



Mallison Partners

The new standard in real estate

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PO Box 45 Willetton
Western Australia 6955

Tenancy Application Form

Thank you for choosing a Mallison Partners property.

Please complete this application thoroughly so we can process it as quickly as possible. Please note the following important points:

1. This Application must be accompanied by a copy of your Driver's Licence or Passport for identification purposes.
2. If there is more than one applicant, a separate Application Form is required for each applicant.
3. If the Application is approved, you will be required to provide either cash, a bank cheque or money order for the Rental Bond and first two week's rent.

RENTAL PROPERTY

Property Address

TENANCY REQUIREMENTS

Length of Tenancy (months)

Rent (per week)

Commencement Date

APPLICANT'S DETAILS

Name

Email Address

Address

Home Telephone

Work Telephone

Mobile Telephone

PERSONAL DETAILS

Date of Birth

Drivers Licence Number

Passport Number

State and Country of Issue

GUARANTOR REQUIRED?

YES / NO

Name

LEASE TO BE IN MORE THAN ONE NAME?

YES / NO

Names

OCCUPANCY DETAILS

No. of occupants who will live in this property?

Number and ages of children? (if any)

Number and types of pets? (if any)
Indoor / Outdoor

CURRENT RENTAL DETAILS

Current property address?

Landlord / Agent / Property Manager?

How long have you lived there?

Rent per week?

Landlords / Agents / Property Managers phone number?

PREVIOUS RENTAL DETAILS

Previous Property Address?

Landlord / Agent / Property Manager?

How long did you lived there?

Rent per week?

Landlords / Agents / Property Managers phone number?

CURRENT EMPLOYMENT DETAILS

Current employer? (company name)

Contact name? (manager)

Contact telephone number?

Your position?

Length of employment?

Net income? (per week)

Full time or part time?

EMERGENCY CONTACT DETAILS

Name?

Relationship?

Contact telephone number?

Address?

PERSONAL / PROFESSIONAL REFERENCES (non relatives)

Name?

Occupation?

Contact telephone number?

Name?

Occupation?

Contact telephone number?

HOW DID YOU FIND OUT ABOUT THE PROPERTY?

West Australian Internet Walk in Referral Community Newspaper Other

CONFIRMATION

I confirm the following:

1. I acknowledge that this is an application to rent this property and that my application is subject to the Landlord’s approval.
2. I consent to the information provided in this application being verified and a reference check on the National Tenancy Database (NTD) and Tenancy Information Centre of Australia (TICA) being undertaken.

APPLICATION

I apply for approval to rent the premises referred to in this form. I acknowledge that my application will be referred to the Landlord of the property for their approval and if the application is approved, a Residential Tenancy Agreement for the premises will be prepared. I declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the premises and wish to apply for tenancy of the premises for a period of months, as a rental of \$ per week.

I undertake to pay the monies detailed below by cash, a bank cheque or money order made payable to Mallison Partners upon signing the Residential Tenancy Agreement.

STATEMENT OF COSTS

| | | |
|--------------------------------|------------------|-------------------------|
| Rental Bond (4 weeks rent) | | \$ <input type="text"/> |
| Pet Bond | | \$ <input type="text"/> |
| Rent in advance (2 weeks rent) | | \$ <input type="text"/> |
| Holding Fee | | \$ <input type="text"/> |
| Administration Fee | | \$ <input type="text"/> |
| | SUB TOTAL | \$ <input type="text"/> |
| Less DEPOSIT | | \$ <input type="text"/> |
| | TOTAL | \$ <input type="text"/> |

IN LODGING THIS APPLICATION I AGREE TO THE FOLLOWING CONDITIONS:

1. A Holding Fee, equivalent to one week’s rent is to be paid at the time of lodging the Application.
2. Should the Landlord decline the Application, the Holding Fee will be refunded to the Applicant in full.
3. Should the Landlord accept this Application, the Holding Fee will be paid as the Holding Fee for the premises.
4. Should the Applicant decide not to proceed after the Application has been approved by the Landlord, the Applicant forfeits the Holding Fee.
5. If the Applicant has been approved, the Applicant agrees to:
 - sign a Residential Tenancy Agreement for the premises
 - abide by the Terms and Conditions of the Tenancy Agreement
 - keep rent payments two (2) weeks in advance at all times
 - pay any electricity, water consumption, telephone and other charges as applicable under the 1987 Residential Tenancies Act.

By signing this application I agree to all the terms & conditions within this document and the Privacy Conditions and Disclosure Statements on the next page.

Applicant’s Signature

Date

Agent’s Signature

Date

PRIVACY STATEMENT

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected and to other parties including the Landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to us and the Landlord. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that Agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your Property Manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application and manage your tenancy.

NATIONAL TENANCY DATABASE/TENANCY INFORMATION CENTRE OF AUSTRALIA

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 provide you with the lease/tenancy of the premises. To carry out this role and during the term of your tenancy, we usually disclose your personal information to:

- The Landlord, The Landlord's lawyers and The Landlord's mortgage/insurer's
- Referees you have nominated
- Organisations/Trades people required to carry out maintenance to the premises
- Rental Bond Authorities and the Residential Tenancy Tribunals/Courts
- Mercantile Agents
- National Tenancy Database Pty Ltd ("NTD") & Tenancy Information Centre of Australia ("TICA")
- Other Real Estate Agents & Landlords

Secondary Purpose

We also collect your personal information to:

- Enable us, or the Landlord's lawyers, to prepare the lease/tenancy documents for the premises
- Allow organisations/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 & Statutory Authorities (where necessary)
- Refer to Mercantile Agents/Lawyers (where default/enforcement action is required)
- Refer to Landlord's Insurer's
- Report your conduct as a tenant on the National Tenancy Database (NTD) and Tenancy Information Centre of Australia (TICA).
- If your personal information is not provided to us and you do not consent to the uses of your personal information, we cannot properly assess the risk to our client, or carry out our duties as professional property managers. If so we cannot provide you with the lease/tenancy of the premises
- National Tenancy Database/Tenancy Information Centre of Australia may be contacted during business hours regarding any records kept concerning you

NTD/TICA collect information to provide to their real estate members and others listed below, current and historical tenancy and location information on individuals and companies who/which lease residential and commercial property from our through licensed real estate agent members of NTD/TICA. The real estate agent/property manager will advise NTD/TICA of your conduct throughout the lease/tenancy, and that information will form part of your tenant history.

NTD/TICA usually disclose information to:

- Licensed real estate agent members
- NTD's parent company, Collection House Limited ABN 74 010 230 716, its subsidiaries, related entities and non credit related clients i.e. Insurance companies that issue Landlord Protection Insurance cover etc.
- Credit Bureaus (Commercial Leases only)

If your personal information is not provided to NTD/TICA, the real estate agent/property manager will not be able to carry out their professional responsibilities and will NOT be able to provide you with a lease/tenancy of the premises.

SIGNED BY THE APPLICANT AND WITNESSED

| | | |
|-----------------------|---------------------------------|------|
| Applicant's Signature | Applicant's Name (please print) | Date |
| Witness's Signature | Witness' Name (please print) | Date |