

# APPLICATION FOR TENANCY

Should there be more than one applicant a separate application form should be completed for each applicant.

OFFICE USE ONLY	Agents Name: Red Brick Properties Pty Limited as trustee for Red Brick Properties Trust		
	Address: Unit 5		
	44-52 Townshend Street		
	Suburb: Phillip	State: ACT	Postcode: 2606
	Phone: 0455 559 622	Fax:	Email: nalin@redbrickproperties.com.au

## PREMISES

Address:		
Suburb:		
State:		
Postcode:		
Car space / garage / storeroom number:		Excluding:

## APPLICANT

### PERSONAL DETAILS

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> other	Date of Birth: / /	Gender:
Given name:	Last name:	
Address:		
Suburb:		
State:		
Postcode:		
Phone: Mobile:	Work:	
Email:		
Vehicle registration No.:	Driver's Licence No.:	State of Issue:
Passport No.:	Expiry Date: / /	Country of Issue:
Bank or Building Society:	Branch:	
BSB: /	Account Number:	
Medicare Card Number:	Reference Number:	Colour of Card: Expiry Date:

**MyConnect ABN 65 628 003 605 is a utilities connection company which offers home moving services including the connection of utilities and insurance.**

I would like MyConnect to contact me for the purposes of offering products and services provided by MyConnect.

### PERSONAL REFERENCES

Referee 1 - Name:		
Phone:	Fax:	Email:
Referee 2 - Name:		
Phone:	Fax:	Email:

### EMPLOYMENT HISTORY

Occupation:	Commencement:
Gross weekly wage / salary:	
Employer's name:	
Employer's address:	
Suburb:	
State:	
Postcode:	
Phone:	Fax: Email:
Previous employer's name:	
Previous employer's address:	
Suburb:	
State:	
Postcode:	
Phone:	Fax: Email:
Period of employment:	to

## EMERGENCY CONTACT

Name:	Relationship:	
Address:		
Suburb:	State:	Postcode:
Phone: Work:	Mobile:	
Phone: Home:	Email:	

## TENANCY HISTORY

Name of Lessor / Agent:	
Phone: Work:	Mobile:
Email:	
Reason for leaving:	

Address of previous premises rented

Suburb:	State:	Postcode:
---------	--------	-----------

Length of time at address

Current rent

 \$

Name of previous Lessor / Agent:	
Phone: Work:	Mobile:
Email:	
Reason for leaving:	

Address of previous premises rented

Suburb:	State:	Postcode:
---------	--------	-----------

Length of time at address

Current rent

 \$

## OCCUPANT(S) DETAILS

Number of persons who will occupy Premises:

Adults  Children  Age of Children

**Pets**  Yes  No If yes, number and type

Note: the Applicant may need to apply for the Lessor's consent to the keeping of animals on the Premises.

**Do any of the occupants smoke?**  Yes  No

**Note: the Applicant acknowledges and consents to the Agent verifying all personal and employment information provided.**

Signature of Applicant

x

Date

**SIGN  
HERE**

## DETAILS OF RENTAL - OFFICE USE ONLY

 Type of Premises: 
 Furnished  Unfurnished

 Rent \$  per 

 commencing from  /  /  for a period of  months / weeks

### Residential Tenancy Agreement

 Residential Tenancy Agreement to be signed on  /  /  at  am/pm

### INITIAL PAYMENT

 Rental Bond  \$  Note: A Rental Bond must not exceed 4 weeks rent. A Rental Bond cannot be required prior to the execution of a Residential Tenancy Agreement.

 Rent  months / weeks / days  \$  Note: A tenant cannot be required to pay more than 2 weeks rent in advance, but may elect to do so.

 Sub Total  \$ 

 Total  \$ 

 Initial payment must be made by 

Personal cheques will not be accepted.

## APPLICATION

I, the Applicant, hereby apply for approval by the Lessor to become the tenant of Premises on the terms and conditions contained in this form and in the Residential Tenancy Agreement to be prepared by the Agent.

**I, the Applicant, do solemnly and sincerely declare that I am not a bankrupt or an undischarged bankrupt and affirm that the information contained in this application is true and correct.**

**I have inspected the Premises and wish to take a tenancy of the Premises for a period of  weeks, at a rental of \$  per week and I declare that the rental to be paid is within my means. I undertake to pay a rental bond in cash or as requested upon the signing of a Residential Tenancy Agreement.**

 I/We, 

 trading as 

the Agent acknowledge receipt of the above application and, if the Applicant is approved by the Lessor, agree to prepare a Residential Tenancy Agreement granting the Applicant the right to occupy the premises.

## PRIVACY POLICY

The *Privacy Act 1988* (Cth) (the **Act**) allows certain information about the Applicant referred to in this application to be collected, used and disclosed for the purpose for which it was collected, and otherwise in accordance with the Act. This Privacy Policy only applies to the extent the Agent collects, uses and discloses personal information.

The Agent may amend, or amend and restate, this Privacy Policy from time to time and may subsequently notify the Applicant of any changes to this Privacy Policy by updating it on the Agent's website or by other written notification to the Applicant. Any changes to this Privacy Policy take effect upon the earlier of the update to the website or other notification to the Applicant.

This application requires the collection of certain information including personal information about the Applicant. Personal information may be collected during each of the application, assessment and processing stage.

The personal information the Applicant provides in this application or collected from other sources is necessary for the Agent to: (a) identify and verify the Applicant's identity; (b) process and assess the application; (c) assess the Applicant's ability to meet their financial and other obligations under the residential tenancy agreement (to be signed if the Applicant is successful); (d) make recommendations to the Lessor; (e) manage the tenancy for the Lessor; (f) process any payment (including without limit the exchange of personal information with the relevant payment provider, where necessary); (g) liaise and exchange information with the Applicant, and the Agent's or Applicant's legal and other advisors in relation to or in connection with the residential tenancy agreement (if the Applicant is successful); (h) comply with any applicable law; (i) comply with any dispute resolution process; and (j) notify MyConnect ABN 65 628 003 605 of the Applicant's interest in products and services provided by MyConnect and to facilitate MyConnect contacting the Applicant.

If the personal information is not provided by the Applicant, the Agent may not be able to carry out the steps described above and may therefore not be able to process the application.

Personal information collected about the Applicant in connection with this application and, if successful, the tenancy may be disclosed by the Agent for the purpose for which it was collected to other parties including to the Lessor, the Lessor's mortgagee or head-lessor (in either case, if any), referees, other agents, Courts, tribunals responsible for residential tenancy matters, third party operators of tenancy databases, other third parties instructed by the Applicant (including MyConnect ABN 65 628 003 605) and any prospective or actual purchaser of the Premises including to their prospective or actual mortgagee (if any), or as required by any applicable law.

Information held by tenancy databases may also be requested by and disclosed to the Agent and/or the Lessor. If the Applicant enters into a residential tenancy agreement, and if the Applicant (as tenant) fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant (as applicant or as tenant) may also be disclosed to the Lessor, third party operators of tenancy databases, other agents, Courts and tribunals responsible for residential tenancy matters.

The Agent may also use the Applicant's information including personal information for marketing and research purposes provided that the use is reasonably necessary for one or more of the Agent's obligations or services and in accordance with the Act to inform the Applicant of products and services provided by the Agent, which the Agent considers may be of value or interest to the Applicant, unless the Applicant tells the Agent (see opt out option below) or has previously told the Agent that the Applicant does not wish to receive any such information. If the Applicant **does not** wish to receive any information about such products and services then please tick this box:  or otherwise notify the Agent using the Agent's contact details set out earlier in this application.

The Applicant has the right to request access to any personal information held by the Agent which relates to them, unless the Agent is permitted by law (including the Act) to withhold that information. Any requests for access to the Applicant's personal information should be made in writing to the Agent at the contact details included in this application. The Agent may charge a reasonable fee where access to personal information is provided (no fee may be charged for making an application to access personal information). The Applicant has the right to request the correction of any personal information which relates to the Applicant that is inaccurate, incomplete or out-of-date.

The Agent will take reasonable precautions to protect the personal information it holds in relation to the Applicant from misuse, loss, and unauthorised access, modification or disclosure.

By signing this application, the Applicant acknowledges that it has read, understands and accepts the terms of this Privacy Policy and the permissions to collect, use and disclose personal information, and the Applicant authorises the Agent to collect, use and disclose, in accordance with the Act, their personal information for the purposes specified in this Privacy Policy.

## NOTICE TO PROSPECTIVE TENANTS

The availability of telephone lines, internet services, analogue, digital or cable television (and the adequacy of such services), are the sole responsibility of the tenant and the tenant should make its own enquiries as to the availability and suitability of such services before accepting the tenancy of the premises. The Lessor does not warrant that any telephone plugs, antenna sockets or other such service points located in the Premises are serviceable or will otherwise meet the requirements of the tenant. The tenant must rely upon its own enquiries.

Applicant's Signature

Date

**SIGN  
HERE**

Agent's Signature

Date

## How did you find the Premises?

Local Paper  Internet  Sign on Property  Agent's Window  Letterbox Drop  Referral  Other

**OFFICE  
USE  
ONLY**

References checked by:	<input type="text"/>
Employment:	<input type="text"/>
Present Lessor / Agent:	<input type="text"/>
Previous Finalised Credit:	<input type="text"/>
Bank:	<input type="text"/>
References:	<input type="text"/>
Notes:	<input type="text"/>
	<input type="text"/>