



Residential Tenancy Application

Important information on securing your new home:

- An application form must be submitted by each person
- 100 points of ID must be submitted with each application
- The 'declaration' and 'privacy statement' section of this form must be signed
- **Please note:** If your application is approved, first month's rent will be required to secure the lease, within 24 hours of being accepted for the property. On the commencement date of your lease you will also be required to bring with you on your sign up a bank cheque or Money Order made payable to the RTBA (personal cheque will not accepted) this is for the bond and will be lodged accordingly with the Residential Tenancies Bond Authority (RTBA).
- The lease commencement date offered to you is subject to the availability and the Landlord's settlement terms



Agent Name: Ubertas Property Management Pty Ltd (ACN: 122938827)
 Address: Suite 801, Level 8, St Kilda Road Towers,
 1 Queens Road, Melbourne Vic 3004
 Phone: 03 9863 8260 Fax: 03 9820 4822
 Email: leasing@ubertas.com.au

Residential Tenancy Application Form

- Please fully complete this form for your application to be processed.
- Please ensure that all supporting documents are attached to this form.

1. Property Applying For

Address _____

Suburb _____ Post Code _____

Lease Term _____ Years _____ Months _____

Commencement Date _____ / _____ / _____

Rent Payable \$ _____ Per Week \$ _____ Per Calendar Month _____

Bond Amount \$ _____

Property Manager and ID# _____

2. Personal Details

Title _____ First Name _____ Middle Name _____

Last Name _____

Date of Birth _____ / _____ / _____

Current Address _____

Suburb _____ Post Code _____

Drivers License Number _____ State of Issue _____

Other ID (eg Passport) _____ No _____

Motor Vehicle Make _____ Model _____

Registration Number _____

Pension/Govt Benefit _____ No _____

2. (cont) Personal Details

Home Phone _____

Business Phone _____

Mobile Number _____

Fax Number _____

Email _____

Next of Kin or Relative (Not living with you) In case of emergency _____

Name _____

Relationship _____ Phone _____

Address _____

Suburb _____ Postcode _____

3. If self-employed, please complete the following

Company or Trading Name _____

Company Address _____

Suburb _____ Post Code _____

Business Type _____ Business Age: _____


Position Held _____

A.B.N. _____ A.C.N. _____

Accountant _____ Phone _____

4. Utility Connection Service

FREE Utility Connection Service



Let 'On The Move' reduce stress and save you time by arranging to connect all of your services on your moving day for FREE. Just tick the box below and we will contact you.

- ★ FREE Service
- ★ One Stop Shop
- ★ No Obligation
- ★ Quality Suppliers

Yes! Please call me

*I would like On The Move to contact me to arrange my connections
 Please ensure that the electricity mains switch is in the off position before we arrange your connections*

Terms & Conditions - By ticking this box, you are consenting to On The Move contacting you to arrange your services. On The Move may need to disclose personal information about you to utility companies to arrange your services. On The Move and your Agent do not accept responsibility for any delay or failure to connect / disconnect your services. On The Move and your agent may receive a benefit for arranging your services. We will provide your new telephone number to your agent unless you ask us not to. Standard connection fees and bonds may apply. Please contact On The Move if you have not heard from them within 24 hours.

5. Current Employment Details

Occupation _____

Employer's Name _____

Employer's Phone number _____

Employment Address _____

Suburb _____ Post Code _____

Contact Name _____

Length at Current Employment _____ Years _____ Months _____

Employment Status _____ Full Time / Part Time / Casual _____

Net Income \$ _____ Per Week \$ _____ Per Month _____

6. Current Rental History

Are you the Owner Renter Sharing Live with Parents _____

How long have you lived at your current address? _____ Years _____ Months _____

Name of Landlord/Agent _____

Phone number _____

Current Rent \$ _____ Per Week \$ _____ Per Calendar Month _____

Reason for leaving _____

Was bond repaid in full? Yes No, If No, please specify _____

7. Personal Reference

1. Reference name _____

Occupation _____

Relationship _____ Phone _____

2. Reference name _____

Occupation _____

Relationship _____ Phone _____

8. Business Reference

1. Reference name _____

Occupation _____

Relationship _____ Phone _____

2. Reference name _____

Occupation _____

Relationship _____ Phone _____

13. Declaration

I acknowledge that the application to lease this property is subject to the owner's approval and the availability of the premises on the due date. No action will be taken against the landlord or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the due date for whatever reason. I hereby offer to rent the property from the owner under the terms and conditions outlined in a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997.

I acknowledge that if this application is successful, I will be required to pay rental in advance and a rental bond on or prior to the signing of the lease agreement. I declare that all information contained in this application is true and correct and given of my own free will and that only those persons on this application will reside permanently at the property. I declare that I am over the age of 18 years, that the rental payments are within my means, I am not bankrupt or an un-discharged bankrupt. I authorise the Agent to make all necessary enquires to verify the information provided herein, including information relating to my employment, rental history, business and personal references and any record, listing or database of defaults by tenants. If I default under a rental agreement, the Agent may

9. Previous Employment Details

Occupation _____

Employer's Name _____

Employment Address _____

Suburb _____ Post Code _____

Employer's Contact Name _____ Ph: _____

Length at Previous Employment _____ Years _____ Months _____

Net Income \$ _____ Per Week \$ _____ Per Month _____

10. Previous Rental History

Were you the Owner Renter Sharing Live with Parents _____

Previous Address _____

Suburb _____ Post Code _____

How long have you lived at your previous address? _____ Years _____ Months _____

Name of Landlord/Agent _____

Phone number _____

Rent Paid \$ _____ Per Week \$ _____ Per Calendar Month _____

Reason for leaving _____

11. If Student, please complete the following

Place of Study _____

Course being undertaken _____

Enrolment Number _____

Student I.D. _____

Campus Contact Name _____

Phone Number _____

Course Coordinator Name _____

Phone Number _____

12. Other Information

Number of persons occupying property _____ Adults _____ Children _____

Names of other persons occupying property _____

Please specify the ages of any children. _____

Do you have pets? Yes No, If Yes, please specify _____

disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information.

I acknowledge that it is my responsibility to familiarize myself with the property features, floorplan, aspect, outlook and view prior to signing a lease agreement as I will be unable to rescind the contract on these grounds

I acknowledge that it is my responsibility to take out contents/tenants insurance to protect my belongings and other risks which may occur during my lease term.

Signed: Date:...../...../.....

Tenancy Privacy Statement

This form must be signed and dated for your application to be processed

Print Name:.....

Due to recent changes in the Privacy laws from December 21, 2001, 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 professional property managers. Please take the time to read this Privacy Statement carefully.

As professional property managers, Ubertas Property Management Pty Ltd collects personal information about you. To ascertain what personal information we have about you, you may contact us.

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 providing you with the lease/tenancy of the premises.

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

- The Landlord
- The Landlord's lawyer
- The Landlord's mortgagee
- Referees you have nominated
- Organisations / trades people required to carry out maintenance to the premises.
- Rental Bond Authorities
- Residential Tenancy Tribunals / Courts
- Collection Agents
- National Tenancy Database Pty. Ltd. (ABN 65 079 105 025) ("NTD")
- Other Real Estate Agents and Landlords

Secondary Purpose

We also collect your personal information to

1. Enable us, or the Landlord's lawyers, to prepare the lease / tenancy documents on the premises.
2. Allow organizations / trades people to contact you in relation to maintenance matters relating to the premises.
3. Pay / release rental bonds to / from Rental Bond Authorities (where applicable)
4. Refer to Tribunals, Courts, and Statutory Authorities (where necessary)
5. Refer to Collection Agents / Lawyers (where default / enforcement action is required)
6. Provide confirmation details for organizations contacting us on your behalf i.e. Banks, Utilities (Gas, Electricity, Water, Phone), Employers etc.

If your personal information is not provided to us and NTD, 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 may not 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") by

Telephone: 03 9610 4996
Facsimile: 03 9620 7339
Email: steph@ntd.net.au
In Person: Level 7, 477 Collins Street, Melbourne, 3000
Mail: P.O. Box 156,
Collins Street West, Melbourne, 8007

Visit website www.ntd.net.au

Primary Purpose

NTD collects your personal information to provide to its members 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 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) and its subsidiaries
- Credit Bureaus

I acknowledge that I have read and understood this privacy statement.

Signed: _____

Print name: _____

Date: _____

Tenancy Privacy Statement

This form must be signed and dated for your application to be processed



To process your application,
we require 100 points to ID:

Drivers Licence	70
Passport	70
Student ID	20
Bank Statement	30
Pay Slip	30
Birth Certificate	30
Rates/Utility Bill	30

How did you hear about this
property:

- Internet
- Postcard
- Building Signage
- Realestate.com
- MX Paper
- Realestateview.com