

infolio

A. Rental Property Details

1. 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

Title (circle)

First Name

Middle Name

Surname

Please complete one application per person

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

Applicant 1

Applicant 2

Applicant 3

Applicant 4

7. Number of People to Occupy

Adults

Children

Ages of Children

Pets Y/N

Type of Pet / Breed

Inside / Outside

8. Identification (attach photocopy) * We require 100 points of photo id BEFORE we can process you application.

Drivers Licence No

State Issued

Date of Birth

Alternative Identification Passport No

Country

9. Current Address

10. Contact Details

Home Phone Number

Work Phone Number

Mobile Phone Number

Email Address

C. Current Landlord/Agent

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

If you are not renting go to section 12

Contact Person / Agent

Work Phone Number

Home Phone Number (if private landlord)

Mobile Phone Number

Length of Tenancy (Years)

Months

Current Weekly Rental \$

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

12. Details if Home Owner

This home is to be

SOLD

RENTED

RETAINED

(circle)

Details of the Selling/Leasing Agent

Agent Name

Contact

Work Phone Number

Mobile Phone Number

Sale / Rental Amount \$

Length of Tenancy (Years + Months)

Reason for Moving

D. Previous Landlord/Agent Details

13. Previous Address

14. Previous Landlord/Agent (If you were not renting go to Section 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 copy of the lease agreement or formal written reference)

15. Details if Home Owner

Was your home

SOLD

RENTED

RETAINED

(circle)

Details of the Selling/Leasing Agent

Agent Name

Contact

Phone Number

Length of Stay (Years)

Months

Reason for Moving

E. Employment

16. Current Employer

Employer Name

Your Position

Employment Address

Phone Number

Employed Since

Income \$

FULLTIME

PART TIME

CASUAL

(circle)

If Self Employed

Accountant's Name

Contact Number

Type of Business

ACN

Do you intend to operate any part of your business from home ? YES / NO

(please circle)

17. Previous Employer

Employer Name

Contact Number

Position

Employment Period

Full Time Students Please Complete (Photocopy of student card must be supplied)

Course Name

Campus

Campus Contact

Enrolment Number

F. References (Next of Kin)

18. Professional Reference

Name

Phone Number

19. Personal Reference

Name

Phone Number

Name

Phone Number

G. Emergency Contact (Not Residing with You)

Next of Kin

Relationship

Phone Number

Address

H. Tenancy Disclosure Statement

The information on this form is being collected by Infolio. It is a condition of application for tenancy that you consent to the collection and use of this information by Infolio of your personal information. 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 Infolio. It is your responsibility to ensure information you provide to us is correct at all times. To view our full privacy statement please visit our office at 442 Clarendon Street South Melbourne or website www.infolio.com.au

I. National Tenancy Database Disclosure Statement

You can contact National Tenancy Database Pty Ltd (ABN 65 -79 105 025) (NTD) by:

Telephone: (03) 8629 1608

Facsimile: (03) 8629 1650

Address: P.O. Box 13294 George St, Brisbane QLD 4003

Web site: 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 74 101 230 716 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

Print Name

Signature

J. Utility Connections

This is a free service that connects all your utilities



Once we have received this application we 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 the information on this Application and explain the details of the services offered. Direct Connect is a utility one stop connection service.

Please tick utilities as required

Electricity Phone Internet Pay TV Gas Water Insurance

DECLARATION AND EXECUTION

BY signing this application, I/We: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue **for a period of 1 year from the date of our/my execution of this application/until [28] days after we/I disconnect the last of the services in respect of which this application is made**; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any changes whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the services being provided to me/us by Direct Connect, and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services.

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

Signature

Date

PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F:1300 664 185. www.directconnect.com.au

K. Declaration

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information from:

- The owner or the Agent of my current or previous residence;
 - My personal referees and employer/s;
 - Any record listing or database of defaults by tenants;
- If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- Communicate with the owner and select a tenant;
- Prepare lease/tenancy documents;
- Allow tradespeople or equivalent organisations to contact me;
- Lodge/Claim/Transfer to/from a Bond Authority;
- Refer to Tribunals/Courts & Statutory Authorities (where applicable)
- Refer to collection agents/lawyers (where applicable)
- Complete a credit check with NTD (National Tenancies Database)
- Transfer water account details into my name

I am aware that if information is not provided or I do not consent to the uses to which personal information is put the Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above.

Signature

Date