



**F. APPLICANT HISTORY****8. How long have you lived at your current address?**

	Years		Months
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**9. Why are you leaving this address?**

**10. Landlord/Agent details of this property (if applicable)**

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

 \$
**11. What was your previous residential address?**


Postcode

**12. How long did you live at this address?**

	Years		Months
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**13. Landlord/Agent details of this property (if applicable)**

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

 \$

Was bond refunded in full?

If not why not?


**G. EMPLOYMENT HISTORY****14. Please provide your employment details**

What is your occupation?

What is the nature of your employment?  
(FULL TIME/PART TIME/CASUAL)

Employer's name (inc. accountant if self employed or institution if student)

Employer's address

Postcode

Contact name

Phone no.



Length of employment

Net Income

	Years		Months
--	-------	--	--------

 \$
**15. Please provide your previous employment details**

Occupation?

Employer's name

Length of employment

Net Income

	Years		Months
--	-------	--	--------

 \$
**H. CONTACTS/REFERENCES****16. Please provide a contact in case of emergency**

Surname

Given name/s



Relationship to you

Phone no.


**17. Please provide 2 personal references (not related to you)**

1. Surname

Given name/s



Relationship to you

Phone no.



2. Surname

Given name/s



Relationship to you

Phone no.


**I. OTHER INFORMATION****18. Car Registration**

**19. Please provide details of any pets**

Breed/type

Council registration / number

1.	
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2.	
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**PLEASE NOTE**

Initial payments must be made by cash, bank cheque or money order within 24 hours after approval of application. No Personal Cheques accepted.

Keys will not be handed over until the lease agreement has been signed by all applicants.

This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the landlord and the agent should any circumstances arise whereby the property is not available for occupation on the due date.

**OFFICE USE ONLY****Property Rental**

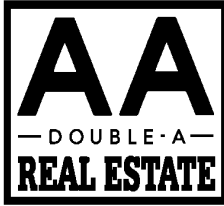
\$		per week	\$		per month
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**Other notes/comments****HOW DID YOU FIND OUT ABOUT THIS PROPERTY?**

- The Age       The Internet       Local Paper  
 Board       Counter List       Relocation Company  
 Referral       Other (specify)

**PLEASE PROVIDE US WITH 100 POINTS OF IDENTIFICATION**

Driver's Licence	50
Passport	50
Proof of Age Card	50
Student ID Card	50
Copy of Mobile Phone Account	20
Copy of Medicare Card	20
Concession / Pension Card	10
Copy of gas/Water/Electricity account	30 each



MICHAEL  
NARDELLA



## TENANT PRIVACY STATEMENT

All property managers must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as a professional property manager. Please take the time to read this Privacy Statement carefully and once completed, return it to this office with your tenancy application.

As professional property managers AA Michael Nardella Real Estate P/L collects personal information about you. You can ask for access to the personal information we have about you, by contacting us via :

Telephone: 98700111 Facsimile: 98700088

In person: 118 Maroondah Hwy, Ringwood 3134 Postal: PO Box 4229, Ringwood 3134.

Email: [privacy@nardella.com.au](mailto:privacy@nardella.com.au) Visit website: [www.nardella.com.au](http://www.nardella.com.au)

### PRIMARY PURPOSE

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 provide you with the lease / tenancy of the premises.

To carry out this role and during the term of your tenancy, we usually disclose your personal information to:

- The Landlord
- The Landlord's lawyers
- The Landlord's mortgagee / insurer's
- Referees you have nominated
- Organisations / Trades people required to carry out maintenance to the premises
- Rental Bond Authorities
- Residential Tenancy Tribunals/Courts
- Mercantile Agents
- National Tenancy Database Pty Ltd (ABN 65 079 105 025) ("ntd")
- Other Real Estate Agents & Landlords

### SECONDARY PURPOSES

We also collect your personal information to: Tick each box if you consent to the use and disclosure

Enable us, or the Landlord's lawyers, to prepare the lease / tenancy documents for the premises

Allow organisations / trades people to contact you in relation to maintenance matters relating to the premises

Pay / release rental bonds to/from Rental Bond Authorities (where applicable)

Refer to Tribunals, Courts and Statutory Authorities (where necessary)

Refer to Mercantile Agents / Lawyers (where default/ enforcement action is required)

Refer to Landlord's Insurer's

Report your conduct as a tenant on the National Tenancy Database (ntd).

If your personal information is not provided to us 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 then cannot 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**") and ask for access to any of your personal information stored on the database by:

Telephone: (03) 9610 4996

Facsimile: (03) 9620 7339

Email: kim@ntd.net.au

In person: 7/477 Collins Street, Melbourne. 3000.

Postal Address: P.O. Box 156 Collins Street West Vic 8007

Visit its website: www.ntd.net.au

Proof of Identity will be required, i.e., photo licence, passport etc.

#### PRIMARY PURPOSE

**ntd** collects information to provide to its real estate members and others listed below, current and historical tenancy and location information on individuals and companies who/which lease residential and commercial property from or through licensed real estate agent members of **ntd**.

The real estate agent / property manager will advise **ntd** of your conduct throughout the 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 Limited ABN 74 010 230 716, its subsidiaries, related entities and non credit related clients i.e., Insurance companies that issue Landlord Protection Insurance cover etc.
- Credit Bureaus (Commercial Leases only)

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.

Signed by the Applicant \_\_\_\_\_  
(Signature)

(Print Name) \_\_\_\_\_

Date:                    /                    /  
                                  Day    Month    Year

\_\_\_\_\_  
(Witness)