



**McLaren Real Estate** Postal Address **PO Box 38, Kew 3101** Address **278 High Street, Kew 3101**  
Telephone **9854 8888** Facsimile **9853 7122** Email **mclaren@mclaren.com.au**

**tenant application form — please complete form and fax or mail to McLaren Real Estate**

**Each adult person occupying must;**

1. complete and submit individual application form
2. provide photo identification by way of drivers license or passport
3. Each applicant to sign and return copy of privacy statement

The purpose of this application is to identify potential tenants. This application is not, nor does it form any part of, a tenancy agreement. Should your application be successful, your rights and obligations and those of the landlord will be governed by the Residential Tenancies Act 1997.

**McLaren Tenancy Policies;**

All rentals are adjusted to and become payable on 1st day of the month, or the next working day should this fall on a weekend or public holiday.

McLaren Real Estate Policy is that all rental payments are made through Direct Debit from an approved Bank Account. By completing and submitting this application you acknowledge and agree to this method of rental payment. Initial payment of Security Deposit and Rent adjustment are payable in CASH or BANK CHEQUE ONLY. This initial payment must be paid and all relevant documentation completed and signed before keys to property are handed over.

The property applied for has been inspected by all applicants and is accepted in present condition and cleanliness.

It is Tenant's responsibility to have all services connected in own name, including water if premises are separately metered.

Where possible applications will be processed within 24 to 48 hours of receipt. Please contact our office to check on progress of your application.

|   |                                    |
|---|------------------------------------|
| <u>Date</u>   | <u>Date Inspected</u>              |
| <u>Property Address</u>                                   |                                    |
| <u>Rental Per Month</u>                                   | <u>Bond</u>                        |
| <u>Commencement Date</u>                                  | <u>Length of Lease (months)</u>    |
| <u>No. of Adults to Occupy</u>                            | <u>No. of Children</u> <u>Ages</u> |
| <b>Shared Tenancy</b>                                     |                                    |
| Please list all other tenants names separated by a comma. |                                    |
|   |                                    |
|   |                                    |

|                              |               |            |
|------------------------------|---------------|------------|
| <u>Any Pets?    Yes / No</u> |               |            |
| <u>Type</u>                  | <u>Number</u> | <u>Age</u> |

|                               |                  |                       |
|-------------------------------|------------------|-----------------------|
| <b>Personal Information</b>   |                  |                       |
| <u>First Name</u>             | <u>Last Name</u> | <u>Date of Birth</u>  |
| <u>Present Address</u>        |                  |                       |
| <u>Country</u>                |                  | <u>Postcode</u>       |
| <u>Phone - Business Hours</u> |                  | <u>Phone - Mobile</u> |
| <u>Phone - After Hours</u>    |                  | <u>E-mail</u>         |

|   |                           |
|---|---------------------------|
| How Long at Present Address? (months)         | Current Rent (per month)  |
| Reason for Leaving                            |                           |
| Present Agent/Landlord                        | Phone                     |
| If Home Owner Home to be Sold/Rented/Retained |                           |
| Previous Rental Address                       |                           |
|   |                           |
| How Long at Previous Address (months)         | Previous Rent (per month) |
| Reason for Leaving                            |                           |
| Previous Agent/Landlord                       | Phone                     |
| Previous Rental Address                       |                           |
|   |                           |

|                                    |                   |
|------------------------------------|-------------------|
| <b>Employment Information</b>      |                   |
| Current Occupation                 | Current Employer  |
| Accountant's Name if Self Employed |                   |
| Employer/Accountant Address        |                   |
|                                    |                   |
| Phone                              |                   |
| Length of Employment               | Income PA \$      |
| Previous Occupation                | Previous Employer |
| Previous Employer Address          |                   |
|                                    |                   |
| Phone                              |                   |
| Length of Employment               | Income PA \$      |

|                                  |       |              |         |
|----------------------------------|-------|--------------|---------|
| <b>Identification</b>            |       |              |         |
| Licence No.                      | State | Passport No. | Country |
| Motor Vehicle Registration       |       | Make         |         |
| Next of Kin (eg, spouse, parent) |       |              |         |
| Name                             |       |              |         |
| Address                          |       |              |         |
|                                  |       |              |         |
| Phone                            |       |              |         |

|  |       |
|--|-------|
| <b>References</b>                                |       |
| * Please Supply Business Hours Telephone Numbers |       |
| Rental Name                                      | Phone |
| Employer Name                                    | Phone |
| Character Name                                   | Phone |

**Students**

Name of University/College \_\_\_\_\_

Course Name \_\_\_\_\_

Duration \_\_\_\_\_

Commenced \_\_\_\_\_

Any other source of Income Details \_\_\_\_\_

Net Weekly Income \$ \_\_\_\_\_

Bank \_\_\_\_\_

Branch \_\_\_\_\_

I confirm that the premises is in a reasonably clean condition. If "no", I believe the following items should be attended to:

\_\_\_\_\_

I acknowledge that these items are subject to owner's approval.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## privacy policy statement – privacy act 1988

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McLaren Real Estate respects your right to privacy. As an organisation with an annual turnover of more than \$3,000,000 or which discloses personal information to third parties for a benefit, service or advantage we are bound by the National Privacy Principles contained in the Privacy Act 1988. Those Principles regulate most of our activities with respect to personal information collected, stored, used and disclosed by us. However, the activities of all organisations directly relating to personal information of current or former employees contained in employee records are not covered by the Principles.

In our agency business we use personal information collected from you for the purpose for which it was collected which is to act as your agent and to perform our obligations under our agreement with you. We generally do not seek to collect sensitive information. We would only do so with your consent, or if required by Law, or if necessary in connection with any claim or proceeding.

We may disclose your personal information to other parties including tradesmen, Tribunals, Courts or other statutory bodies, advertising mediums, either by newspaper or Internet, potential tenants, buyers and clients as required to perform our duties under our agreement, or as otherwise allowed under the Privacy Act 1988.

Real estate and tax law requires some of this information to be collected. If the information is not provided, we may not be able to act on your behalf effectively or at all.

Personal information collected by us in the course of a tenancy application and any subsequent tenancy is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information about you collected in the application and during the course of the tenancy, including through property inspection reports, may be disclosed to other parties as permitted by the Privacy Act 1988 including to the landlord, referees, other agents and operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to us. If you fail to comply with your obligations under the tenancy agreement, that fact may also be disclosed to the landlord, other agents and operators of tenancy reference databases. If this information is not provided, we may not be able to process your application and manage the tenancy.

We use personal information collected from you during open inspections for security purposes. We may also use that information to contact you with respect to this property and others which we believe may interest you and in providing the information you agree to this use unless you advise us differently. If the information is not provided, we may not be able to provide an effective service to you. Other than in the circumstances allowed under the Privacy Act 1988, we do not disclose information of this kind to other parties.

We hold your personal information in a combination of computer storage facilities and paper based files and other records. These facilities and records are located on site at our office and off site at secured premises.

Sometimes we will ask you to consent to a disclosure or use of your personal information for a particular purpose. We may do so in writing, over the phone or on our website. Other times, your consent will be taken to be given where you indicate to us that you wish to obtain information about our services.

We may also disclose or use your personal information without your consent in the following circumstances:-

- For a reasonably expected purpose which is related to the purposes for collecting the information as contemplated by this Statement.
- We are authorised or required by law to do so.
- The disclosure is to a Credit reporting agency in connection with recovering amounts which you owe to us.
- We reasonably believe it is reasonably necessary to assist an enforcement body to perform its functions.
- We reasonably believe it is necessary to prevent a threat of life, health or safety.

If you would like to contact us or access this information you can do so by contacting us at:

278 High St., Kew Vic 3101. Telephone: 9854 8888.

You can also may notify us to correct this information if it is inaccurate, incomplete or out-of-date.

**Please acknowledge you have read and understood the Privacy Policy Statement.**

Signed

Date

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