

|  |   |  |   |
|--|---|--|---|
| <b>ASCOT VALE</b><br>216 Union Road, 3032<br>Ph: (03) 9370 7766<br>ascotvale.rentals@nelsonalexander.com.au                        | <b>BRUNSWICK</b><br>528 Sydney Road, 3056<br>Ph: (03) 9380 9755<br>brunswick.rentals@nelsonalexander.com.au         | <b>CARLTON NORTH</b><br>404 Rathdowne Street, 3054<br>Ph: (03) 9347 4322<br>carlton.rentals@nelsonalexander.com.au | <b>COBURG</b><br>399 Sydney Road, 3058<br>Ph: (03) 9353 8444<br>coburg.rentals@nelsonalexander.com.au                   |
| <b>DOCKLANDS</b><br>846 Bourke Street, 3008<br>Ph: (03) 9251 9000<br>docklands.rentals@nelsonalexander.com.au                      | <b>ESSENDON</b><br>1019 Mount Alexander Road, 3040<br>Ph: (03) 9379 1313<br>essendon.rentals@nelsonalexander.com.au | <b>FITZROY</b><br>205 Brunswick Street, 3065<br>Ph: (03) 9417 3455<br>fitzroy.rentals@nelsonalexander.com.au       | <b>FLEMINGTON</b><br>274 - 276 Racecourse Road, 3031<br>Ph: (03) 9376 2211<br>flemington.rentals@nelsonalexander.com.au |
| <b>GREENSBOROUGH</b><br>129 Main Street, Greensborough, 3088<br>Ph: (03) 9434 1000<br>greensborough.rentals@nelsonalexander.com.au | <b>IVANHOE</b><br>146 Upper Heidelberg Road, 3079<br>Ph: (03) 9490 2900<br>ivanhoe.rentals@nelsonalexander.com.au   | <b>KEILOR EAST</b><br>24 Centreway, 3033<br>Ph: (03) 9331 6200<br>keiloreast.rentals@nelsonalexander.com.au        | <b>KEW</b><br>278 High Street, 3101<br>Ph: (03) 9854 8888<br>kew.rentals@nelsonalexander.com.au                         |
| <b>NORTHCOTE</b><br>119 High Street, 3070<br>Ph: (03) 9486 1800<br>northcote.rentals@nelsonalexander.com.au                        | <b>PASCOE VALE</b><br>345 Gaffney Street, 3044<br>Ph: (03) 9354 6144<br>pascoeale.rentals@nelsonalexander.com.au    | <b>PRESTON</b><br>140 Regent Street, 3072<br>Ph: (03) 9478 5000<br>preston.rentals@nelsonalexander.com.au          |   |

## A. Rental Property Address

### Preference 1

### Preference 2

Please complete one application per person

### 2. Preferred Commencement Date

Day  Month  Year

### 3. Term

Years  Months

### 4. Rental Amount

\$  Per Week

## B. Applicant Details

### 5. Name

First Name  Middle Name   
 Surname  Mr ☐ Mrs ☐ Ms ☐ Dr ☐ Other ☐ (circle)

### 6. Other Applicant Names (All adults to reside at the property must be listed)

1.  2.   
 3.  4.

### 7. Number of People to Occupy

Adults  Children  Ages of Children   
 Pets Y/N  Type of Pet / Breed  Inside / Outside  Age of Pet

### 8. Identification (photocopy MUST be attached)

Drivers Licence  State Issued  Date of Birth   
 Motor Vehicle Registration  Motor Vehicle Make   
 Alternative Identification  
 Passport No  Country

### 9. Current Address

Postcode

### 10. Contact Details

Home Phone Number  Work Phone Number   
 Mobile Phone Number  Email Address

## C. Current Landlord/Agent

### If you are not currently renting go to Q12

#### 11. Name of current Estate Agent/Private Landlord (please circle)

Contact Person / Agent

Work Phone Number

Home Phone Number  
(If private landlord)

Mobile Phone Number

Current Weekly Rental

\$

Length of Tenancy

Years

Months

Reason for Moving

(If you are currently renting from a private landlord please provide a copy of the lease agreement or formal written reference)

#### 12. Details if Home Owner

This home is to be

**Sold**

**Rented**

**Retained**

(please circle)

Details of Selling/Leasing Agent

Agent Name

Contact

Work Phone Number

Mobile Phone Number

Sale Amount / Rental Amount

\$

How long have you owned this property

Years

Months

Reason for Moving

Other Comments

## D. Previous Landlord/Agent Details

#### 13. Previous Address

Postcode

#### 14. Previous Landlord/Agent (If you were not renting go to Questions 15)

Contact Person / Agency

Work Phone Number

Mobile Phone Number

Weekly Rental

\$

Length of Tenancy

Years

Months

Reason for Moving

(If you have previously rented from a private landlord please provide a copy of the lease agreement or formal written reference)

#### 15. Details if Home owner

Was your home

**Sold**

**Rented**

**Retained**

(please circle)

Sale Price/Rental Amount

\$

Details of Selling/Leasing Agent

Agent Name

Contact

Phone

Length of Stay

Years

Months

Reason for Moving

## E. Employment/Income

### 16. Current Employer

(Please provide copies of payslips or relevant supporting documents if possible)

|                    |                                 |                                 |  |
|--------------------|---------------------------------|---------------------------------|--|
| Employer Name      | <input type="text"/>            | Your Position                   | <input type="text"/>                         |
| Employment Address | <input type="text"/>            |                                 |  |
|                    | <input type="text"/>            |                                 |  |
|                    | <input type="text"/>            |                                 |  |
| Phone Number       | <input type="text"/>            |                                 |  |
| Employed Since     | <input type="text"/>            | Income                          | \$ <input type="text"/> p/w after tax        |
|                    | <input type="radio"/> Full Time | <input type="radio"/> Part Time | <input type="radio"/> Casual (please circle) |

If Self Employed:

|                   |                      |                |                      |
|-------------------|----------------------|----------------|----------------------|
| Accountant's Name | <input type="text"/> | Contact Number | <input type="text"/> |
| Type of Business  | <input type="text"/> | ACN            | <input type="text"/> |

Do you intend to operate any part of your business from home Yes/No. (Please Circle)

Income \$  p/w after tax

List any other sources of income (ie. shares)

### 17. Previous Employer

|               |                      |                   |                      |
|---------------|----------------------|-------------------|----------------------|
| Employer Name | <input type="text"/> | Phone             | <input type="text"/> |
| Position      | <input type="text"/> | Employment Period | <input type="text"/> |

Full Time Students please complete

|   |                      |
|---|----------------------|
| Course Name                                 | <input type="text"/> |
| Campus                                      | <input type="text"/> |
| Enrolment Number                            | <input type="text"/> |
| Remainder of duration of course to complete | <input type="text"/> |

Photocopy of student card must be supplied

## F. References (Not next of Kin)

### 18. Professional Reference

|      |                      |          |                      |
|------|----------------------|----------|----------------------|
| Name | <input type="text"/> | Phone No | <input type="text"/> |
|------|----------------------|----------|----------------------|

### 19. Personal Reference

|                     |                      |          |                      |
|---------------------|----------------------|----------|----------------------|
| Name                | <input type="text"/> | Phone No | <input type="text"/> |
| Relationship to you | <input type="text"/> |          |                      |

## G. Emergency Contact (Not residing with you)

|             |                      |              |                      |
|-------------|----------------------|--------------|----------------------|
| Next of Kin | <input type="text"/> | Relationship | <input type="text"/> |
| Phone No    | <input type="text"/> |              |                      |

## H. Tenancy Disclosure Statement

The information on this form is being collected by Nelson Alexander. It is a condition of application for tenancy that you consent to the collection and use of your personal information by Nelson Alexander. We require this information so that we may consider your application to tenant/lease a property. We may provide this information and any or all of the information provided to us by any party to any third parties including Landlords, Landlords Agents and Solicitors and various government or statutory authorities in the interests of openness and transparency between all parties concerned. We may also contact personal and credit referees you nominate and exchange personal information according to normal commercial practice. Your personal information will be added to our database and may be used for the secondary purpose of providing you with further information about properties and services offered by Nelson Alexander. It is your responsibility to ensure information you provide to us is correct at all times.

## I. National Tenancy Database Disclosure Statement

You can contact National Tenancy Database Pty Ltd (ABN 26 000 602 862)(NTD) by

Telephone: (03) 8629 1608  
Facsimile: (03) 8629 1650  
Address: P.O. Box 13294 George St, Brisbane QLD 4003  
Website: www.ntd.net.au

### PRIMARY PURPOSE

NTD collects your personal information to provide to its members and others listed, below, 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 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 26 000 602 862 and its subsidiaries and related entities
- Credit Bureaus

If your personal information is not provided to NTD the real estate agent / property manager will not be able to carry out their professional responsibilities and will not be able to provide you with a lease / tenancy of the premises.

**Applicant**

Signature

Print Name

## J. Declaration

1. I acknowledge that this is an application to lease this property and that my application is subject to the owners 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 should the premises not be ready for occupation on the date for whatever reason.

2. The tenant is responsible for the connection and payment of gas, electricity, telephone and water consumption. I acknowledge that I am responsible to turn the main power switch off before power is connected. Nelson Alexander cannot confirm that any telephone line to the property is operable or able to be reconnected. It is the tenant's responsibility to check with the telephone provider to confirm the line arrangement and to pay for line connection.

3. The tenant acknowledges that the premises are a "Smoke Free Zone" and will ensure they and their invitees do not smoke inside the premises.

4. I acknowledge that I have read and understood the privacy statements on this page.

5. During my inspection of this property I found it to be in reasonably clean condition and I accept the property in the current condition.

If this is not the case, please indicate any items you would like attended to prior to your tenancy. I acknowledge that these items are subject to the owners approval:

Signed

Name

Date

Please note, should your application be successful you will be required to sign a lease within 24 hours of approval providing a payment for your first months rental and your bond.

|  |                    |                          |             |                          |                       |                          |
|--|--------------------|--------------------------|-------------|--------------------------|-----------------------|--------------------------|
| Where did you first see the property advertised? | Leasing Consultant | <input type="checkbox"/> | Lease Board | <input type="checkbox"/> | Relocation Consultant | <input type="checkbox"/> |
|  | Internet           | <input type="checkbox"/> | Rent List   | <input type="checkbox"/> | Other                 | <input type="checkbox"/> |

## K. Free Utility Connections



MAKES MOVING EASY

Direct Connect can help arrange for the connection or provision of the following utilities and other services:

|             |            |                   |          |          |
|-------------|------------|-------------------|----------|----------|
| Electricity | Gas        | Water             | Phone    | Internet |
| Insurance   | Removalist | Truck or van hire | Cleaners | Pay TV   |

☐ Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.



**This is a FREE service that connects all your utilities and other services.**

We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

1. Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
2. Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
3. Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
4. Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
5. Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
6. Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature

Date