

1. Agent Details

Space Property Company Pty. Ltd

Address: G3, 173-177 Barkly St, St Kilda VIC 3182

Phone no: 03 9356 4222 Fax no: 03 9536 4266

Email: info@spacepropertyco.com.au

2. Property Details

Address.....

Suburb.....Postcode.....

Lease Term Years.....Months.....

Date Property is to be occupied...../...../.....

Number of other Applicants to Occupy the Property

Adults.....Children.....

3. Personal Details

Title.....First Name.....Initial.....

Last Name.....

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

Drivers Licence Number.....State of Issue.....

Alternate ID (eg passport).....No.....

Pension Type (if applicable).....No.....

Please provide contact details.....

Home Ph.....Mobile Ph.....

Work No.....

Email.....Occupation.....

Current Address.....

Suburb.....Postcode.....

4. Emergency Contact

Please provide an emergency contact not residing with you

First Name.....Surname.....

Relationship.....Phone No.....

Address.....

Suburb.....Postcode.....

5. Payment Details

Property Rental \$.....Per Week or \$.....Per Month

First Payment of rent in advance \$.....

Rental Bond (1 Month Rent) \$.....

Sub Total \$.....

connectnow.

6. Utility Connections

Phone: 1300 554 323

Email: info@connectnow.com.au

Internet: www.connectnow.com.au

A Free Service - Connecting Your Home Services Has Never Been Easier!

connectnow is a simple and convenient time saving service assisting with your Telephone, Electricity & Gas connections to some of Australia's leading providers. connectnow also provide a range of additional services to compliment your household utilities, such as Internet & Pay TV.

This is a value-added service independent of your tenancy application - you are not obligated to use connectnow.

If you would like connectnow to contact you to discuss any of the above services please tick the box and a connectnow 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.

It is the responsibility of the Tenant to ensure that the Main Electricity Switch is in the "Off Position" between 7am & 7pm on the day connection is required and that there is easy access to the property.

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.

Please Contact Me YES

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

7. Proof of Identification

Before any application can be processed, each application must complete this form and achieve a minimum of 100 points. Please attach the following photocopies with your application. **PHOTO ID IS COMPULSORY.**

ITEMS	POINTS	TICK
COMPULSORY PROOF OF INCOME IS COMPULSORY IN THE FORM OF WAGE SLIP, BANK STATEMENT OR OTHER PROOF OF INCOME	MUST INCLUDE	
Drivers License	50 Points	
Passport	50 Points	
Ledger from Current Real Estate Agent (if renting)	50 Points	
Last 4 rent receipts/Rates notice	50 Points	
Student ID card	50 Points	
Photo ID (Proof of Age Card or Key Pass only)	20 Points	
Current Motorcycle/ Car Registration Papers	20 Points	
Minimum 2 references from previous Landlord/ Agent	20 Points	
Copy of Phone/Gas/Electricity/Water accounts for current address (each)	20 Points (each)	
Pension/ Centerlink Card	10 Points	
Medicare Card	10 Points	
Birth Certificate	10 Points	
Total Number of points		

8. Application Information

YOUR APPLICATION WILL BE PROCESSED AS SOON AS POSSIBLE, USUALLY WITHIN 24-48 HOURS. WE THANK YOU FOR YOUR TENANCY APPLICATION.

If your application is successful, you will be required to pay Bond or Rent being equivalent to one month's rent by either bank cheque or money order payable to the Residential Tenancies Bond Authority (RTBA) for bond, or Space Property Company for first month's rent. It is important that your payment is received within 24 hours of such notification or the next application may be given preference or the property re-listed

We have a common rent date of the 20th of the month. Therefore your 2nd rental payment will be an adjusted amount which you will be advised of at commencement. Thereafter, each month a full month's rent will be payable on 20th of each month in advance.

Please be advised if you do not select to connect with Connectnow, it is your responsibility to have all services (such as telephone, gas, electricity and water) **connected in your name** to coincide with your occupation date. It is also the tenant's responsibility to insure your possessions. The landlord's insurance policy does not cover your personal possessions.

PLEASE NOTE: Your application is regarded as a confidential document. If your application has been unsuccessful it will be destroyed

9. Applicant History

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

Name of Landlord/Agent (If applicable).....

Phone NoRent Paid per month \$.....

Reason for leaving.....

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

What was your previous residential address?

Suburb.....Postcode.....

How long did you live at your previous address? Years.....Months.....

Name of Landlord/Agent (If applicable).....

Phone NoRent Paid per month \$.....

Reason for leaving.....

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

10. Employment Details

Occupation

Employers Name

Employment Address

Suburb.....Postcode.....

Employer Phone No Contact Name

Length at current employment Years.....Months.....

Net Income \$ Per Week\$ Per Month

11. Previous Employment Details

Occupation

Employers Name

Employment Address

Suburb.....Postcode.....

Employer Phone No Contact Name

Length at current employment Years.....Months.....

Net Income \$ Per Week\$ Per Month

12. Social Security Benefits

Type

\$ Per Week \$ Per Month

13. 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

14. Other information

Car Registration

Do you have pets? Yes No If No, please specify why:

15. Personal Referees

1. Reference Name

Occupation

Relationship Phone No

Notes

2. Reference Name

Occupation

Relationship Phone No

Notes

16. Office Use Only

Lease Start Date...../...../.....

Car Space/Garage.....

Electricity Meter No.....

Landlord's Name Lease to be signed on.....

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

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

RENT LIST INTERNET

OFFICE FOR LEASE BOARD OTHER

18. Declaration

I acknowledge that I have read and understood this privacy statement and I consent to the collection and use of my personal information for the above purposes, the purpose of processing my application and, in addition, I consent to the referees nominated on my application to provide you with such information as you may reasonably require.

PLEASE SIGN BELOW

Sign and Date

Print Name

19. Tenancy Privacy Statement

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, and once completed, return to this office with your tenancy application.

As professional property managers, Space Property Co 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, in providing you with the lease/tenancy of the premises.

To carry out this role and during the term of your tenancy, we will 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 Tribunal / Courts
- Collection Agents
- National Tenancy Database Pty Ltd (ABN 65 079 105 025) (NTD)
- Other Real Estate Agents and Landlords

If your personal information is not provided to us and NTD and you do not consent to the uses in 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 lease/tenancy of the premises.

SECONDARY PURPOSE:

We also collect your personal information to: Enable us, or the landlord's lawyers, to prepare the lease/tenancy documents on the premises. Allow organizations/trades people to contact you in relation to maintenance matters relating to the property. Pay / release rental bonds to/from Rental Bond Authorities (where applicable) Refer to Tribunal Courts, and Statutory Authorities (where necessary) Refer to Collection Agents/Lawyers (where default/enforcement action is required). Provide confirmation details for organizations contacting us on your behalf i.e. – Banks, Utilities (Gas, Electricity, Water, Phone), Employers etc.

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 properties from or through licensed real estate agent members of **NTD**. **NTD** also provides credit information on companies/directors applying for commercial lease. 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 disclosure information to:

- Licensed real estate agent members
- NTD's parent company, Collection House Ltd (ABN 010 230 716) & subsidiaries.
- Credit Bureaus

PLEASE SIGN BELOW

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

Sign and Date

Print Name

RESIDENTIAL TENANCIES ACT 1997

**Section 439C
NOTICE OF USUAL USE OF DATABASE**

You must complete this Notice and give it to the applicant when the application for the tenancy agreement is made, whether or not you intend to use the residential tenancy database(s) for deciding whether a tenancy agreement should be entered into with the applicant

The name(s) of the residential tenancy database(s) the landlord usually uses, or may use, for deciding whether a tenancy agreement should be entered into with a person are as follows:

Residential tenancy database:

NATIONAL TENANCY DATABASE PTY LTD (NTD)

How to contact and obtain information from the operator of this database:

PO BOX 13294 GEORGE STREET, BRISBANE VIC 4003
Tel: 1300 563 826 Fax: 07 3009 0619
Email: info@ntd.net.au Website: www.ntd.net.au

Why does the landlord use a residential tenancy database?

The reason the landlord uses a residential tenancy database is for checking an applicant's tenancy history.

10. Tenant Checklist

PLEASE NOTE: ALL REQUIREMENTS MUST BE COMPLETED BEFORE APPLICATION CAN BE PROCESSED

- All questions answered
- Declaration signed
- Privacy Statement signed
- Drivers License/ Passport/ KEY PASS ID/ Medicare or Health Care Card can be supplied
- Agree to pay bond within 24 hrs if approved Inform all referees that you have applied for a rental property Inform all referees that you have applied for a rental property and checks will be conducted.