



GARVEY & COMPANY PTY LTD - ABN 58 360 901

195 Through Road, Camberwell 3124

Telephone 03 9830 1322 Facsimile 03 9836 8584

www.garveycompany.com.au

APPLICATION FOR RESIDENTIAL TENANCY

NO. OF APPLICANTS:		DATE:	
ADULTS:		CHILDREN (UNDER 18):	
PROPERTY ADDRESS:			

ACKNOWLEDGEMENT BY APPLICANT/S

I/we have inspected the property (internally) on	Day:	Date:
Period of Tenancy	(No. of Months)	
Proposed Start Date		
Rent per Week	\$	
I/we undertake to pay a Bond (equal to 1 month's rent)	\$	(Held by RTBA)
I/we declare that the rent to be paid is within my/our means.	YES	<input type="checkbox"/>
	NO	<input type="checkbox"/>
Have you ever been evicted by any Landlord or Agent?	YES	<input type="checkbox"/>
	NO	<input type="checkbox"/>
Do you have a debt or any other Landlord or Agent?	YES	<input type="checkbox"/>
	NO	<input type="checkbox"/>
Have deductions ever been made from your Rental Bond?	YES	<input type="checkbox"/>
	NO	<input type="checkbox"/>
Have you applied for a Bond as a loan from Director of Housing?	YES	<input type="checkbox"/>
	NO	<input type="checkbox"/>

PRIVACY STATEMENT

Privacy Disclosure Statement of Garvey & Company Pty Ltd

We are an independently owned and operated business bound by the National Privacy Principles. 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/Tradespeople required to carry out work to the premises, Rental Bond Authorities, Residential Tenancy Tribunals, Courts Collection Agents, National Tenancy Database Pty Ltd. 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 organisations/tradespeople to contact you in relation to maintenance matters relating to the premises. 3. Pay/release rental bonds to/from the 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 (NTD) by: telephone on 03 9610 4996, facsimile on 03 9620 7339, in person at Level 7, 477 Collins St, Melbourne, by mail to P O Box 156, Collins St, West Melbourne or visit the website on www.ntd.net.au. NTD collects your personal information to provide its members with historical 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 for commercial leases. The real estate agent property manager will advise NTD of your conduct throughout your 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 Ltd ABN 74 010 230 711 and its subsidiaries, Credit bureaus.

DECLARATION

I/we hereby offer to rent the property from the owner under a lease prepared by the Agent. I/we acknowledge that I/we will be required to pay rent and a rental bond in advance, and that this application is subject to the approval of the owner/lessor.

I/we acknowledge that I/we have read the Privacy Statement of Garvey & Company Pty Ltd and I/we authorise Garvey & Company Pty Ltd to collect information about me from:

- 1 My/our previous letting agents and/or lessor
- 2 My/our personal referees and employer/s
- 3 Any Tenancy Default Database (including NTD) which may contain personal information about me/us. I/we also authorise Garvey & Company Pty Ltd to disclose details about any defaults by me/us under the tenancy to which this application relates, to any tenancy default database to which it subscribes including NTD.

I/we authorise Garvey & Company Pty Ltd to disclose the personal information collected about me to the owner of the property even if the owner resides outside Australia. I/we declare that all the information within this entire application is true, correct and given of my own free will. I/we declare that I have inspected the abovementioned property internally and externally.

I/we declare that I/we am/are not bankrupt. I/we declare that I/we am/are over 16 years of age.

SIGNED: _____	SIGNED: _____
PRINT NAME: _____	PRINT NAME: _____
DATE: _____	DATE: _____

GARVEY & COMPANY PTY LTD

**IT IS ESSENTIAL THAT ALL DETAILS ARE COMPLETED FOR SPEEDY PROCESSING
PLEASE PRINT CLEARLY**

APPLICANTS DETAILS

Full Name:		Date of Birth:	
Occupation:		Salary:	
Drivers Licence No.:		State:	
Phone Home/Bus.:		Phone Mobile:	
Pet 1:	Cat <input type="checkbox"/>	Dog <input type="checkbox"/>	Age
Pet 2:	Cat <input type="checkbox"/>	Dog <input type="checkbox"/>	Age
			Breed

EMERGENCY CONTACT

Name:		Relationship:	
Phone (AH):		Mobile:	
Address:			

EMPLOYMENT HISTORY

Current Employer:		Period Employed:	
Address:		Phone:	



OFFICE USE ONLY		Spoke with:	
Reference:			
Checked by:	Date:	Time:	

Previous Employer:		Period Employed:	
Address:		Phone:	



OFFICE USE ONLY		Spoke with:	
Reference:			
Checked by:	Date:	Time:	

RESIDENTIAL HISTORY

Present Address:		Phone:	
Agent or Landlord:		Length of Time:	
Weekly Rent Paid:			



OFFICE USE ONLY		Spoke with:	
Reference:			
Checked by:	Date:	Time:	

Previous Address:		Phone:	
Agent or Landlord:		Length of Time:	
Weekly Rent Paid:			



OFFICE USE ONLY		Spoke with:	
Reference:			
Checked by:	Date:	Time:	

REFERENCES

Personal/Professional Reference (eg previous boss, ex flat mate, work colleague - **no relative or friend**)

Name:	Relationship:	Phone:	
Name:	Relationship:	Phone:	



OFFICE USE ONLY		Spoke with:	
Reference:			
Checked by:	Date:	Time:	



AUTHORITY TO OBTAIN TENANT INFORMATION

To:	Fax:
------------	-------------

I, _____, hereby authorise any of the parties below to release information they have on record about me to Garvey & Company Pty Ltd, whom I have authorised to make investigations in relation to my application for a residential property.

* Previous Rental Agents

* Employer/s

* Previous Lessors

* Referees noted on the Application

RENTAL AGENT'S COMMENTS

Property Address:

**The Applicant/s signature below confirms authorisation of the release of the following information.
WE WOULD APPRECIATE A RESPONSE AT YOUR EARLIEST CONVENIENCE**

1. Amount of rent paid per week?	
2. Was rent paid on time?	
3. Condition of property on inspection?	
4. Did tenants report maintenance in timely manner?	
5. How long did tenants reside at the at the property?	
6. Would you rent to applicant/s again?	
7. Is the applicant on a current lease?	
8. Did the applicant have pets (inside/outside)?	
9. Were the any notices issued?	
10. Was their full bond returned to them?	
11. If not, Why not?	

Name of person completing this form:		Date:	
---	--	--------------	--

EMPLOYER'S COMMENTS

1. Length of employment?	
2. Type of employment?	
3. Salary per week (net)?	

Name of person completing this form:		Date:	
---	--	--------------	--

AUTHORISING APPLICANTS/SIGNATURES

Applicant 1.	Name:		Signature:	
Applicant 2.	Name:		Signature:	
Applicant 3.	Name:		Signature:	
Applicant 4.	Name:		Signature:	