

EPS Property Search

Level 2, 55 Grosvenor Street, Neutral Bay
PO Box 311, Neutral Bay NSW 2089
Tel: (02) 9904 4755 Fax: (02) 9904 4733

Tenancy Application

Property Address: _____ **Rent Amount \$** _____ **Date:** _____

Lease term required () months: **The date you would like to move in by** **Date :** ____ / ____ / ____

(1)NAME: _____ **D.O.B.** _____

Your Home Phone #: _____ Your Work Phone #: _____ Mobile # _____

Current Address: _____ **How Long:** _____

Agent/Landlord: _____ ph: _____ \$ Per Week _____

Previous Address: _____ **How Long** _____

Agent/Landlord: _____ ph: _____ \$ Per Week _____

Your Occupation: _____ **Employer's Name:** _____

Employ Period: _____ Phone # _____ Income per annum: _____

Driver's License # _____ Car Registration # _____ Passport # _____

Please be sure to mention any pets to the agent and note them on this form

Any Pets _____ **What type of pet:** _____

If Joint Tenancy: (2) Name: _____ **D.O.B.** _____

Home # _____ Work #: _____ Mobile # _____

Current Address: _____ **How long there:** _____

Agent/Landlord: _____ ph _____ \$ Rent per week _____

Previous Address: _____ **How long there:** _____

Agent/Landlord: _____ ph: _____ \$ Rent per week _____

Driver's License# _____ Car Registration # _____ Passport # _____

Occupation: _____ **Employer's Name:** _____ **Employ period:** _____

Managers Name: _____ Phone # _____ Income per annum: _____

Your Email Address: _____ @ _____

Professional References: H.R. Department, work related reference, accountant or formal references

1. Name: _____ Phone # _____

Address: _____

2. Name: _____ Phone # _____

Address: _____

OFFICE USE ONLY

APPLICATION TAKEN BY: _____		DATE: _____	
NO. OF BEDROOMS::		NO. OF OCCUPANTS	
PROPERTY:	FURNISHED / UNFURNISHED	GARAGE / CAR SPACE	STORAGE

LANDLORD DETAILS FOR LEASE: _____
LANDLORD ADDRESS FOR LEASE: _____
STRATA MANAGING AGENT: _____ STRATA PLAN # _____

FULL NAME ON LEASE: _____	
LEASE TERM: _____	FROM: _____ TO: _____
WEEKLY RENT: _____	MONTHLY: _____ BOND: _____
EXPENSES:	
BOND	\$ _____
RENT WEEKLY/MONTHLY	\$ _____
RENT: ____ DAYS	\$ _____
LEASE PREPARATION FEE:	\$ _____
TOTAL	\$ _____
LESS RESERVATION FEE:	\$ _____ # _____
BALANCE	\$ _____

INITIAL PAYMENT TO BE PAID BY BANK TRANSFER OR BANK CHEQUE
**** PERSONAL CHEQUES NOT ACCEPTED ****

RESERVATION FEE AND ACKNOWLEDGEMENT OF CONDITIONS

I/we acknowledge that I/we have paid a reservation fee of \$ _____ to reserve the said premises for ____ days. Should I/we decide not to proceed the above reservation fee shall be forfeited to the owner for the amount of rent during that period the premises were reserved, the remainder is to be refunded. Should the landlord decline the application the reservation fee will be refunded in full. I/we shall make no claim against the owner or agent should the premises be found unavailable.

I/we the applicant/s do hereby solemnly and sincerely declare that I/we are not bankrupt or an undischarged bankrupt and affirm that the above information is true and correct. I have inspected the premises and wish to take tenancy for period of _____ months, at a rental of _____ per week

SIGNATURE: _____

SIGNATURE: _____

2ND APPLICANTS SIGNATURE

Date Signed: _____

TENANT PRIVACY STATEMENT

EPS Property Search



National Tenancy Database

Due to changes in legislation all property managers must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as a professional property manager. Please take the time to read this Privacy Statement carefully and once completed, return it to this office with your tenancy application.

As professional property managers, EPS Property Management collects personal information about you. You can ask for access to the personal information we have about you, by contacting us by :

- Telephone: 02 9904 4755
- Facsimile: 02 9904 4733
- Email: pm@epspropertysearch.com.au
- In person: Shirley de Villeneuve Level 2, 55 Grosvenor Street Neutral Bay
- Visit website: www.epspropertysearch.com.au

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 when processing your application, during the term of your tenancy and for some time thereafter, we are often required to disclose your personal information to one or more of the following:

- The Landlord
- The Landlord's lawyers
- The Landlord's mortgagee / insurer's
- Referees you have nominated
- Organisations / Trades people required to carry out maintenance to the premises
- Rental Bond Authorities or Rent Bond insurance providers
- Residential Tenancy Tribunals/Courts
- Mercantile Agents
- National Tenancy Database Pty Ltd (ABN 65 079 105 025) ("ntd")
- Other Real Estate Agents & Landlords

SECONDARY PURPOSES (Tick each box if you consent to the use and disclosure)

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 or Rent Bond insurance providers. (where applicable)
- Refer to Tribunals, Courts and Government/Statutory Authorities (where necessary)
- Refer to Mercantile Agents / Lawyers (where default/ enforcement action is required)
- Refer to Landlord's Insurer's
- Report your history as a tenant to the National Tenancy Database (ntd).

If your personal information is not provided to us and you do not consent to the uses to which we put your personal information, we cannot properly assess the risk to our client, or carry out our duties as professional property managers. Consequently, we then cannot provide you with the lease / tenancy of the premises.

ntd DISCLOSURE STATEMENT

You can contact **National Tenancy Database Pty Ltd** (ABN 65 079 105 025) ("**ntd**") and ask for access to any of your personal information stored on the database by:

Telephone: (03) 9610 4996
Facsimile: (03) 9620 7339
Email: kim@ntd.net.au
In person: 7/477 Collins Street, Melbourne. 3000.
Postal Address: P.O. Box 156 Collins Street West Vic 8007
Visit its website: www.ntd.net.au

Proof of Identity will be required, i.e., photo licence, passport etc.

PRIMARY PURPOSE

ntd collects information to provide to its 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 or through licensed real estate agent members of **ntd**.

The real estate agent / property manager will advise **ntd** of your conduct throughout the lease / tenancy and that information will form part of your tenant history.

ntd usually discloses information to:

- Licensed real estate agent members
- **ntd's** parent company, Collection House Limited ABN 74 010 230 716, its subsidiaries, related entities.
- Credit Bureaus (Commercial Leases only)

If your personal information is not provided to **ntd**, 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

.....
(Signature)

.....
(Print Name)

.....
Date / Month / Year

.....
(Witness)

EPS Property Search

100 Point Check List for Identification

Identification	Value	Office Use Only	
		Applicant 1	Applicant 2
Drivers Licence or Passport	40		
Last four rent receipts or current tenancy history print out	30		
Wage slips (Min 2)	20 each		
Rates Notice	20		
Copy of any bills or invoices: Phone Electricity Motor Vehicle Registration	10 each		
Medicare Card, Credit Card	10 each		
Copy of birth certificate or marriage certificate	10 each		
If you are in the process of selling a property, any correspondence from your Real Estate or Solicitor	10 each		
TOTAL			

Written proof of income (i.e. pay slip or letter from your employer) must be supplied with this application form.

Please supply photocopies of the above identification, or original documents will be kept.

If you do not have the relevant information with you now, you can fax or email these items to our office.

Should you not be able to meet the 100 check points, contact the Property Management Team for further assistance.