



Web: www.redcircle.com.au
 Address: Red Circle Real Estate
 326 – 328 Sturt Street
 BALLARA T VIC 3350

Email: ballarat@redcircle.com.au
 Phone: (03) 5333 7773
 Facsimile: (03) 5333 7779
 ABN: 56608923646

RESIDENTIAL TENANCY APPLICATION FORM

1 - Property Address _____ Rent p/w \$ _____
 2 - Property Address _____ Rent p/w \$ _____
 3 - Property Address _____ Rent p/w \$ _____

Length of Tenancy: 6 — 12 Months

Commencement Date _____

Applicant 1		Applicant 2	
Name:		Name:	
DOB:		DOB:	
Marital Status:	Children:	Marital Status:	Children:
Occupation:		Occupation:	
Drivers License No:		Drivers License No:	
Vehicle Reg:		Vehicle Reg:	
Make & Model of Vehicle:		Make & Model of Vehicle:	
Medicare No:		Medicare No:	
Current Address:		Current Address:	
Home ph:	Work:	Home ph:	Work:
Mobile:		Mobile:	
Email:		Email:	

IMPORTANT INFORMATION FOR PROSPECTIVE TENANTS

Each applicant must provide the following information:

Fully completed and signed tenancy application, including your acknowledgement of the Privacy Act.

- Each person over the age of 18 is to complete an application form
- Privacy statement and Application Form are to be signed
- Photo Identification - Drivers License or Passport
- Property must have been viewed
- x3 Current References
- Next of kin details - in case of an emergency





EMPLOYED

Applicant 1	Applicant 2
Employers Name:	Employers Name:
Address:	Address:
Contact Name:	Contact Name:
Length of employment:	Length of employment:
Weekly Income:	Weekly Income:
If employed there for less than 6 months, state previous Employer:	If employed there for less than 6 months, state previous Employer:
Address:	Address:
phone:	Phone:
Length of Employment:	Length of Employment:

SELF EMPLOYED

Applicant 1	Applicant 2
Name of Business:	Name of Business:
ABN:	ABN:
Industry:	Industry:
Address:	Address:
Weekly income:	Weekly income:
Name of Accountant:	Name of Accountant:
Accountants ph:	Accountants ph:
How long in business:	How long in business:

STUDENTS

Applicant 1	Applicant 2
Name of institution:	Name of institution:
Name of course:	Name of course:
Student ID No:	Student ID No:
Income Source:	Income Source:
Weekly Income:	Weekly Income:

SOCIAL SECURITY BENIFITS

Applicant 1	Applicant 2
Amount:	Amount:
Type of payment:	Type of payment:
CRN — Customer ref no:	CRN — Customer ref no:



PREVIOUS RENTAL HISTORY

Applicant 1	Applicant 2
Current Landlord/Agent:	Current Landlord/Agent:
Contact Name:	Contact Name:
Rent per week: Other people:	Rent per week: Other people:
Date rented From: Until:	Date rented From: Until:
Property address:	Property address:
Reason for leaving:	Reason for leaving:
Previous Landlord/Agent:	Previous Landlord/Agent:
Contact Name:	Contact Name:
Rent per week: Other people:	Rent per week: Other people:
Date rented From. Until:	Date rented From: Until:
Property address:	Property address:
Reason for leaving:	Reason for leaving:

NEXT OF KIN

Please list at least 2 Close Relatives that will not be living with you

Applicant 1	Applicant 2
Name:	Name:
Address:	Address:
Relationship:	Relationship:
Name:	Name:
Address:	Address:
Relationship:	Relationship:

Number of Occupants: .._____ Names/Ages:

Do you have children living with you? YES/NO Ages:

Do you have pets? YES/NO Details:

Do you smoke? YES/NO Do you intend to smoke inside the property? YES/NO

Have you applied for any other rental properties? YES/NO

Have you ever been evicted from a tenancy? YES/NO

Will you be applying for a Ministry Bond or Bond Assistance? YES/NO



REFERENCES

Minimum of Three References. **Cannot be Relatives or Friends.**

Applicant 1	Applicant 2
Name:	Name:
Address:	Address:
Ph:	Ph:
Relationship:	Relationship:
Known for how long:	Known for how long:
Name:	Name:
Address:	Address:
Ph:	Ph:
Relationship:	Relationship:
Known for how long:	Known for how long:
Name:	Name:
Address:	Address:
Ph:	Ph:
Relationship:	Relationship:
Known for how long:	Known for how long:
Name:	Name:
Address:	Address:
Ph:	Ph:
Relationship:	Relationship:
Known for how long:	Known for how long:
Have you ever been a defaulting tenant? YES/NO Details:	Have you ever been a defaulting tenant? YES/NO Details:
Have you ever been evicted from a tenancy? YES/NO Details:	Have you ever been evicted from a tenancy? YES/NO Details:
Have you ever been refused a rental property? YES/NO Details:	Have you ever been refused a rental property? YES/NO Details:
Has any part of your bond ever been retained? YES/NO Details:	Has any part of your bond ever been retained? YES/NO Details:
Have you ever been bankrupt? YES/NO Details:	Have you ever been bankrupt? YES/NO Details:
Are you currently in debt to an agent/Landlord? YES/NO Details:	Are you currently in debt to an agent/Landlord? YES/NO Details:
Would you provide a bank statement for the account your wage is paid into? YES/NO	Would you provide a bank statement for the account your wage is paid into? YES/NO

IF YOUR APPLICATION IS APPROVED

On approval of your application, the tenancy agreement must be signed within twenty-four hours. Your first rental payment and / or bond must also be paid at this time. If you cannot meet this requirement, the property may continue to be advertised.

Bond **MUST** be paid by bank cheque or money order and made payable to "Residential Tenancies Bond Authority". Cash will not be accepted.

Your first rent payment must also be paid by bank cheque or money order made payable to Red Circle Real Estate Trust Account.

IF YOUR APPLICATION IS NOT APPROVED

You will be notified at our earliest convenience if your application is not approved by the landlord.

Your application, including supporting documents will be shredded. Please ensure that you do not provide us with original documents (especially references).

If you have any queries regarding the application process, please do not hesitate to contact us.



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

PRIVACY ACT COMMONWEALTH 1988

I acknowledge that this is 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.

- 1. The tenant is responsible for the connection and payment of the gas, electricity and telephone.
2. I declare that the information in this tenancy application is true and correct and agree that Red Circle Real Estate, Ballarat 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.
3. 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.
4. The information collected is held in files at our office and can be accessed by you by applying to your property manager on ballarat@redcircle.com.au
5. The information collected may later be disclosed to TICA, VCAT, the landlords 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 payments — Cash is Not Accepted -

Rent - bank cheque or Australian money order payable to "Red Circle Real Estate Ballarat Rental Trust Account".

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 and to manage the tenancy. The personal information collected about the Applicant in this application may be disclosed during the course of the tenancy for agents, third party operators of 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. The Agent may also disclose information to other parties on the Internet. If the 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 this 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 by law. You may update, alter or delete your information at any time and without penalty except where those details are required to be kept and/or disclosed by law. If certain information however is not provided, we as agents may not be able to 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 326 – 328 Sturt Street, Ballarat, Victoria, 3350.

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 system 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 our website www.redcircle.com.au

Applicants Names.....

Signed by Applicants.....

Dated.....