

1G Moore Street  
Apollo Bay VIC 3233  
P. 0437 375 774  
E. hello@otwayretreats.com.au

Please complete one application per person.

## Property & Tenancy Details

Property address: \_\_\_\_\_

Preferred commencement date: \_\_\_\_\_

Preferred lease term: \_\_\_\_\_

Rental amount:                      \$                      per week

## Applicant Details

Dr/Mr/Mrs/Miss/Ms Given name/s: \_\_\_\_\_

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

Date of birth: \_\_\_\_\_ Age: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

**Other applicant names** (all adults residing at the property must be listed)

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

Number of adults to occupy property: \_\_\_\_\_

Number of children to occupy property: \_\_\_\_\_ Age/s of children: \_\_\_\_\_

Pets:  Yes /  No                      Type/breed: \_\_\_\_\_

**Identification** Please attach two forms of ID

Drivers licence no.: \_\_\_\_\_ State issued: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Passport no.: \_\_\_\_\_ Country of issue: \_\_\_\_\_

## Current Landlord / Agent

Current address:

Please complete section **a** or **b**

**a. Name of Current Estate Agent / Private Landlord** (if you are not renting go to section b)

Agent name or private landlord:

Contact phone:

Home phone: (if private landlord)

Current weekly rental: \$

Length of tenancy: Years:

Months:

Reason for moving:

Other comments:

### b. Details if Home Owner

The home is to be:  Sold  Rented  Retained

Selling/leasing agency name:

Contact person:

Phone:

Mobile:

Sale amount / Rental amount: \$

How long have you owned this home?

Years:

Months:

Reason for moving:

Other comments:

## Previous Landlord / Agent

Previous address:

Please complete section **a** or **b**

**a. Previous Landlord / Agent** (if you are not renting go to section b)

Contact person/agency:

Phone number:

Mobile:

Weekly rental: \$

Length of tenancy: Years:

Months:

Reason for moving:

(If you have previously rented from a private landlord please provide copy of the Lease agreement or formal written reference)

### b. Details if Home Owner

Was your home:

Sold

Rented

Retained

Selling/leasing agency name:

Contact person:

Phone:

Length of stay:

Sale amount / Rental amount: \$

Reason for moving:

## Current Employment

Employer name: \_\_\_\_\_ Position: \_\_\_\_\_

Employment address: \_\_\_\_\_

Employer's phone: \_\_\_\_\_ Contact name: \_\_\_\_\_

Employed since: \_\_\_\_\_ Net income: \$ \_\_\_\_\_ per annum

Type:  Full time  Part time  Casual

## If Self Employed

Business / Company name: \_\_\_\_\_

Accountant's name: \_\_\_\_\_ Accountant's phone: \_\_\_\_\_

Type of business: \_\_\_\_\_ ABN/ACN: \_\_\_\_\_

Do you intend to operate any part of your business from home?  No /  Yes (details): \_\_\_\_\_

## Previous Employer

Previous employer's name: \_\_\_\_\_ Employer's phone: \_\_\_\_\_

Position: \_\_\_\_\_ Employment period: \_\_\_\_\_

## Other Forms of Income

Other forms of income: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ per annum

Other comments: \_\_\_\_\_

## References not next of kin

Professional reference: \_\_\_\_\_ Phone: \_\_\_\_\_

Personal reference: \_\_\_\_\_ Phone: \_\_\_\_\_

Personal reference: \_\_\_\_\_ Phone: \_\_\_\_\_

## Emergency Contact (not residing with you)

Next of Kin: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

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

## Tenancy Disclosure Statement

The information on this form is being collected by **Otway Retreats on behalf of the landlord/owner**. It is a condition of application for tenancy that you consent to the collection and use of this information by **Otway Retreats** of your personal information. We require this information so that we may consider your application to tenant/lease a property. We may provide this information and any or all of the information provided to us by any party to any third parties including Landlords, Landlords Agents and Solicitors and various government or statutory authorities in the interests of openness and transparency between all parties concerned. We may also contact personal and credit referees you nominate and exchange personal information according to normal commercial practice. Your personal information will be added to our database and may be used for the secondary purpose of providing you with further information about properties and services offered by **Otway Retreats**. It is your responsibility to ensure information you provide to us is correct at all times.

## National Tenancy Database Disclosure Statement

**Otway Retreats** may contact the following Tenancy Databases in relation to your application:

National Tenancy Database Pty Ltd  
(NTD) ABN 6579105025  
Telephone: (03) 8629 1608  
Facsimile: (03) 8629 1650  
Address: P.O. Box 13294 George St, Brisbane QLD 4003  
Website: www.ntd.net.au

TICA Group of Companies Pty Ltd  
(TICA) ABN 84087400379  
Telephone: (1902) 220346  
Facsimile: (02) 97434844  
Address: P.O. Box 120 Concord NSW 2137  
Website: www.tica.com.au

### PRIMARY PURPOSE

NTD and TICA collect your personal information to provide to its members and others listed, below, 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 and TICA. NTD and TICA also provides credit information on companies / directors applying for commercial leases.

NTD and TICA usually disclose information to:

- Licensed real estate agent members
- NTD'S parent company, Collection House Limited ABN 74 101 230 716 and its subsidiaries and related entities
- TICA assist Pty Ltd ABN 28137488503 and TICA Default Tenancy Control Pty Ltd ABN 84087400379
- Credit Bureaus

The real estate agent/property manager may advise NTD and TICA at the end of the tenancy; if there was a breach and the tenant owes the landlord more than the bond OR the tribunal has made a possession order.

If your personal information is not provided to NTD and TICA Kay & Burton may not be able to carry out our professional responsibilities and therefore the owner may not be able to offer you a lease or tenancy for the premises without sufficient information.

For further information about tenancy databases you may refer to the above websites for NTD and TICA.

**Signature:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

## Declaration

1. I acknowledge that this is an application to lease this property and that my application is subject to the owners approval and the availability of the premises on the due date. No action will be taken against the Landlord or **Otway Retreats** if the application is unsuccessful or should the premises not be ready for occupation on the date for whatever reason.
2. The tenant is responsible for the connection and payment of gas, electricity, telephone and water consumption. **Otway Retreats/The Owners** cannot confirm that any phone lines to the property are operable or able to be reconnected. It is the tenants responsibility to check with the telephone provider before proceeding with the tenancy to confirm the situation with the telephone line. Ensuring the main switch is in the off position for power connection remains the responsibility of the tenant.
3. I acknowledge that I have read and understood the privacy statements on this page.
4. During my inspection of this property I found it to be in reasonably clean condition and I accept the property in the current condition.
5. **I am aware that the agent will disclose my personal information to the water authority for the purpose of transferring the water usage account into my name.**

If this is not the case, please indicate any items you would like attended to prior to your tenancy. I acknowledge that these items are subject to the owners approval:

\_\_\_\_\_  
\_\_\_\_\_

**Signature:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Where did you first see the property advertised?

www.realestate.com.au

www.otwayretreats.com.au

www.domain.com.au

Details: \_\_\_\_\_

Relocation Consultant

## OFFICE USE ONLY