

'The trusted name in Real Estate'

RESIDENTIAL APPLICATION FORM

The following documents **must** be supplied with the application in order for the application to be processed:

- Visible copy of photo ID
(drivers licence or passport)
- Copy of 2 payslips or bank statement
or centre link statements showing proof
of income.
- Phone number or written reference from
current real estate agent
- (If not currently renting please disregard)

Application form will not be accepted without Privacy Statement Attached

* Please note, due to the volume of applications Benlor Real Estate receives on a daily basis, please allow 3 business days for your application to be processed. If you are not contacted within 3 business days, consider your application as **NOT APPROVED.**

F. APPLICANT HISTORY**9. How long have you lived at your current address?**

	Years		Months
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10. Why are you leaving this address?

11. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

\$

12. What was your previous residential address?

Postcode

13. How long did you live at this address?

	Years		Months
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14. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

\$

Was bond refunded in full?

If not why not?

G. EMPLOYMENT HISTORY**15. Please provide your employment details**

What is your occupation?

What is the nature of your employment?
(FULL TIME/PART TIME/CASUAL)

Employer's name (inc. accountant if self employed or institution if student)

Employer's address

Postcode

Contact name

Phone no.

Length of employment

	Years		Months
--	-------	--	--------

Net Income

\$

16. Please provide your previous employment details

Occupation?

Employer's name

Length of employment

	Years		Months
--	-------	--	--------

Net Income

\$

H. CONTACTS / REFERENCES**17. Please provide a contact in case of emergency**

Surname

Given name/s

Relationship to you

Phone no.

18. Please provide 2 personal references (not related to you)

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

I. OTHER INFORMATION**19. Car Registration**

20. Please provide details of any pets

Breed/type

Council registration / number

PLEASE NOTE

Initial payments must be made by cash, bank cheque or money order within 24 hours after approval of application. No Personal Cheques accepted.

Keys will not be handed over until the lease agreement has been signed by all applicants.

This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the landlord and the agent should any circumstances arise whereby the property is not available for occupation on the due date.

OFFICE USE ONLY**Property Rental**

\$		per week	\$		per month
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Other notes/comments**HOW DID YOU FIND OUT ABOUT THIS PROPERTY?**

- The Age The Internet Local Paper
 Board Counter List Relocation Company
 Referral Other (specify)

PLEASE PROVIDE US WITH 100 POINTS OF IDENTIFICATION

Driver's Licence	50
Passport	50
Proof of Age Card	50
Student ID Card	50
Copy of Mobile Phone Account	20
Copy of Medicare Card	20
Concession / Pension Card	10
Copy of gas/Water/Electricity account	30 each

'The trusted name in Real Estate'

Agent Name: Benlor Real Estate Pty Ltd
ABN: 94373457119
Address: 257 Heaths Road, Werribee Vic 3030
Phone No: 03 9748 6300
Fax No: 03 9974 5444
Web: www.Benlor.com

Tenancy Privacy Statement

Please read through carefully sign and date this form for your application to be processed

Due to changes in the Privacy Act of December 2001, all the Property Managers must ensure that you fully understand the Privacy Act and the manner in which we must use your private information in order to carry out our role as Property Managers. Please read this Privacy Statement carefully, and once completed, return to this office with your tenancy application.

As Property Managers, Benlor Real Estate Pty Ltd. collects personal information about you. To ascertain what personal information we have about you, you may contact us.

Our Primary Purpose

As 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.

We will as Property Managers disclose your personal information to:

1. The Landlord
2. Referees you have nominated
3. Rental Bond Authorities (RTBA)
4. Residential Tenancy Tribunals (VCAT)
5. Other Real Estate Agents & Landlords
6. Organisation/Trade people required to carry out maintenance to the premises
7. The Landlords lawyer
8. The Landlords Mortgagee

Our Secondary Purpose

We also collect you personal information to

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

If your personal information is not provide 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 clients, or carry out our duties as Property managers. Consequently, we may not provide you with the lease/ tenancy of the premises If you application is successful your personal information will be kept in your property file. If your application is declined you personal information will be destroyed.

I acknowledge that I have read and understood this Privacy Statement

Signed: _____

Print Name: _____ Date: _____