



ABN 51 069 519 508

PTY LTD

Licensed Estate Agents and Auctioneers, Members R.E.I.V.  
58 QUEEN STREET, BENDIGO 3550 Ph: (03) 5441 4555 Fax: (03) 5441 3088

## **IMPORTANT:** **PLEASE READ CAREFULLY**

To help us complete your application in the most efficient way, and as quickly as possible, please ensure you have included ALL details on the application form.

Please make sure all reference contact numbers can be contacted during business hours, and you have included contact numbers for both current and previous landlords. *Do not use friends or family members, as we do require rental references.*

Please specify the actual date as to when you wish to move in, and also include the length of the lease you require.

You will need to provide Bendigo Real Estate with a *copy of your Drivers Licence* or some other kind of formal identification with your application.

**Every adult who intends on sharing the property will need to fill out an application form.**

**IMPORTANT NOTE: If you are the successful applicant for a property, it is the policy of Bendigo Real Estate that the BOND OF 4 WEEKS RENT, PLUS AT LEAST 2 WEEKS RENT, MUST BE PAID TO OUR COMPANY EITHER BEFORE OR AT THE TIME OF SIGNING OF THE LEASE. THE SIGNING OF THE LEASE MUST TAKE PLACE WITHIN 48 HOURS OF YOUR ACCEPTANCE OF THE PROPERTY AND RECEIVING THE LEASE. FAILURE TO DO SO MAY RESULT IN THE PROPERTY BEING GIVEN TO THE NEXT SUCCESSFUL APPLICANT.**

**Keys to the property will not be given to the successful applicant until all of the above monies have been paid.**

Thank you for your assistance.  
Jaylee Dixon  
Senior Property Manager

# 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 Bendigo Real Estate Pty Ltd collects personal information about you. You can ask for access to the personal information we have about you, by contacting us via :

Telephone: 5441 4555

Facsimile: 5441 3088

Email: rentals@bendigorealestate.com.au

In person at 58 Queen Street, Bendigo.

## 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")
- TICA (Default Tenancy Control Pty Ltd (ABN: 84 087 400 379)
- Other Real Estate Agents & Landlords

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 and ask for access to any of your personal information stored on the database by writing to us at:

Postal Address: GPO BOX 13294, George Street, Brisbane QLD 4003

Email: info@ntd.net.au

Fax: 07 3009 0619

Telephone: 1300 563 826

For further information about ntd and ntd's Privacy Policy, visit our website: [www.ntd.net.au](http://www.ntd.net.au)

Please note, when requesting a copy of the personal information we hold about you, proof of identity will be required e.g. Australian driver's licence, passport etc. We collect the following information in accordance with the NPPs for the purpose of operating a tenancy database for risk management and risk assessment purposes and for identity verification. Generally, this information is collected from our members.

> Full name, date of birth, gender and driver's licence number, occupation

> Current and previous rental addresses

> Contact details (phone, fax and email)

> Details of rental history

Generally, personal information is used and disclosed for the purposes for which it was collected. The purposes for which we collect your personal information are:

> Provision of a database for the use of property managers, and real estate agents for risk assessment and risk management purposes

> Provision of information to third parties with regard to your tenancy including but not limited to your landlord, your landlord's mortgagee or insurer, residential tenancy tribunals and courts, rental bond boards, mercantile agents, related corporate entities, Government agencies and departments and, in the case of commercial leases, to credit bureaus. In addition, there may be circumstances where we are required or authorised by law to disclose your personal e.g. to an Ombudsman, tribunal, court, law enforcement agency or government department. 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 may not be able to provide you with a lease/tenancy of the premises. By signing this document, you consent to the collection, use and disclosure of your personal information for purposes set out above.

## SECONDARY PURPOSES

We also collect your personal information to:

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).

Report your conduct as a tenant on TICA

## TICA DISCLOSURE STATEMENT

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the National Privacy Principles in the Privacy Act 1988. TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history. TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries. In accordance with the National Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by any of the following ways Phone: 190 222 0346 calls are charged at \$5.45 per minute including GST (higher from mobile or pay phone) Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$14.30

## PRIMARY PURPOSE

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group. The personal information that the TICA Group may hold is as follows Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

Signed by the Applicant:

---

(Signature)

---

(Print Name)

---

/ / 2011

---

(Witness)



**bendigo**  
REAL ESTATE

ABN 51 069 519 508

PTY LTD

Licensed Estate Agents and Auctioneers, Members R.E.I.V.  
58 QUEEN STREET, BENDIGO 3550 Ph: (03) 5441 4555 Fax: (03) 5441 3088

**RENTAL APPLICATION**

**DATE:**

**PROPERTY DETAILS**

Property Address	Weekly Rental Willing to Pay
1.	\$
2.	\$
3.	\$

Property Manager: Jaylee Dixon ☐ Eboni Budde ☐ Amanda Exelby ☐

Date you would like Lease to commence: \_\_\_\_\_

Term of Lease: 6 months ☐ 12 months ☐ Other ☐ \_\_\_\_\_ Bond: DOH ☐ Own ☐

How many people will normally occupy the property? Each adult will be required to complete separate application.

Adults: \_\_\_\_\_ Children: \_\_\_\_\_ Ages of Children: \_\_\_\_\_

Do you have any pets? Yes ☐ No ☐ (If yes number and type/breed): \_\_\_\_\_

**PERSONAL DETAILS**

Mr ☐ Mrs ☐ Ms ☐ Miss ☐

Surname: \_\_\_\_\_

Given Names: \_\_\_\_\_

Drivers Licence Number and/or Passport: (Please provide copy): \_\_\_\_\_ Date of birth: \_\_\_\_\_

Phone No: Business: \_\_\_\_\_ Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**APPLICANT HISTORY**

Current Address: \_\_\_\_\_

Period of occupation at property: \_\_\_\_\_ Rent Paid: \$ \_\_\_\_\_

Name of Landlord/Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Previous Address 1: \_\_\_\_\_

Period of occupation at property: \_\_\_\_\_ Rent Paid: \$ \_\_\_\_\_

Name of Landlord/Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

## EMPLOYMENT HISTORY

### CURRENT EMPLOYMENT:

Occupation: \_\_\_\_\_ Current Employer: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Contact Name (payroll/manager) \_\_\_\_\_ Contact No: \_\_\_\_\_

Period of employment: \_\_\_\_\_ Net weekly income:\$ \_\_\_\_\_

### SELF EMPLOYMENT DETAILS:

Company Name: \_\_\_\_\_ Business Type: \_\_\_\_\_

Business Address: \_\_\_\_\_

Position Held: \_\_\_\_\_ ABN: \_\_\_\_\_

Accountant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Accountant Address: \_\_\_\_\_

Net weekly income: \$ \_\_\_\_\_

### OTHER SOURCES OF INCOME (IE CENTRELINK):

Net weekly income: \$ \_\_\_\_\_ Source(s): \_\_\_\_\_

### PREVIOUS EMPLOYMENT:

Occupation: \_\_\_\_\_ Previous Employer: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Contact Name (payroll/manager) \_\_\_\_\_ Contact No: \_\_\_\_\_

Period of employment: \_\_\_\_\_ Net weekly income:\$ \_\_\_\_\_

## REFERENCES (FAMILY & FRIENDS NOT PERMITTED)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

## EMERGENCY CONTACTS

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_