

# Tenancy Application



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169 Beechworth Road, Wodonga VIC 3690

ACN: 144 552 223 ABN: 68 144 552 223

## Residential Tenancy Application

### 100 Point identification requirements:

- Birth certificate or current passport (40 points)  Driver's license (40 points)  Current payslip or Centrelink statement (30 points)  
 Bank card or Medicare card (30 points)  Bank statement (20 points)  Utility bill (20 points)  Rates notice (20 points)  
(if applicable)

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

Commencement Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Bond: OWN / GOVERNMENT (please circle)

Preferred Lease Term: 6 Months / 12 Months

Number of Adults: \_\_\_\_ Number of children: \_\_\_\_ Ages of children: \_\_\_\_\_

Pets: Yes / No Breed: \_\_\_\_\_ Age of pet: \_\_\_\_\_

Other applicants: \_\_\_\_\_

### Personal details:

Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Full name: \_\_\_\_\_ Maiden name: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Work \_\_\_\_\_

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

Car Make/Model: \_\_\_\_\_ Rego: \_\_\_\_\_ No. of vehicles at premises: \_\_\_\_\_

### Current housing:

Address: \_\_\_\_\_ Renting / Boarding / Owned

Current landlord / Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Rental Amount: \$ \_\_\_\_\_ p.w. Period of occupancy: From: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

### Previous rental/housing history:

Address 1: \_\_\_\_\_ Town: \_\_\_\_\_ Postcode: \_\_\_\_\_

Current landlord / Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Rental Amount: \$ \_\_\_\_\_ p.w. Period of occupancy: From: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

Was bond returned in full? Yes / No If not, why? \_\_\_\_\_

**Student (if applicable):**

Name of college, TAFE or Uni: \_\_\_\_\_

Course: \_\_\_\_\_

Student from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to: \_\_\_\_/\_\_\_\_/\_\_\_\_ Income: \$\_\_\_\_\_p.w.

**Employment:**

Current employment: \_\_\_\_\_ From: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Position held: \_\_\_\_\_ full time / part time / casual

Current income: \$\_\_\_\_\_ net (per week / month)

Previous employment: \_\_\_\_\_ From: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Position held: \_\_\_\_\_ full time / part time / casual

Previous income: \$\_\_\_\_\_ net (per week / month)

**If self-employed:**

Business name: \_\_\_\_\_ Industry: \_\_\_\_\_

Income: \_\_\_\_\_ How long: \_\_\_\_\_

Address: \_\_\_\_\_ Accountant phone: \_\_\_\_\_

**If you receive Centrelink payments:**

Yes/No (please circle)

Type of payment: \_\_\_\_\_

Amount received: \_\_\_\_\_ net (per week / fortnight / month)

**If you receive income from an investment property:**

Address: \_\_\_\_\_ Town: \_\_\_\_\_ Postcode: \_\_\_\_\_

Amount received: \_\_\_\_\_ (per week / fortnight / month)

**Emergency contact (other than living with you):**

1. Name: \_\_\_\_\_ Relationship / known for: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Work: \_\_\_\_\_



**YourPorter is a FREE service connecting utilities and other services.**  
 If the Agent approves this application, YourPorter will connect your water for the purpose of usage charges at your new property on behalf of the Real Estate Agent. YourPorter will be contacting you by phone, SMS, or email for the purposes of assisting you to connect your utilities within 24 hours of receiving this application for next business day connection.

- Electricity       Gas       Water       Telephone       Pay TV       Internet
- Health Insurance     Home Loans     Car Insurance     Life Insurance     Home & Contents

DECLARATION AND ACCEPTANCE: I/We consent to the disclosure of this application form (including any personal information contained in this form) to YourPorter Pty Ltd (ABN 36 252 576 050) for the purpose of allowing YourPorter and its service provider iSelect Ltd to contact me for the connection of services as offered by YourPorter.

I/We acknowledge that if I/We do not provide my/our personal information, YourPorter and iSelect will not be able to provide these services to me/us. YourPorter and iSelect will ensure that my/our personal information is collected, used, held and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

I/We acknowledge that iSelect, the Agent, its employees and YourPorter may receive a benefit in relation to the connection of any of the services listed above. I/We consent to YourPorter and iSelect contacting me by phone or SMS in relation to the connection of the services listed above. I/We acknowledge that this consent permits YourPorter and iSelect to contact me even if the numbers listed on this application are listed on the Do Not Call Register. YourPorter and iSelect will otherwise collect, hold, use and disclose personal information in accordance with their respective privacy policies, which are available at [www.yourporter.com.au/general/privacy-policy/](http://www.yourporter.com.au/general/privacy-policy/) and <http://www.iselect.com.au/privacy-policy/> YourPorter is a free service, but I/We acknowledge that standard connection fees may apply for services connected (in addition to the ongoing service fees).

I/We acknowledge that neither YourPorter nor the Agent nor iSelect accept any responsibility for any delay in or failure to arrange or provide for any connection of a service or for any loss, damage, cost or expense in connection with such delay or failure. By signing this application I/We understand YourPorter is a value add product and that I/We are under no obligation to use YourPorter.

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

- o I agree the Bond payable is equivalent to one month's rent (VIC) or four weeks rent (NSW) and two week's rent in advance before keys are collected for the tenancy.*
- o If accepted, I agree to pay one of the two week's rent in advance to the Managing Agent within 24 hours of acceptance, and sign a Residential Tenancy Agreement. I understand the property may not be held for me without this payment.*
- o If accepted and a Tenancy Agreement is prepared, should I wish to withdraw the application, I agree pay a lease preparation fee of \$55.00 and lose my holding deposit of one week's rent.*
- o I declare that I will inform the Managing Agent if I am bankrupt or an undischarged bankrupt, or associated with a business that is bankrupt, or associated with a business that is bankrupt or under administration. I accept that this does not preclude acceptance of the application, and that the info is treated confidentially.*
- o I declare that all information provided in this application is true and correct, and permit the Managing Agent to make independent inquiries of the information, and provide information to the Landlord for the purpose of assessing my application.*
- o Availability and adequacy of telephone and internet services are the responsibility of the applicant, prior to accepting tenancy of the property.*

*o PLEASE BE AWARE THAT IN THE EVENT THAT YOUR APPLICATION IS UNSUCCESSFUL, THERE IS NO REQUIREMENT FOR PJ MURPHY REAL ESTATE TO PROVIDE A REASON UNDER THE RESIDENTIAL TENANCIES ACT.*

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

## Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants

The form provides information about how we, PJ Murphy Real Estate handle your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application.

As a professional asset manager, PJ Murphy Real Estate collects personal information about you. The information collected can be accessed by you by contacting our office on the above number or address.

### Primary Purpose

Before a tenancy is accepted, PJ Murphy Real Estate collects your personal information for the primary purpose of assessing the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property.

In order to assess your application, PJ Murphy Real Estate may disclose your personal information to all or any of the following:

- The Lessor / Owners for approval or rejection of your application
  - TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to record details of your application for tenancy with PJ Murphy Real Estate and assess the risk to our clients and verify the details provided in your application
  - Employers to validate information supplied in your application
  - Other Real Estate Agents or asset managers to assess the risk to our clients
- PJ Murphy Real Estate may also take into account any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

### Secondary Purpose

PJ Murphy Real Estate also has a number of secondary purposes for collecting your information. These purposes are related to your tenancy and as such, will only become applicable if your application for this property is successful.

During and after the tenancy PJ Murphy Real Estate may disclose your personal information to:

- Tradespeople to contact you for repairs and maintenance of the property
- Tribunals or Courts having jurisdiction seeking orders or remedies
- Debt Collection Agencies, Credit Providers and related persons to permit them to contact or locate you
- TICA Default Tenancy Control Pty Ltd to record details of your tenancy history
- Lessors / Owners insurer in the event of an insurance claim
- Future rental reference to other asset managers / owners

In the event of a successful tenancy application the applicant's personal information may be recorded in the PJ Murphy Real Estate TICA Virtual Manager System, which will allow PJ Murphy Real Estate to be advised of any future tenancy applications you make. Information regarding our data deletion practices can be advised should you wish. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures to protect our landlord's exposure. The monitoring of your tenancy applications is not a listing on the TICA Tenancy History database. This information is information that would be available to PJ Murphy Real Estate on a truthfully completed tenancy application form.

If you fail to provide your personal information and do not consent to the uses set out above, PJ Murphy Real Estate cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently, PJ Murphy Real Estate cannot provide you with the property you request to rent.

### Signed by the Applicant/s

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

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