

RUN Property Pty Ltd
ABN 68 100 949 166
Phone 132 LET (13 2538)
Fax 1300 880 358
Address GPO BOX 4773
MELBOURNE VIC 3001



NB: If FAXING your application form, please ensure only ONE (1) fax is sent per application.
If multiple faxes are sent, your application may not be processed or you may be asked to resubmit it

TENANCY APPLICATION FORM

*This tenancy application can not be processed until **ALL** pages are completed and signed.*

100 Point Identification Check - NEEDS TO ACCOMPANY THIS APPLICATION.

At least one (1) form of identification must be a photo ID.

Type	No. of Points	YES / NO
Drivers Licence	40 points	
Passport	40 points	
Birth Certificate	30 points	
Other Photo ID	30 points	
Current Wage Advice	20 points	
Previous tenancy reference	20 points	
Previous 2 rent receipts	20 points	
Motor vehicle registration certificate	10 points	
Bank Statement	10 points	
Telephone Account	10 points	
Electricity Account	10 points	
Gas Account	10 points	

Property Address: _____

Collection Statement

Why do we collect personal information?

We collect your personal information for the purpose of assessing the risk of providing you with the tenancy, processing your tenancy application, preparing the lease or tenancy agreement, collecting rental payments and other purposes related to the management of your tenancy.

We also collect personal information about you for the purpose of delivering and improving the services we provide.

Do we disclose personal information to anyone else?

It is generally our policy not to disclose information to external organisations; however, we may sometimes need to disclose your personal information to others for the purposes set out above. We may disclose personal information about you to:

- other companies in the RUN Group of companies;
- the property owner, its lawyers and contractors;
- the estate agent who has engaged us to manage the property
- trades people and other service providers;
- rental bond authorities and insurance providers;
- tenancy tribunals and courts;
- tenancy database operators:

NATIONAL TENANCY DATABASE (NTD)

GPO BOX 13294 George Street, Brisbane QLD 4003

Ph: 1300 563 826, www.ntd.net.au e-mail: info@ntd.net.au

- mercantile agents; and
- referees you have nominated.

Where we disclose information to our contractors, we seek to ensure that they do not use personal information for anything other than the purpose for which we supplied that information to them.

Sometimes the law requires us to disclose personal information. For example, information may be disclosed to a court in response to a subpoena or to a government agency. We may also disclose personal information where you consent to us doing so. That consent may be written verbal or implied from your conduct

What happens if you don't provide us with your personal information?

If you do not provide us with all of the personal information we request, we may be unable:

- to arrange for a tradesperson to maintain or repair the property.
- if you are a prospective tenant, to properly assess your tenancy application, which may result in your application being declined.
- to reply to your enquires.

Direct marketing

If you want us to send you information about our services, products or promotions please indicate your consent by ticking the relevant box when completing the Tenancy Application Form.

You can let us know at any time if you do not wish to receive direct marketing communications by emailing RUN at leasing.vic@RUN.com.au and we will remove your details from our direct marketing database.

If the law requires us to provide you with information about our products or services, we will provide that information even if you have elected not to receive information about those products or services generally.

You can access personal information we hold about you

You may gain access to the information that we have collected about you, by contacting us as set out below. If any of the information we are holding is inaccurate, we will correct it for you. We will not charge you for making a request for access. However, we may charge you if we incur costs in providing access to this information.

Contact details

If you have any questions you should contact us:

Telephone: 132 LET (538)

Facsimile: 1300 880 358

Email: leasing.vic@RUN.com.au

In person: 107-111 High Street, Prahran, Victoria 3181

Mail: GPO Box 4773, Melbourne, Victoria 3001

Date / /

Applicant Signature

Applicant Name

Witness Signature

RESIDENTIAL TENANCY APPLICATION FORM

Each applicant should complete all sections and provide copies of identification (totaling 100 points) for your application to be processed.

1. Property Applying For

Address _____

Suburb _____ Post Code _____

RUN REPRESENTATIVE:

Lease Term _____ Years _____ Months _____

Date Property to be occupied _____ / _____ / _____
(Please enter a realistic date – ASAP is not acceptable)

Rental Amount \$ _____ Per Week or \$ _____ Per Month

Bond Amount \$ _____

Name(s) and Relationship(s) of other Applicants _____

No. of Persons Occupying _____ Adults _____ Children _____

Ages of Children *(if applicable)* _____

2. Personal Details

Title _____ First Name _____ Initial _____
(as appears on your Licence or Passport)

Last Name _____ Sex M / F _____

RUN Tenant Number *(if previously a RUN Tenant)* _____

Date of Birth _____ / _____ / _____ Age (Years / Months) _____

Drivers Licence Number _____ State of Issue _____

Alternate ID (eg passport) _____ No _____

Pension Type _____ No _____

Please provide contact details _____

Current Address _____

Suburb _____ Post Code _____

Home Ph _____ Mobile Ph _____

Email _____

Occupation _____ Bus No _____

6. Utility Connection Service



Phone: **1300 554 323**
Fax: **1300 889 598**
Email: **info@connectnow.com.au**
Internet: **www.connectnow.com.au**

If you would like ConnectNow to contact you to discuss the connection of electricity, gas, and telephone, internet and Cable Television (if applicable) to your new home, then tick the box below. A Connect Now representative will make all reasonable efforts to contact you within one working day of receiving an application. If we are unable to contact you within this period please contact ConnectNow on 1300 554 323 to ensure connection can be completed by your requested date. **This is a value-added service independent of your tenancy application - you are not obligated to use ConnectNow**

While the ConnectNow service is **FREE**, standard service provider connection fees and charges still apply. You pay **NO** extra charges as a result of using the ConnectNow service.

PRIVACY POLICY: The privacy of our customers is of vital importance to ConnectNow. You have the right to access our records of your information under the Privacy Act. We will not release your personal information to any third party other than for the purposes of connecting the nominated utility service, unless required to do so under law or government order.

3. Emergency Contact

Please provide an emergency contact not residing with you (e.g. Next of Kin) _____

First Name _____ Surname _____

Relationship _____ Phone _____

Address _____

Suburb _____ Post Code _____

4. Current Tenancy Details (if applicable)

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

Name of Landlord/Agent (If applicable) _____

Phone Number _____

Rent Paid per month _____

Reason for leaving _____

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

5. Previous Rental History

Previous Address _____

Suburb _____ Post Code _____

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

Name of Landlord/Managing Agent/Selling Agent _____

Phone Number _____

Rent Paid per month _____

Reason for leaving _____

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

Please note that the following terms will apply if you ask us to contact you. Firstly you will be consenting to ConnectNow Pty.Ltd. A.B.N. 79 097 398 662 arranging for the connection and disconnection of the nominated home services and to providing information contained in this application to the service providers for this purpose. I agree that neither ConnectNow nor the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames and terms and conditions once the client has agreed to use the chosen service provider. I authorise the obtaining of a National Metering Identifier (N.M.I.) on my residential address to obtain supply details. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that ConnectNow Pty Ltd will be paid a fee by the service provider and will be paying a fee to the Agent in respect of the provision of the service being provided to me by ConnectNow Pty Ltd. Note: Connection of your utilities will only be initiated once a representative as discussed your connection with you and obtained your consent to the terms and conditions of supply of the relevant utility service provider(s).

CALL ME TO CONNECT

Yes

Signed: _____ Date: _____ / _____ / _____

7. Current Employment Details

Occupation _____

Employers Name _____

Employment Address _____

Suburb _____ Post Code _____

Employer Phone Number (landline preferred) _____

Contact Name (e.g. Manager / Payroll) _____

Length at current employment _____ Years _____ Months _____

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

8. If self-employed, please complete the following

Company Name _____

Company Address _____

Suburb _____ Post Code _____

Business Type _____

Position Held _____

A.B.N. _____

Accountant Name _____ Ph _____

Solicitor Name _____ Ph _____

9. Previous Employment Details

Occupation _____

Employers Name _____

Employment Address _____

Suburb _____ Post Code _____

Employer Phone Number _____

Contact Name _____

Length at previous employment _____ Years _____ Months _____

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

10. Social Security Benefits

Type _____

\$ _____ Per Week \$ _____ Per Month

11. If Student, please complete the following

Place of Study _____

Course being undertaken _____

Course Length _____

Enrolment Number _____

Parents Name _____ Ph: _____

Campus Contact _____ Ph: _____

Course Co-ordinator _____ Ph: _____

Income _____

Parents Address Overseas _____

12. Other Information

Car Registration _____

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

Breed & Age _____

13. Personal Referees

1. Reference name _____

Occupation _____

Relationship _____ Phone _____

Notes _____

2. Reference name _____

Occupation _____

Relationship _____ Phone _____

Notes _____

14. Services, Products and Promotions that may be of interest to you (Please Tick)

I consent to Run Property using my personal information for the purposes of receiving information about services, products or promotions that may be of interest to me

15. Declaration

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. I also acknowledge that my application will be submitted to the owner on the basis that future rent is paid by Direct Debit. No action will be taken against the owner or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997.

I acknowledge that I will be required to pay the rental in advance and a rental bond, and that this application is subject to approval from the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct to the best of my knowledge and given of my own free will. I declare that I have inspected the property and am satisfied that the premises are in a reasonably clean condition, and that I am not bankrupt. I acknowledge that I am responsible to ensure that the main power switch is turned off before the power is connected.

I authorise the Agent to obtain details of my credit worthiness from, the owner or agent of my current or previous residence, current or previous employer/s, my personal referees, any record, listing or database of defaults by tenants. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information.

Signed: _____ Date / /

16. How did you find out about this property? (Please Tick)

RUN Property Rental List The Age Keyosk Office For Lease Board Other: _____

INTERNET: www.RUN.com.au www.realestate.com.au www.domain.com.au

17. Do you have an investment property?

Yes (please complete below) No

Number of investment properties? _____

Approx weekly rental _____

Property address

Information for Applicants

This form is designed to help RUN Property and the Owner choose who will rent the nominated premises.

This form is not, nor does it form any part of a Tenancy Agreement. The rights and obligations of Tenants and Owner are governed by the Residential Tenancies Act 1997.

Applicants will be considered in accordance with the Equal Opportunity Act 1995. There will be no discrimination based on age, sex, marital, parental or career status, pregnancy, sexual orientation, disabilities, physical features, race, religious, political or industrial activities or beliefs or personal association with someone else who may be treated unfairly on the basis of any of the above.

No fees will be charged for this Application.

Information supplied on this form is strictly confidential. RUN Property and the Owner may use it to perform a rental history check but will not provide it to any party unless they have written approval from the applicant.

For more information refer to Renting a Home: A Guide for Tenants and Owners available from Consumer Affairs Victoria on 1300 55 81 81.

The personal information we collect about you is subject to the Privacy Act 1988 (Cth). The collection statement below outlines the purposes for which we collect your personal information, who we may disclose it to, what happens if you do not provide all the information we require and who to contact if you need to access to it.

Each prospective tenant should complete a Tenancy Application Form. If you have not previously rented through RUN Property you should provide 100 points of identification with your application (please refer to the table below) before it will be processed.

Please contact RUN Property if you have not heard from us within 2 business days of lodging your application.

If the Application is successful, you will be required to: provide a bank cheque for the first month's rent (made payable to **RUN Property**); provide a separate bank cheque for the bond amount listed on this form (made payable to the **Residential Tenancies Bond Authority**); and complete a Tenancy Agreement and Condition Report. You will be required to formalise your agreement by signing a lease within 24 hours of approval and providing the appropriate bank cheques – personal cheques or cash will not be accepted.

Your application will be submitted to the owner on the basis that future rent is paid by Direct Debit.

Remember, if your application is successful, it will be your responsibility to have all services such as telephone, gas, electricity and water connected in your name to coincide with your date of occupation. If you would like **ConnectNow** to contact you to discuss the connection of services please tick the box in the section above.

It will also be your responsibility to insure your possessions. The Owner's insurance policy does not cover your possessions.