Atwell & Co Real Estate

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Student Application for Tenancy

PROPERTY ADDRESS: ……..

ENGLISH FAMILY NAME: ……**FIRST NAME:**……
Note: each person who is to appear on the lease must complete an application.

ASIAN NAME: *(if applicable)* ……

MALE / FEMALE DATE OF BIRTH: ____/____/19____ AGE: ……

DRIVERS LICENCE/PASSPORT NO: ……
(Please provide a photocopy of your drivers licence, passport / visa and student ID card, ***otherwise we will not be able to process your application.***

CURRENT ADDRESS: ……

Phone no: (B/H) …….. MOBILE NO: ……

(A/H) …….. Email: ……

PRESENT STATUS: - Please ✓ ☐ Property owner ☐ Renting ☐ Sharing ☐ Living with relatives/friends

HOW LONG HAVE YOU LIVED HERE?: …… Months/Years

HOW MUCH RENT DO YOU PAY PER WEEK? : $ ……

WHO DO YOU PAY RENT TO?: AGENT / LANDLORD ……

CONTACT NAME: …… TELEPHONE: ……

WHY ARE YOU LEAVING THIS PROPERTY?:……..

PREVIOUS ADDRESS: ……

LENGTH OF STAY: …….Months/Years WEEKLY RENT / MORTGAGE: $ ……

PREVIOUS AGENT/LANDLORD/RENT PAID TO: ……

CONTACT NAME: …….. TELEPHONE: ……..

COLLEGE / UNIVERSITY WHERE STUDYING : ……..

NAME OF COURSE: ……How many years is the course?……

CO-ORDINATOR/TEACHER/TUTOR: …… TELEPHONE ……..

SOURCE OF INCOME: PARENTS ☐ PART TIME WORK ☐ AUSTUDY ☐ OTHER: ……

Please provide copy of recent bank statement, letter from parents, proof of Austudy

PARENTS DETAILS:

NAME: …….. MOTHER / FATHER

HOME ADDRESS: ……..

TELEPHONE NO: 0011 …….

CONTACT IN AUSTRALIA: …… What is their relationship to you? ……..

Their address: …… Phone: ……

NUMBER OF PEOPLE TO OCCUPY: …… *(Please write their names & ages below)*

1. …… AGE: …….. 2. …… AGE: ……

3. …… AGE: …….. 4. …… AGE: ……

REFERENCES:

BUSINESS: *(For example: teacher, bank manager)*

NAME: …… TEL: ……..

ADDRESSS: …….. OCCUPATION: ……

PERSONAL: *(For example: homestay family, relative in Australia, **NOT personal friend**)*

NAME: …… TEL: ……..

ADDRESSS: …….. OCCUPATION: ……

DO YOU HAVE ANY PETS?: YES/NO If yes, what TYPE:……..

LENGTH OF LEASE: ……. Months COMMENCEMENT: …….. RENT P/W $ ……

HOW DID YOU HEAR ABOUT THE PROPERTY?

☐ Rent list ☐ "The Age" newspaper ☐ Internet: Which site ? _____

☐ "For Lease" board ☐ Other: _____

INFORMATION FOR APPLICANTS, PLEASE NOTE:

(1) The security deposit must be a BANK CHEQUE payable to the Residential Tenancies Bond Authority (RTBA). The first month's rent must be CASH or BANK CHEQUE payable to Atwell & Co Pty Ltd .

(2) *All parties must sign the lease agreement before keys can be collected.*

(3) *The tenants are responsible for the connection of gas, electricity, phone and water.*

(4) *This application is subject to the Landlord's approval and may take 2-3 working days to process.*

(5) *The property is offered subject to the current tenants providing vacant possession at date of occupation.*

(6) *By submitting this application you are allowing Atwell & Co to conduct independent reference and credit checks with regard to the information supplied.*

(7) *Should your application be successful, we require payment within 24 hours of approval.*

(8) ***Please note:** Whilst all care has been taken by Atwell & Co to provide you with the necessary information about the property, we make no guarantees or representations about the availability of Foxtel, computer ADSL connections, digital TV cabling or similar. We strongly recommend that if these services or others are required, that you make your own enquiries through the relevant service provider.*

I, the applicant, hereby understand & agree to the above terms and confirm that I have viewed the property. I acknowledge having received from the Agent prior to executing this Application, the Privacy Policy Statement pursuant to the Privacy Act 1988 & consent to the use or release of my personal information as contemplated by the Statement.

Signed by the Applicant: ……..

PRIVACY POLICY – APPLICATION FOR TENANCY

We are committed to protecting your personal information and have outlined below exactly what it is used for in relation to your tenancy application.

WHAT YOUR PERSONAL INFORMATION IS USED FOR

The personal information you provide in this application, or that which is collected from other sources, is necessary for Atwell & Co Pty Ltd to verify your identity, to process and evaluate the application and to manage the tenancy.

The personal information collected about you in this application may be disclosed for the purpose for which it was collected. It may also be used during the course of the tenancy. We will usually disclose this information to:

- the landlord
- the landlord's solicitor, accountant or financial institution
- referees and next of kin you have nominated
- tradespeople (to carry out any maintenance required to the property)

We require all such contractors to be privacy compliant, and have agreements in place where appropriate with such contractors referred by Atwell & Co Pty Ltd.

- financial institutions
- other estate agents or private landlords seeking a tenancy reference
- National Tenancy Database (NTD) (see below for more detail)
- Residential Tenancies Bond Authority (RTBA)

Information already held on tenancy reference databases may also be disclosed to Atwell Property Management and / or landlord. As agents we may also disclose information to other parties on the internet.

IF YOUR APPLICATION IS APPROVED

If your enter into a Residential Tenancy Agreement and if, as a tenant, you fail to comply with your obligations under this Agreement, that fact and other relevant personal information collected about you during the course of the tenancy may also be disclosed to:

- referees and next of kin you have nominated
- other estate agents or private landlords seeking a tenancy reference
- National Tenancy Database (NTD)
- Residential Tenancies Bond Authority (RTBA)
- Collection agencies
- judicial instrumentalities such as the Magistrates Court and the Victorian Civil and Administrative Tribunal

CREDIT & TENANCY HISTORY CHECKS

The **National Tenancy Database, "ntd"** is the leading authority on tenancy information in both the residential and corporate sectors, Australia wide.

The database contains accurate information that provides its members with historical tenancy and public record information on individuals and companies. The data is only available to licensed estate agents and member groups that subscribe to the "ntd" system.

You may contact National Tenancy Database Pty Ltd (ABN 65 079 105 025) and ask for access to your personal information stored on the database: Tel: (03) 9610 4996 Fax: (03) 9620 7339

RESOLVING YOUR PRIVACY ISSUES

If you have any questions or would like to discuss anything about our Privacy Policy please contact:

- Morag Atwell on 03 9820 2207 from 9.00 am to 5.00 pm Monday to Friday
- Or by email: morag@atwellandco.com.au

To ascertain what personal information we hold about you, you may contact us at:

Phone: (03) 9820 2207
Fax: (03) 9866 7365
Postal address: PO Box 7472 St Kilda Road, Melbourne 8004
Email: morag@atwellandco.com.au

- We will only disclose information in this way to other parties to achieve the purposes specified above or as otherwise allowed under the Privacy Act 1988.
- You may also correct any information if it is inaccurate, incomplete or out of date.
- If the required information is not provided on the Tenancy Application Form, we may not be able to process the application and manage the tenancy.

Signed by the applicant: _____ Date: _____