The personal information collected about an applicant in their application may be disclosed, by use of the internet or otherwise, to other parties, including the Landlord, Referees, Residential Tenancies Bond Authority, Collection Agents, Trades people, Solicitors, Financial Institutions, Valuers, Real Estate Institute of Victoria (REIV), other Real Estate Agents, other Landlords, Government and Statutory bodies, Body Corporate (if applicable) and other third parties as required by law.

If an applicant enters into a Residential Tenancy Agreement and the applicant fails to comply with their obligations under that Agreement, that fact and other relevant personal information collected about the applicant during the course of the tenancy may also be disclosed to other parties, including those referred to above.

Our agency will only disclose information in this way to other parties to achieve the purposes specified or as otherwise allowed under the Privacy Act 1988.

If an applicant would like to access his/her personal information held by our agency, they can do so by contacting our agency using the details provided at the beginning of the application form. An applicant can also correct this information if it is inaccurate, incomplete or out of date.

If the information is not provided or the applicant does not consent to the use of this information as specified above, our agency may not be able to process the application as required.

I, _____ (print name)

acknowledge that I have read and understand the contents of this Privacy Collection Notice.

Signature: _____

Date: _____