

19 Station Street, Oakleigh, VIC 3166

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Web : www.xynergyoakleigh.com.au

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

A. PROPERTY DETAILS

Rental property address

Suburb State Postcode

Lease commencement date (DD/MM/YYYY)

Lease term

 Year(s) Month(s)

Rental Price Offer

 Per week

B. PERSONAL DETAILS

Mr Mrs Ms Miss Others

First Name Last Name

Date of Birth Driver Licence No.

Driver Licence Expiry Date Driver Licence State

Passport No. Passport country

Pension No. (if applicable) Pension type (if applicable)

Home Phone No. Mobile No.

Email address

Your current address

Suburb State Postcode

How long have you lived at your CURRENT address?

Why are you leaving the CURRENT address?

Number of tenant(s) will occupy the property

 Adult(s) Children Ages

If two or more adult(s), please have the other adult(s) submitted the Residential Application Form as well. Please fill in the name(s) below.

Name of Landlord/ Agent details of CURRENT/ previous property (if applicable)

Phone No. Weekly Rent Paid (\$)

2nd Applicant Name Mobile

3rd Applicant Name Mobile

C. PREVIOUS ADDRESS

Your previous address (IF CURRENT PLACE IS LESS THAN 3 YEARS)

Suburb State Postcode

How long have you lived at your previous address?

Why did you leave the previous address?

D. EMPLOYMENT DETAILS

What is your current occupation?

What is the nature of your employment?

 Full Time Part Time Casual Others

Company name (inc. accountant if self employed or institution if student)

Company address

Suburb State Postcode

Contact name Phone No.

Length of employment Net income \$

 Years Months

What is your previous occupation? (Answer if your current job is less than 3 years)

Company name (inc. accountant if self employed or institution if student)

Contact name Phone No.

Length of employment

 Years Months

E. OTHER INFORMATION

Car Registration No. 1 Car Registration No. 2

Do you smoke? Do you have pet? How many?

 Yes No Yes No

Please specify the type of pet(s) you have

F. UTILITY CONNECTIONS

I will connect my utilities. Initial

I will use Direct Connect to arrange my utilities (please sign below).

Once we have received this application we will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this Application to confirm the information on this Application and explain the details of the services offered. Direct Connect is a utility one stop connection service. Please tick utilities as required.

Electricity Phone Internet Gas

Water Insurance Pay TV



DECLARATION AND EXECUTION: By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to provide information contained in this application to utility providers for this purpose; I/we acknowledge having been provided with Terms and Conditions of Supply by Direct Connect as on the Product Disclosure Statement. I acknowledge that this is a free service that connects all utilities and only applicable to building that have no exclusive agreement with any particular utility provider. I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.

Signature Date

PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F: 1300 664 185. www.directconnect.com.au

G. CONTACTS/ REFERENCES

Reference Name 1

Phone No.

Relationship to you

Email address

Reference Name 2

Phone No.

Relationship to you

Email address

H. COMMENTS

Please provide any other information

I. HOW DID YOU KNOW ABOUT THIS PROPERTY

- realestate.com.au
 Xynergy website
 Referral
 domain.com.au
 Community magazine
 Other

J. GENERAL NOTICE

First month rent and full bond must be made by money order, bank cheque or direct deposit within 24 hours after approval of application. **No Cash or Personal Cheques accepted.**

Keys will not be handed over until the lease agreement has been signed by all applicant(s) and lease commencement date started.

Xynergy Realty (Oakleigh) will issue a written notice to tenants if we decide to use National/ Residential tenancy database for the outcome of your application or regarding to your tenancy history or to obtain further information.

This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant(s) against the landlord and agent should any circumstances arise whereby the property is not available for occupation on the due date.

K. DOCUMENTS

PLEASE PROVIDE US WITH 100 POINTS OF IDENTIFICATION

Driving Licence	50 points
Passport	50 points
Proof of Age Card	50 points
Student ID Card	50 points
Copy of Mobile Phone Account	20 points
Copy of Medicare Card	20 points
Concession / Pension Card	10 points
Copy of gas/ Water/ Electricity account	30 points (each)

SUPPORTING DOCUMENTS

The following documents are required to support your application

- Employment Letter/Contract
 Valid VISA (if applicable)
 Payslip (last 2 payslips)
 Parental Guarantee (if applicable)
 Bank Statement (last 3 months)
 Cleaning Agreement (if applicable)

DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to approval of 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 authorise the Agent to obtain personal information from:

- (a) The owner or the Agent of my current or previous residence;
 (b) My personal referees and employer/s;
 (c) Tenancy Information Services and Databases;
 (d) Any record listing or database of defaults by tenant;

If default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/ landlords of properties I may apply for in the future.

I consent to the electronic service of notices and other documents in accordance with the requirements of the *Electronic Transactions (Victoria) Act 2000*.

I/ We have read and understood the attached information. I/ We authorise employees of Xynergy Realty (Oakleigh) Pty Ltd, and independent contractors of Xynergy Realty (Oakleigh) Pty Ltd including their directors, officers and employees, to obtain relevant information from, and release relevant information to, the parties described above to assist with my/ our involvement with Xynergy Realty (Oakleigh) Pty Ltd. I/ We understand that I/ we can revoke my/ our authority at any time. I/ We acknowledge that if I/ we revoke my/ our authority, or if I/ we decline to provide information as requested by Xynergy Realty (Oakleigh) Pty Ltd, Xynergy Realty (Oakleigh) Pty Ltd may be unable to provide the products or services I/ we have requested.

Signature

Date

PRIVACY

XYNERGY REALTY (OAKLEIGH) PTY LTD (ABN 37 615 705 621) trading as Xynergy Realty (oakleigh) is committed to protecting your privacy in compliance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs). This document sets out Xynergy Realty (Oakleigh) Pty Ltd's condensed Privacy Notice. Xynergy Realty (Oakleigh) Pty Ltd also has a full Privacy Policy, which contains information about how you can complain about any breach by Xynergy Realty (Oakleigh) Pty Ltd of the APPs or an applicable APP Code. A full copy of our Privacy Policy can be accessed on www.xynergypoakleigh.com.au.

INFORMATION COLLECTION, USE AND DISCLOSURE

During and after the course of your involvement with Xynergy Realty (Oakleigh) Pty Ltd, we may collect, use or disclose personal information about you for the following purposes:

- Assisting you to sell your property;
- Assisting you to purchase a property;
- Assisting you to lease a property (either as lessor or lessee);
- Assisting you to obtain a loan;
- Assisting you with payment or refund of a bond;
- Assisting you with tenancy disputes;
- Coordinating repairs or maintenance of a property owned or leased by you;
- Recording or accessing information at the Titles Registry Office or other government agency;
- Recording or accessing information at the Residential Tenancies Authority;
- Recording or accessing information on tenancy information services or databases;
- Client and business relationship management; and
- Marketing of products and services to you.

The types of personal information we may collect, use or disclose about you includes but is not limited to:

- Your full name;
- Your date of birth;
- Your gender;
- Your residential address;
- Your postal address;
- Financial information including details of your employer, income, name of bank or financial institution;
- Your email address;
- Your home telephone number;
- Your work telephone number;
- Your mobile telephone number;
- Your occupation and business address;
- Details of your spouse, de facto, dependent children, and roommates;
- Details of properties owned by you; and
- Details of your assets or liabilities.

In order to provide products and services to you, we may disclose your personal information to the persons/ organisations described below:

- In the event that you are a seller or a lessee, we may disclose your personal information to prospective buyers of the property owned or leased by you;
- In the event that you are a buyer or a lessee, we may disclose your personal information to the sellers of the property you are purchasing or leasing;
- Your legal advisor(s) and the legal advisor(s) representing the other party(s) involved in your transaction;
- Tribunals or Courts having jurisdiction seeking orders or remedies;
- Your financial institution and/or financial advisor;
- Insurance providers and brokers;
- Debt Collection Agencies and affiliated industries;
- Utility providers and utility connection service providers;
- Persons or organisations involved in providing, managing or administering your product or service including independent contractors engaged by us as real estate agents;
- Tradespeople engaged by us to repair or maintain a property owned or leased by you;
- Organisations involved in maintaining, reviewing and developing our business systems, procedures and infrastructure including maintaining or upgrading our computer systems;
- Persons or organisations involved in purchasing part or all of our business;
- Our related companies;
- Organisations involved in the payments systems including financial institutions, merchants and payment organisations;
- The Titles Registry Office or other government agencies;
- The Residential Tenancies Authority;
- Police;
- Tenancy information and services or databases to record details of your tenancy history;
- Real estate websites;
- Real estate peak bodies; and
- Future rental references to other asset managers/ owners.

Whenever it is reasonable or practicable to do so, we will collect your personal information directly from you. Sometimes it will be necessary for us to collect information from a third party or a publicly available source, such as a credit reporting agency, your legal adviser, your past or current employers, your previous lessors or property managers, and tenancy information services or databases. In the course of providing services to you, it may be necessary for us to enter your personal information into forms generation software and real estate websites. Depending on the terms of use of such software and websites, a third party may acquire rights to use or disclose information entered into the relevant forms or websites. We may disclose your personal information to recipients within Australia or to overseas recipients including but not limited to your origin country or residence. Should information be required to be sent interstate or overseas, we will take steps to protect the privacy of your information. We need your permission to collect, use and disclose your personal information, and we therefore ask that you sign the consent on the first page of this document to indicate your consent. In the event that you do not consent to Xynergy Realty (Oakleigh) Pty Ltd collecting and releasing your personal information as described above, we may be unable to provide the services requested by you.

ACCESS TO, AND CORRECTION OF PERSONAL INFORMATION

You have the right to request access to your information and to request that Xynergy Realty (Oakleigh) Pty Ltd update or correct your personal information. A charge may apply for providing access to your information. Our Privacy Policy contains further information about how you may request access to, and correction of, your personal information.

OFFICE USE ONLY

Property Rental

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