

# Residential Application Form

For your application to be processed you must answer all questions  
(Including the reverse side)



|   |
|---|
| <b>A. AGENT DETAILS</b>   |
| <b>Costello Rural</b><br><b>Address:</b> 64 Hanson Street, Corryong Vic 3707<br><b>Phone Number:</b> (02) 60762054<br><b>Fax Number:</b> (02) 60761673<br><b>Email:</b> <a href="mailto:rebecca@costellorural.com.au">rebecca@costellorural.com.au</a><br><b>Web:</b> <a href="http://www.costellorural.com.au">www.costellorural.com.au</a>  |
| <b>B. PROPERTY DETAILS</b>  |
| <b>1. Address of the property you would like to rent?</b><br><input type="text"/><br><input type="text"/> Postcode  |
| <b>2. Lease Commencement date?</b><br><input type="text"/> Day <input type="text"/> Month <input type="text"/> Year   |
| <b>3. Lease term?</b><br><input type="text"/> Years <input type="text"/> Months   |
| <b>4. How many tenants will occupy the property?</b><br><input type="text"/> Adults <input type="text"/> Children   |
| <b>C. PERSONAL DETAILS</b>  |
| <b>5. Please give us your details</b><br>Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Other <input type="checkbox"/><br>Surname <input type="text"/> Given Name/s <input type="text"/><br>Date Of Birth <input type="text"/> Drivers Licence Number <input type="text"/><br>Drivers Licence Expiry <input type="text"/> Drivers Licence State <input type="text"/><br>Passport no. (if applicable) <input type="text"/> Passport Country (if applicable) <input type="text"/><br>Pension no. (if applicable) <input type="text"/> Pension type (if applicable) <input type="text"/> |
| <b>6. Please provide your contact details</b><br>Home phone no. <input type="text"/> Mobile phone no. <input type="text"/><br>Work phone no. <input type="text"/> Fax no. <input type="text"/><br>Email address <input type="text"/>  |
| <b>7. What is your current address?</b><br><input type="text"/><br><input type="text"/> Postcode  |

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|---|
| <b>D. APPLICATION HISTORY</b>   |
| <b>8. How long have you lived at your current address?</b><br><input type="text"/> Years <input type="text"/> Months  |
| <b>9. Why are you leaving this address?</b><br><input type="text"/>   |
| <b>10. Landlord/Agent details of this property (if applicable)</b><br>Name of landlord or agent <input type="text"/><br>Landlord/Agent's phone no. <input type="text"/> Weekly Rent Paid <input type="text"/><br>\$   |
| <b>11. What was your previous address?</b><br><input type="text"/><br><input type="text"/> Postcode   |
| <b>12. How long did you live at this address?</b><br><input type="text"/> Years <input type="text"/> Months   |
| <b>13. Landlord/Agent details of this property (if applicable)</b><br>Name of Landlord or Agent <input type="text"/><br>Landlord/Agent's Phone no. <input type="text"/> Weekly Rent Paid <input type="text"/><br>\$<br>Was bond refunded in full? <input type="text"/> If not why not? <input type="text"/>   |
| <b>E. EMPLOYMENT HISTORY</b>  |
| <b>14. Please provide your employment details</b><br>What is your occupation? <input type="text"/><br>What is the nature of your employment? (FULL TIME/ PART TIME/ CASUAL) <input type="text"/><br>Employer's name (inc. accountant if self employed or institution if student) <input type="text"/><br>Employers address <input type="text"/><br><input type="text"/> Postcode<br>Contact name <input type="text"/> Phone no. <input type="text"/><br>Length of employment <input type="text"/> Years <input type="text"/> Months Net Income <input type="text"/><br>\$ |

### HOW DID YOU FIND OUT ABOUT THIS PROPERTY? (CIRCLE ONE)

|           |                 |                        |
|-----------|-----------------|------------------------|
| Newspaper | The Internet    | Local Paper            |
| Office    | Office Window   | Sign Board at property |
| Referral  | Other (specify) |                        |

**F. CONTACTS/REFERENCES**

**15. Please provide a contact in case of emergency**

Surname Given name/s  
Relationship to you Phone no.

Relationship to you Phone no.

**16. Please provide 2 personal references (not related)**

1. Surname Given name/s  
Relationship to you Phone no.

Relationship to you Phone no.

2. Surname Given name/s  
Relationship to you Phone no.

Relationship to you Phone no.

**G. OTHER INFORMATION**

**17. Car Registration**

Registration number

**18. Please provide details of any pets**

We request the landlord's permission to keep a pet, as detailed below, on the premises:

Table with 2 columns: Breed/type, Council registration/number. Rows 1 and 2.

- I/We agree to comply with the following strict conditions:
• To keep the yard clean and free from animal droppings
• That, in the event of any fleas being present as a result of the animal, we will arrange for flea fumigation of the property prior to vacating the premises
• We will not allow the animal inside the residence
• We will repair any damage to the premises caused by the animal
• Other than any pet listed above and approved by the owner, we will not keep any other animals of any kind on the rental premises, (even on a short-term or temporary basis), including dogs, cats, birds, reptiles, or any other animals
• We agree that this agreement is only for the specific pets described above and we will not harbour, substitute or "petsit" any other pet, and we will remove any of the pet's offspring within 30 days of birth (should this occur)
• We agree not to leave food or water for the pet outside the premises where it may attract other animals and/or insects (pests)
• We agree to abide by all local, city or state laws, licensing and health requirements regarding pets, including vaccinations
• The pet shall not cause any sort of nuisance or disturbance to neighbours. Noise, day or night, must not disturb others. We agree to do whatever is necessary to keep our pet from making noise that would annoy others, and we will take steps to immediately rectify complaints made by neighbours or other tenants. We understand that failure to comply with these terms shall give the owner the right to revoke permission to keep the pet, and is also grounds for further action.

...../...../.....  
Signed by applicant Date

Was the property presented in a reasonably clean condition? Yes / No  
If not, please detail below the items which require attention

.....  
.....

I / We declare that the responses supplied are true and correct and that we have read & understand the information on this application. I/We further agree that the agent is permitted to make independent enquires and carry out National Tenancy Database checks to provide information to the landlord for the purpose of assessing my / our eligibility to rent the property.

**PRIVACY POLICY STATEMENT – COSTELLO RURAL PTY LTD**

From 21st December 2001 the Australian Federal Governments new Privacy Rules will come into effect covering all personal information held by organisations. These laws regulate, among other matters, the way organisations collect, use, disclose keep secure and give people access to personal information. Protecting your privacy and your personal information is an important aspect of the way in which Costello Rural conducts its activities. Our privacy policy supports and endorses the Privacy Commissioners National Principles for the Fair Handling of Personal Information. Costello Rural will only collect personal information from you with your prior knowledge and consent. Costello Rural will only use personal information provided by you for the purposes for which it was collected and will not disclose your personal information to a third party without your consent. Costello Rural ensures that your personal information will not be disclosed to other organisations or authorities except if required by Law. Costello Rural has implemented technology and security policies, rules and measures to protect the personal information that we have under our control. Costello Rural will remove personal information from our records where it is no longer required unless such information is required for archiving purposes.

**REQUIREMENT**

WHAT SORT OF PERSONAL INFORMATION IS HELD/COLLECTED  
GENERALLY APPROACH

-The personal information we collect generally includes:

-Your name, address, date of birth, contact details and other personal details;

-Basic financial information.

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.

**PURPOSES FOR COLLECTING THE INFORMATION**

We collect personal information for the following purposes:

-To process your application for tenancy;

-To approve transactions you wish to make;

-To confirm details to utility companies, banks, etc contacting us on your behalf;

-To pay/release your details to rental bond authorities;

-To refer to Tribunals, Courts or Statutory Authorities; and

-To provide tradesman for purpose of contacting you to arrange repairs or maintenance.

**PURPOSES FOR HOLDING THE INFORMATION GENERALLY**

We generally hold personal information for the following purposes:

-To complete any necessary documentation to VCAT, Tribunals, Courts or statutory authorities;

-To provide to Debt Collection Companies, should the need arise during or after your tenancy; and

-To allow tradesman to contact you for the purpose of undertaking repairs.

**HOW PERSONAL INFORMATION COLLECTED**

We obtain most of your information from you directly, such as:

-Completion of an application from at the commencement of your tenancy completion of maintenance request forms;

-Completion of applications to Tribunals, Courts or Statutory Authorities;

-Completion of application or maintenance request forms; and

-Contacting relatives or previously provided referees in the event that we cannot contact you.

Sometimes we may ask you to collect particular personal information about you. Unless we have already done so, when or before we collect that information, we will take reasonable steps to inform you of:

-The purposes for which the information is collected;

-Where applicable, any law requiring the information to be collected;

-And the main consequences if all or part of the information is not provided.

Other ways we generally collect information include – NTD (National Tenancy Database)

**HOW PERSONAL INFORMATION IS HELD, GENERALLY**

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

**DISCLOSING YOUR INFORMATION TO OTHERS**

We do not disclose your personal information to others except in the following cases:

- To our related companies;
  - To prospective purchasers to negotiate the sale of your property;
  - To organisations which provide services to us;
- HOW PERSONAL INFORMATION IS USED AND DISCLOSED GENERALLY  
 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 or over the phone.

Other times, your consent will be taken to be given, where you indicate to us that you wish to obtain information about any of the services that we provide.

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

- To tradesman to undertake repairs or maintenance;
- To prospective tenants to contact you for an inspection (telephone no's & names only);
- To necessary Tribunals, RTBA, statutory bodies for the purpose of fulfilling our legal requirements under the RTA 1997;
- To lawyers or conveyancing companies to create documentation, leases or contracts; & to debt collection agents for debts incurred.
- With your consent or where it is necessary to provide you with services;
- Where required by Law; and
- To organisations which have requested us to provide services to you or who co-operate with us in offering products or services.

**COSTELLO RURAL PTY LTD – PRIVACY ACT DISCLAIMER**

If you do not provide the Personal Information we request, or do not consent to its use and disclosure as described above, this will affect our ability to carry out our professional responsibilities and preclude us providing you with Agency Services or a Tenancy Agreement. Any unsuccessful Tenancy Applications will be destroyed at the expiration of 90 days from the date of the application.

**NOTE:** ALL INFORMATION PROVIDED BY APPLICANTS IS TREATED IN THE STRICTEST CONFIDENCE BY THE MANAGEMENT AND STAFF OF COSTELLO RURAL PTY LTD

1. A SECURITY DEPOSIT MUST BE PAID IN THE FORM OF A BANK CHEQUE MADE PAYABLE TO THE RESIDENTIAL TENANCIES BOND AUTHORITY OR BY MONEY ORDER. (NOTE: PERSONAL CHEQUES CANNOT BE ACCEPTED)
2. INITIAL RENTAL PAYMENT MUST BE PAID BY EITHER MONEY ORDER OR BANK CHEQUE MADE PAYABLE TO COSTELLO RURAL P/L (NOTE: PERSONAL CHEQUES CANNOT BE ACCEPTED)
3. ALL TENANTS APPROVED FOR OCCUPANCY MUST SIGN THE LEASE AGREEMENT AND BOND LODGEMENT FORM PRIOR TO COLLECTION OF KEYS.
4. THIS APPLICATION IS SUBJECT TO THE LANDLORD'S APPROVAL WHICH MAY TAKE BETWEEN 1 - 3 WORKING DAYS.
5. IN ORDER TO MAKE AN APPLICATION, THE TENANT IS CONFIRMING THAT THEY HAVE INSPECTED THE PROPERTY BOTH INTERNALLY AND EXTERNALLY.
7. THE LANDLORDS INSURANCE POLICY DOES NOT COVER DAMAGE OR THEFT TO ANY POSSESSIONS BELONGING TO THE TENANT. IT IS THE RESPONSIBILITY OF THE TENANT TO INSURE ALL THEIR OWN ITEMS.

**H. PLEASE SUPPLY 100 POINTS OF IDENTIFICATION**

| ID                | POINTS | COPIED |
|-------------------|--------|--------|
| PASSPORT          | 70     |        |
| BIRTH CERTIFICATE | 70     |        |
| DRIVERS LICENCE   | 40     |        |
| PENSION CARD      | 40     |        |
| MEDICARE CARD     | 25     |        |

*Please also supply a copy of your last 4 weeks bank transactions.*

**I. PAYMENT DETAILS**

**Property Rental**

|  |          |    |           |
|--|----------|----|-----------|
| \$   | Per week | \$ | Per month |
| Rental Bond (one calendar month)   |          |    | \$        |
| First payment of rent in advance   |          |    | \$        |
| Tenants share of cost of preparing tenancy agreement                     |          |    | \$        |
| Sub total  |          |    | \$        |
| Other Cost .....   |          |    | \$        |
| Amount payable on signing tenancy agreement (bank cheque or money order) |          |    | \$        |

**J. PAYMENT METHODS**

- Rent payments are accepted at Costello Rural as follows:
- Personal Cheque (other than initial payment)
  - Money Order
  - Bank Cheque
  - Direct Deposit

- Rent is accepted on the following days:
- 12<sup>th</sup> of the month
  - 28<sup>th</sup> of the month

**CASH IS NOT AN ACCEPTABLE METHOD OF PAYMENT**

I CONFIRM THAT A COPY OF THE PRIVACY ACT DISCLOSURE STATEMENT & TENANCY PRIVACY STATEMENT HAS BEEN PROVIDED TO ME, OR MADE AVAILBLE TO ME. BY SIGNING BELOW I AGREE TO HAVE READ THE ABOVE APPLICATION AND AGREE TO HAVE MY APPLICATION PROCESSED.

.....  
SIGNED BY THE APPLICANT

.....  
DATE

.....  
WITNESSED

**OFFICE USE ONLY**

- References Checked
- Owner Contacted

Application Approved

- Yes
- No

Notes:

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