

# bennisonmackinnon

Website: [www.benmac.com.au](http://www.benmac.com.au)

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ARMADALE VIC 3143

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A.B.N. 39 671 209 341

67 CARDIGAN PLACE  
ALBERT PARK VIC 3206

## TENANCY APPLICATION

Tel: 03 9694 5000 Fax: 03 9694 5004  
Email: [alberpark@benmac.com.au](mailto:alberpark@benmac.com.au)  
A.B.N. 39 671 209 341

**Please complete all sections of application form and provide copies of identification (totalling 100 points) for your application to be processed**

Date of Application: / /

### 1. Property applying for:

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Pcode: \_\_\_\_\_

Lease Term (months) \_\_\_\_\_ Rent Pwk\$ \_\_\_\_\_

Date wishing to take Occupation / /

Names of other Occupants \_\_\_\_\_

No. of Persons Occupying: Adults \_\_\_\_\_

Children \_\_\_\_\_

Ages of Children (if applicable) \_\_\_\_\_

Do you have Pets? (please circle) Dog \_\_\_\_\_ Cat \_\_\_\_\_

Other \_\_\_\_\_

If yes, Breed \_\_\_\_\_ Name \_\_\_\_\_

Age \_\_\_\_\_

### 2. Applicants Details & Current Address :

Title Dr / Mr / Ms / Mrs / Miss / Prof \_\_\_\_\_

First Name \_\_\_\_\_

Family Name \_\_\_\_\_

Sex M / F \_\_\_\_\_ D.O.B / /

License No. \_\_\_\_\_

Alternate ID (eg passport no. / pension no.) No. \_\_\_\_\_

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

Suburb \_\_\_\_\_ Pcode: \_\_\_\_\_

Tel: (Bus) \_\_\_\_\_ (H) \_\_\_\_\_

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

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

### 3. Current/Recent Tenancy Details (if applicable)

Landlord/Agent: \_\_\_\_\_

Property Manager \_\_\_\_\_

Landlord/agent Phone: (Bus) \_\_\_\_\_

(H) \_\_\_\_\_

Rent PCM: \$ \_\_\_\_\_ PW:\$ \_\_\_\_\_

Time at property: (Years) \_\_\_\_\_ (Months) \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

### 4. Previous Tenancy Details:

Address \_\_\_\_\_

Suburb \_\_\_\_\_

Landlord/Agent: \_\_\_\_\_

Property Manager \_\_\_\_\_

Landlord/agent Phone: (Bus) \_\_\_\_\_

(H) \_\_\_\_\_

Rent PCM: \$ \_\_\_\_\_ PW:\$ \_\_\_\_\_

Time at property: (Years) \_\_\_\_\_ (Months) \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

### 5. Current Employment Details (if self employed please complete item 9):

Employer \_\_\_\_\_

Employer's Phone: \_\_\_\_\_

Contact Person: (manager/payroll) \_\_\_\_\_

Current Position Held: \_\_\_\_\_

Length of Employment (Year/s) (month/s) \_\_\_\_\_

Net Income PA (optional)\$ \_\_\_\_\_

### 6 Previous Employment Details (if self employed please complete item 9) :

Employer \_\_\_\_\_

Employer's Tel \_\_\_\_\_

Contact Person: (manager/payroll) \_\_\_\_\_

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

Length of Employment (Year/s) (month/s) \_\_\_\_\_

Net Income PA (optional)\$ \_\_\_\_\_

### 7. Personal & Business References:

1) Name \_\_\_\_\_

Relationship to You \_\_\_\_\_

Tel Nos. \_\_\_\_\_

2) Name \_\_\_\_\_

Relationship to You \_\_\_\_\_

Tel Nos. \_\_\_\_\_

3) Name \_\_\_\_\_

Relationship to You \_\_\_\_\_

Tel Nos. \_\_\_\_\_

**8. Next of Kin 9 (this must be filled out before we can process you application):**

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

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Pcode \_\_\_\_\_

Tel (H) \_\_\_\_\_ (M/B) \_\_\_\_\_

Relationship to You? \_\_\_\_\_

**9. If Self employed please complete the following:**

Name of Business \_\_\_\_\_

Type of Business \_\_\_\_\_

Years Operating Business \_\_\_\_\_

**10. If you are a Student, please complete the following:**

Place of Study \_\_\_\_\_

Course being Undertaken \_\_\_\_\_

Length of course \_\_\_\_\_

Student ID No. \_\_\_\_\_

Campus Contact \_\_\_\_\_

Campus contact Tel No \_\_\_\_\_

Please provide a copy of your Passport, Visa and Bank statement

**12. Tenancy Privacy Statement:**

**Due to 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, Bennison Mackinnon 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, to providing you with the lease/tenancy of the premises.

To carry out this role and during the term your tenancy, we will disclose your personal information to:

- The Landlord
- The Landlord's lawyer
- The Landlord's mortgagee
- Referees you have nominated
- Organisations / Trade people required to carry out maintenance to

the premises.

- Rental Bond Authorities
- Residential Tenancy Tribunals / Courts
- Collection Agents
- National Tenancy Database Pty. Ltd. (ABN 65 079 105 025) ("NTD")
- Other Real Estate Agents and Landlords

**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 premises. Pay / release rental bonds to / from Rental Bond Authorities (where applicable)

Refer to Tribunals, Courts, and Statutory Authorities (where necessary)  
Refer to Collection Agents / Lawyers (where default / enforcement action is Required).

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

**11. 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. No action will be taken against the landlord 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 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 and given of my own free will. I declare that I have inspected the premises and am not bankrupt. I acknowledge that I am responsible to turn the main power switch 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, 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.

I acknowledge that the application will not be processed until 100 points of Identification has been achieved unless otherwise approved by the property manager. If your application is successful you will be required to formalise your agreement by signing leases within 24 hours of approval and providing a bank cheque for the first months rent.

Signed \_\_\_\_\_

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Where did you find the property? \_\_\_\_\_

Rent List/Office The Age Melb Weekly/Times \_\_\_\_\_

Internet (if so which site) \_\_\_\_\_

**Other**

Last 4 rent receipts (50 pts)	2 Reference from owner/landlord (20pts)
Driver's License (40pts)	Utility bills/ bank statements (10pts)
Photo ID (30pts)	Current mote vehicle rego (10pts)
Passport (30pts)	Copy of birth certificate (10pts)

Provide confirmation details for organizations contacting us on your behalf i.e. Banks, Utilities (Gas, Electricity, Water, Phone), Employers etc.

*If your personal information is not provided to us and NTD, 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 may not provide you with the lease / tenancy of the premises.*

**NTD Disclosure Statement.**

You can contact National Tenancy Database Pty. Ltd. (ABN 65 079 105 025) ("NTD") by Telephone: 03 9610 4996  
Facsimile: 03 9620 7339  
Email: steph@mrd.net.au  
In Person: Level 7, 477 Collins Street, Melbourne 3000  
Mail: PO BOX 156, Collins Street Melbourne 8007  
Visit Website: www.ntd.net.au

**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 property from or through licensed real estate agent members of **NTD**.

**NTD** also provides credit information on companies / directors applying for commercial leases.

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 discloses information to Licensed real estate agent members **NTD's** parent company, Collection House Limited (ABN 74 010 230 716) and its subsidiaries Credit Bureaus

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

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_