

Arthur Real Estate PTY LTD

We ARE your local agent

131 Murray Street
FINLEY NSW 2713
Telephone: 03 58831899
Fax: 03 58833028
Email: admin@arthurrealestate.com.au

PREMISES - Address of premise/s applying for;

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.....

APPLICANTS DETAIL (one form per applicant)

SURNAME..... GIVEN NAME.....

D.O.B..... MOBILE NO.....

HOME NO..... EMAIL.....

VEHICLE REGO..... MAKE..... MODEL.....

LICENSE NUMBER.....

NUMBER OF OCCUPANTS

ADULTS..... CHILDREN..... Children/Child age.....

OCCUPATION (CURRENT EMPLOYER)

OCCUPATION..... EMPLOYER.....

ADDRESS.....

PHONE..... INCOME \$.....

PAYROLL OFFICER..... PHONE.....

PERIOD OF EMPLOYMENT FROM..... TO.....

IF LESS THAN TWO YEARS-

OCCUPATION (PREVIOUS EMPLOYER)

OCCUPATION..... EMPLOYER.....

ADDRESS.....

PERIOD OF EMPLOYMENT FROM..... TO.....

PAYROLL OFFICE..... PHONE.....

IF LESS THAN TWO YEARS-

OCCUPATION (PREVIOUS EMPLOYER)

OCCUPATION..... EMPLOYER.....

ADDRESS.....

PERIOD OF EMPLOYMENT FROM..... TO.....

PAYROLL OFFICE..... PHONE.....

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OTHER INCOME

ADDITIONAL INCOME OR BENEFITS AMOUNT \$

PETS

NUMBER OF PETS CAT / DOG BREED

REGISTERED Y / N MIRCOCHIPPED Y/N

CURRENT ADDRESS

ADDRESS
.....

FROM TO
.....

AGENT / LANDLORD
.....

PERIOD OF OCCUPANCY RENT PAID per week
\$.....

ADDRESS
.....

BOND \$ PHONE
.....

REASON FOR LEAVING
.....

PREVIOUS ADDRESS (if less than two years)

AGENT / LANDLORD
.....

ADDRESS
.....

PERIOD OF OCCUPANCY FROM TO
.....

BOND \$ RENT PAID PER WEEK \$ PHONE
.....

REASON FOR LEAVING
.....

PREVIOUS ADDRESS (if less than two years)

AGENT / LANDLORD
.....

Arthur Real Estate PTY LTD

ADDRESS

.....

PERIOD OF OCCUPANCY FROM TO

.....

BOND \$ RENT PAID PER WEEK \$ PHONE

.....

REASON FOR LEAVING

.....

EMERGENCY CONTACT

NAME PHONE

.....

ADDRESS

.....

PERSONAL REFERENCE (2)

NAME PHONE

.....

ADDRESS

.....

NAME PHONE

.....

ADDRESS

.....

DO YOU SMOKE YES / NO

OTHER INFORMATION:

The following questions must be answered. *If you answer YES to any of the questions below please state a reason.

Has your tenancy ever been terminated by a landlord or agent? Yes / No

If Yes-WHY

.....

Have you ever been refused a property by any landlord or property manager? Yes / No

If Yes-WHY

.....

Are you in debt to another landlord or agent? Yes / No

If Yes-WHY

.....

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Have any deductions ever been made from your bond? Yes / No

If Yes-WHY
.....

Are there any reasons that would affect your future rental payments? Yes / No

If Yes-WHY
.....

Prior to any Tenancy Application being considered each applicant is required to produce sufficient identification which totals 100 points.

*Drivers Licence	OR	*Passport	OR	*Proof of Age Card	50 points
Last four (4)	OR	Rental Ledger			20 points
Pay Slip	OR	Pension/Health Care Card			15 points
Medicare Card	OR	Birth Certificate			15 points
Income Statement	OR	Bank Statement			15 points
Current Registration Papers	OR	Electricity/Phone Bill			10 points

***Must have at least one of the items listed**

EXTRA INFORMATION

The following fees are applicable when signing a lease with Arthur Real Estate P/L;

Bond (4 weeks rent)

2 weeks rent in advance.

Once these amounts are paid the keys will then be handed over. Also please note that we do not keep eftpos facilities on the premises.

APPLICANTS - PLEASE SIGN PRIVACY ACT FORM ON NEXT PAGE

OFFICE USE ONLY

NOTES

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National Data Base Check -

INFORMATION FOUND Yes No

DETAILS

Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants

This form provides information about how we the below named agent handle your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to any relevant national data base in specified circumstances. If you do not consent to the disclosure of your personal information to these data bases we cannot process your application.

Agency Name: **ARTHUR REAL ESTATE PTY LTD**

(Herein referred to as the "Agent")

Address: 131 Murray Street. FINLEY NSW 2713

Phone: 03 58831899

Fax:03 58833028

Email: admin@arthurrealestate.com.au

As a professional asset manager the Agent collects personal information about you. The information collected can be accessed by you by contacting our office on the above numbers or addresses.

Primary Purpose

Before a tenancy is accepted the Agent collects your personal information for the primary purpose of assessing the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property.

In order to assess your application the Agent may disclose your personal information to all or any of the following:

- The Lessor / Owners for approval or rejection of your application
- Referees to validate information supplied in your application
- Other Real Estate Agents or asset managers to assess the risk to our clients
- Application to relevant Agencies to verify details

The Agent may also take into account any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

Secondary Purpose

The Agent also has a number of secondary purposes for collecting your information. These purposes are related to your tenancy and as such, will only become applicable if your application for this property is successful.

During and after the tenancy the Agent may disclose your personal information to

- Tradespeople to contact you for repairs and maintenance of the property.
- Tribunals or Courts having jurisdiction seeking orders or remedies.
- Debt Collection Agencies, Credit Providers and related persons to permit them to contact or locate you. TICA Default Tenancy Control Pty Ltd to record details of your tenancy history
- Lessors / Owners insurer in the event of an insurance claim.
- Future rental references to other asset managers / owners.

In the event of a successful tenancy application the applicant's personal information may be recorded in relevant national data bases, which will allow the Agent to be advised of any future tenancy applications you make. Information regarding our data deletion practices can be advised should you wish. The relevant data bases that we use will monitor your tenancy applications as part of our Risk Management procedures to protect our landlord's exposure. The monitoring of your tenancy applications is not a listing these databases. This information is information that would be available to the Agent on a truthfully completed tenancy application form.

If you fail to provide your personal information and do not consent to the uses set out above the Agent cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently the Agent cannot provide you with the property you requested to rent.

By signing you are stating that the information you have provided herein is true and correct.

FULL NAME..... SIGNATURE

DATE