

## AAG DAYLESFORD REAL ESTATE RENTAL APPLICATION FORM

AAG PROPERTY SERVICES  
PH: (03) 5348 1122  
FAX: (03) 5348 1000

**ONE APPLICATION TO BE COMPLETED BY EACH ADULT**  
**ONLY FULLY COMPLETED APPLICATIONS WILL BE**  
**PROCESSED**

DATE OF THIS APPLICATION...../...../.....

<b>PROPERTY APPLYING FOR</b>	
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<b>YOUR FULL NAME</b>		<b>DOB</b>	/	/
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<b>YOUR CONTACT PHONE NUMBERS</b>	<b>HOME: MOBILE:</b>	<b>WORK:</b>
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<b>NAME OF PERSON TO OCCUPY WITH YOU</b>	
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<b>HOW MANY CHILDREN TO OCCUPY WITH YOU</b>	<b>AGES</b>
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<b>YOUR CURRENT ADDRESS</b>	
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<b>YOUR CURRENT AGENT /LANDLORD DETAILS</b>	<b>NAME OF AGENCY:</b> ..... <b>ADDRESS OF PROPERTY:</b> ..... <b>PHONE NO OF AGENCY:</b> ..... <b>CONTACT NAME/AGENT:</b> ..... <b>WEEKLY RENT AMOUNT PAID:</b> ..... <b>YOUR PAID TO DATE</b> ...../...../..... <b>ARE YOU BREAKING YOUR LEASE</b> YES    NO
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<b>YOUR PREVIOUS AGENT/LANDLORD &amp; CONTACT PHONE NUMBER</b>	<b>NAME OF AGENCY:</b> ..... <b>ADDRESS OF PROPERTY:</b> ..... <b>PHONE NO OF AGENCY:</b> ..... <b>CONTACT NAME/AGENT:</b> ..... <b>WEEKLY RENT AMOUNT PAID:</b> ..... <b>DID YOU GET YOUR FULL BOND BACK</b> YES    NO
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<b>DATE YOU WISH TO COMMENCE THE LEASE</b>	/	/	
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<b>I AGREE TO PAY MY RENT VIA DIRECT DEBIT OR CENTREPAY PAYMENTS</b>	<b>YES</b>	<b>NO</b>
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<b>REFERENCE 1 NO RELATIVES</b>	<b>NAME:</b> .....
	<b>PHONE:</b> .....
	<b>RELATIONSHIP TO YOU</b>

<b>REFERENCE 2 NO RELATIVES</b>	<b>NAME:</b> .....
	<b>PHONE:</b> .....
	<b>RELATIONSHIP TO YOU:</b>

<b>REFERENCE 3 NO RELATIVES</b>	<b>NAME:</b> .....
	<b>PHONE:</b> .....
	<b>RELATIONSHIP TO YOU:</b>

<b>HAVE YOU EVER BEEN A DEFAULTING TENANT</b>	<b>YES</b>	<b>NO</b>
<b>HAVE YOU EVER BEEN REFUSED A RENTAL PROPERTY</b>	<b>YES</b>	<b>NO</b>
<b>HAS ANY OF YOUR BOND EVER BEEN RETAINED</b>	<b>YES</b>	<b>NO</b>
<b>ARE YOU CURRENTLY IN DEBT TO AN AGENT/LANDLORD</b>	<b>YES</b>	<b>NO</b>

<b>EMERGENCY CONTACT PERSON</b>	<b>NAME:</b> .....
	<b>ADDRESS:</b> .....
	<b>PHONE NUMBERS:HOME</b> .....
	<b>RELATIONSHIP TO YOU</b>

**I HAVE TO THE BEST OF MY ABILITY COMPLETED THE APPLICATION FORM TRUTHFULLY AND AM AWARE THAT IF FOUND TO HAVE MISLEAD THE AGENT IN ANYWAY THIS APPLICATION WILL BE WITHDRAWN IMMEDIATELY AND DESTROYED.**

**SIGNED:**.....

**DATE:**.....

<b>YOUR DRIVERS LICENSE/PASSPORT NUMBER</b>			
<b>YOUR MEDICARE NUMBER</b>			
<b>YOUR CURRENT EMPLOYER</b>			
<b>EMPLOYERS CONTACT NUMBER/S , ADDRESS</b>		<b>PHONE: ADDRESS:</b>	
<b>YOUR INCOME PER WEEK AFTER TAX (provide 2 of your latest payslips)</b>			
<b>LENTH OF CURRENT EMPLOYMENT</b>			
<b>LENTH OF LEASE REQUIRED</b>	<b>6 MONTHS</b>	<b>12 MONTHS</b>	<b>OTHER</b>
<b>YOUR BOND WILL BE PAID BY</b>	<b>DEPT OF HOUSING</b>	<b>YOURSELF</b>	
<b>DO YOU HAVE PETS</b>	<b>TYPE</b>	<b>AGE</b>	<b>INSIDE/OUTSIDE</b>
<b>DO YOU HAVE ANY OTHER APPLICATIONS PENDING WITH OTHER AGENCIES</b>		<b>YES</b>	<b>NO</b>

### **YOU MUST SUPPLY WITH YOUR APPLICATIONS**

- 1 DRIVERS LICENSE or PASSPORT (FOR PHOTOCOPYING)**
- 2 COPY OF CURRENT CENTRELINK INCOME STATEMENT**
- 3 COPIES OF 2 LATEST PAYSLIPS**
- 4 MEDICARE CARD (FOR PHOTOCOPYING).**

**If the above is not supplied at the time of lodging your application at our office the application cannot be processed. Your application will be shredded if you are not successful. We do not keep applications.**

\*\*\*\*\*IMPORTANT – PLEASE READ & SIGN\*\*\*\*\*

**PRIVACY ACT COMMONWEALTH 1988**

- 1 I acknowledge that this in an application to Lease the property and that my application is subject to the Owner's approval and the current occupants giving up vacant possession. No action will be taken against the Landlord or Agent if the application is unsuccessful or upon acceptance should the premises not be ready on this date, for whatever reason.
- 2 The tenant is responsible for the connection and payment of the gas, electricity and telephone.
- 3 I declare that the information in this tenancy application is true and correct and agree that Aag Daylesford Real Estate is permitted to make independent enquiries to confirm all the details on this application and perform the necessary credit checks, providing my details as necessary to other parties throughout the application process. Including the following: TICA, debt collection agencies and the landlord's to provide the landlord for the purpose of assessing my eligibility to rent the property. I also agree that any misrepresentation by me will invalidate the tenancy agreement at the option of the Landlord/Agent.
- 4 If successful with this application I agree that the agent is permitted to provide my details as necessary to any of the following parties throughout my tenancy: TICA, trades people, Central Highlands Water, VCAT, solicitors, debt collection agencies and the landlord/s for the purpose of ensuring both the landlord and I meet all the obligations of the tenancy.
- 5 The information collected is held in files at our office and can be accessed by you by applying to your Property Manager on 5348 1122.
- 6 The information collected may later be disclosed to TICA, VCAT, the landlord/s or our debt collection agency where necessary or other parties seeking a reference from us (another agent for example).
- 7 I further agree to make the following initial payment.
  - A Rent – first 2 weeks rent in advance in cash (no personal cheques permitted)
  - B Bond – bank cheque or Australian money order payable to “Residential Tenancies Bond Authority” or RTBA

The personal information the prospective tenant provides in this application, or that is collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the application to manage the tenancy. The personal information collected about the the Applicant in this application may be disclosed during the course of the tenancy for agents, third party operators of the tenancy reference database and other third parties as required by law. Information already held on tenancy reference database may also be disclosed to the Agent and/or Landlord/s. The Agent may also disclose information to other parties on the internet.

If he Applicant enters into a Residential Tenancy Agreement and if the Applicant fails to comply with their obligations under that Agreement, the 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. The Agent will only disclose information in the way to other parties to achieve the purposes specified above or as otherwise allowed under the Privacy Act 1988. If the Applicant would like to access his/her personal information held by the Agent, they can do so by contacting the Agent at the address and contact numbers contained in this application. The applicant can also correct this information if it is inaccurate, incomplete or out of date. If the information is not provided, the Agent may not be able to process the application and manage the tenancy.  
By signing you accept the aforementioned declaration.

The initial supply of, ongoing, record of, and permitted use of your private information is at your discretion except where those details are required to be kept and/or disclosed y law. You may update, alter or delete your information at any time and without penalty except where effectively act on your behalf.

If you would like to access your personal information held by us, you can do so by contacting us via phone, fax or email as detailed on our letterhead or in person by calling into the office at 25 Vincent St, Daylesford.

In addition, our company would like to clearly alert you to the fact that although it is our intention to protect your privacy at all times there is always a possibility that our firewalls, virus scanning and other security systems may be breached or bypassed and be unable to protect our computer systems from corruption via viruses and/or hackers which may result in the unauthorised access to and distribution of personal details from our databases. We will not assume liability for breaches of this nature.

We reserve the right to alter our privacy policy from time to time, and these changes will be made available for your inspection at an agreed time and date.

Applicant's Names.....

Signed by Applicant.....

Dated.....