



TENANCY APPLICATION FORM

Changing Places Real Estate

294 Kings Way, South Melbourne VIC 3205

Ph: (03) 9686 8228 Fax: (03) 9686 8881

Email: flatfees@changingplaces.com.au www.changingplaces.com.au

Tenant Name: Date:/...../.....

Tenant Name: Date:/...../.....

Property Address:

**Please note that you must submit a copy of the following documents
together with your application
(100 POINT CHECKLIST)**

PASSPORT	70 points
BIRTH CERTIFICATE / EXTRACT	70 points
CITIZENSHIP EXTRACT	70 points
DRIVERS LICENCE	40 points
RATES NOTICE	35 points
MEDICARE CARD	25 points
I.D. CARD (student / work)	25 points
UTILITIES INVOICE	25 points
BANK STATEMENT	20 points



Database Notification

Due to changes in the Privacy Laws from 21 December 2001, all Property Managers must ensure that you, the applicant, fully understand the National Privacy Principles and the manner in which they must use your personal information in order to carry out their role as professional Property Managers.

Changing Places utilises the following residential tenancy database company, to check the tenancy history of all applicants. If you wish to contact this organisation, their details are below:

NATIONAL TENANCY DATABASE 1300 526 836 www.ntd.net.au

Information already held on tenancy databases may also be disclosed to the Agent and/or Landlord. Unless you advise the Agent to the contrary, the Agent may also disclose such information to The Real Estate Institute of your State and to the NTD for the purpose of documenting all leasing data in the area for the benefit of its members as part of membership services and for others in the property related industries and so as to assist them in continuing to provide the best possible service to their clients. In providing this information, you, the applicant, agree to its use, unless you advise the Agent differently.

The privacy policy of your State's Real Estate Institute can be viewed by logging onto:

www.reiaustralia.com.au and selecting your State

The privacy policy of NTD can be viewed by logging onto www.ntd.net.au.

The Agent will only disclose information in this way to other parties to achieve the purposes specified above or as allowed under the Privacy Act.

If you, the Applicant, would like to access this information you can do so by contacting the Agent at the address and contact numbers for the property you are interested in renting. You, the applicant, can also correct this information if it is inaccurate, incomplete or out of date.

If your personal information is not provided to the Agent and you, the applicant, do not consent to the use of this information as specified above, the Agent cannot carry out their duties and may not be able to provide you with the lease/tenancy of the premises.

I confirm changing places has notified me of the tenancy database contact details and the reasons for use.

I authorise changingplaces permission to obtain rental references relevant to my application.

Name & Signature

Date



Rental Property Details

Address:
..... Postcode:
Rental \$ Weekly OR \$ Monthly
Bond amount \$ Payable to RTBA
Tenancy start date: / / Term: Months
How many people will reside at the property?
Adults: Children: Ages of children:
Pets? Yes / No If yes, how many?
What type / breed?
Name of Property Manager:

Applicant Details

Title: Family or Surname:
Given Name/s:
Date of Birth: / / Home Phone:
Work Phone: Mobile Ph:
Email Address:
Drivers Licence No:
State: Expiry Date: / /
Own Motor Vehicle? Yes / No
Car Make/Model:
Car Registration: State:
Passport No. (if applicable):
Country: Expiry Date: / /
Pension No. (if applicable):
Type: Expiry Date: / /

Current Address:

..... Postcode:
How long at this address: Years Months
If rented, current rental amount \$ per week
Current landlord/agent:
Phone no. of landlord/agent:
Reason for leaving:

Previous Address:

..... Postcode:
How long at this address: Years Months
If rented, previous landlord/agent:
Phone no. of landlord/agent:
Reason for leaving:

Current Employer:

☐ Full time ☐ Part time ☐ Casual
Occupation:
Length of Employment: Years Months
Net income per week: \$
Address:
..... Postcode:
Contact person: Phone:

References (No family or current employer contacts)

1. Name:
Relation to Applicant:
Home Ph: Mobile Ph:

2. Name:
Relation to Applicant:
Home Ph: Mobile Ph:

If you receive a Centrelink payment

(copy of most recent payment statement to be supplied)

Type of Payment:
Customer Reference Number (CRN):

Emergency Contact / Next of Kin:

1. Name:
Relation to Applicant:
Home Ph: Mobile Ph:

If you are a student

Name of Institution:
Faculty/Department:
Student Identification (ID) Number:
Income Source: New Weekly Income \$

**Please contact our office if you would like
Foxtel connected as permission is required
from the Landlord before a connection can
occur.**



Tenancy Privacy Statement

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 professional property managers. Please take the time to read this Privacy Statement carefully, and once completed return to this office with your tenancy application.

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

Telephone: 03 9686 8228
Facsimile: 03 9686 8881
In person: 294 Kings Way, South Melbourne, Vic, 3205

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 and during the term of your tenancy, we usually disclose your personal information to:

- The Landlord
- The Landlord's lawyer
- The Landlord's mortgagee/insurers
- Referees you have nominated
- Organisations/tradespeople required to carry out maintenance to the premises
- Rental Bond Authorities
- Residential Tenancy Tribunals/Courts
- Mercantile Agents
- National Tenancy Database Pty Ltd (ABN 65079 105 205) ("ntd")
- Other Real Estate Agents and Landlords

Secondary Purpose

We also collect your personal information to:

1. Enable us, or the Landlord's Lawyer to prepare the lease/tenancy documents for the premises.
2. Allow organisations/trades people to contact you in relation to maintenance matters relating to the premises.
3. Pay/release rental bonds to/from Rental Bond Authorities (where applicable).
4. Refer to Tribunals, Courts and Statutory Authorities (where applicable)
5. Refer to Mercantile Agents/Lawyers (where default enforcement action is required).
6. Refer to Landlord's Insurers.

7. Report your conduct as a tenant on 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 agreement of the premises.

NTD Disclosure Statement

You can contact **National Tenancy Database Pty Ltd** (ABN 65 079105 025) ("NTD") by:

Telephone: 1300 563 826
Email: kim@ntd.net.au
In Person: Level 7/477
Collins Street
Melbourne VIC 3000
Postal Address: P.O. Box 156
Collins Street West
Melbourne VIC 8007
Website: www.ntd.com.au

Proof of identity will be required, ie. photo licence, passport etc.

Primary Purpose

NTD collects your personal information to provide to its 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 tenancy 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 and 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:

Print Name:

Utility connections - A FREE of charge service to help connect you

www.realestate.com.au/connect

Step 1

Choose service ☒

 Electricity ☐

 Gas ☐

 Phone ☐

 Internet ☐

 Pay TV ☐

Step 2

Choose provider ☒

Origin ☐

AGL ☐

Telstra ☐

Telstra ☐

Foxtel ☐

Step 3

Requested connection date

DD/MM/YYYY

DD/MM/YYYY

DD/MM/YYYY

DD/MM/YYYY

DD/MM/YYYY

NO FIXED TERMS

on electricity & gas plans
so you are not locked in.*

** Note, you may be charged fees such as a disconnection fee when exiting your contract. You may also be charged fees by your current energy provider when exiting your existing plan.*

 Water bills ☐

YES - I will be responsible for paying the water consumption bills at this property and would like the relevant water authority notified.

DD/MM/YYYY

Step 4: Simply review the terms below and sign the consent section

How Connection services from realestate.com.au works

1. Select the utilities and enter requested connection dates
2. Sign your consent on the next page
3. Your Agent will submit your request to us
4. We will lodge your connection requests with the utility companies
5. For phone and internet requests, we will call you to walk through the options
6. We will send confirmation to you and your Agent

Terms and conditions

This is an OPTIONAL connection service to assist you to obtain energy, water and/or telecommunications services for your new residence if your rental application is successful. Your decision whether or not to use this service will not affect your rental application. One of realestate.com.au's service providers Fast Connect Pty Ltd (telephone: 1300 661 464) (the "Service Provider") is the marketer of energy and telecommunications services provided by various retailers, and will assist realestate.com.au to provide this connection service to you. The Service Provider also assists in water bill change notifications to relevant water retailers.

If you have ticked one of the boxes above, you consent to realestate.com.au and its Service Provider using your personal information in this tenant application form in accordance with the Privacy Collection Statement below including using those details to contact you by phone, SMS and email in relation to the selected product(s). You acknowledge that realestate.com.au and its Service Provider may receive commissions or fees from your selected retailer(s), that commissions or fees may be paid between realestate.com.au and its Service Provider, and that your real estate agent may receive commissions or fees from realestate.com.au or its Service Provider, in each case for arranging provision of the requested services.

You may prefer to obtain services under different terms and conditions, or from different retailers, to those set out above. However, the above products are the only ones that are available as part of this connection service. You acknowledge that if you select one of the services above and the relevant retailer agrees to provide that service to you, then you will enter into a contract with that retailer for the provision of that service. Retailers retain discretion in relation to accepting your request for products or services - acceptance may be affected by factors such as a retailer's credit criteria or ability to supply to your selected address. While our connection service can help you get connected or disconnected by your requested dates, we cannot guarantee connection, disconnection or that either will be by your requested date. You agree that, to the maximum extent permitted by law, realestate.com.au and its Service Provider will have no liability to you for the provision of the service.

Energy (Electricity and Gas)

If you have selected an energy product above, you are entitled to be provided with certain information before you enter into a contract for the provision of that electricity or gas. That information is set out in, or accompanies, this form. A summary of some key useful information concerning these contracts is set out below:

Retailer contact details

Origin Energy Ltd.

Level 7, 321 Exhibition St Melbourne VIC 3000
T: 132 463 F: 1800 132 463 E: enquiry@originenergy.com.au
This market retail contract is: **Origin Supply**
Electricity and/or Dual Fuel Plan.

If Origin is the existing retailer at your new address, you may be entitled to enter into a standard retail contract with Origin instead of a market retail contract.

AGL Energy Limited

L22, 120 Spencer Street Melbourne VIC 3000
P: 131 245 F: (03) 8633 6002 E: enquiries@agl.com.au
This market retail contract is: **AGL Freedom**
Electricity and/or Dual Fuel Plan.

If AGL is the existing retailer at your new address, you may be entitled to enter into a standard retail contract with AGL instead of a market retail contract.



Tariffs and charges	We will email you a link with the prices and charges for your selected product upon receipt of your request for that product and also provide you with an opportunity to opt-out at this time.
Contract term	The contract commences when you satisfy any pre-conditions that may be specified in it. The contract may be terminated by you giving notice of termination or by agreement between you and the retailer. The contract will also end if energy is bought for the premises under a different contract or, in some cases, if the premises are disconnected. In addition, the retailer might be entitled to terminate the contract where you are in breach of it or if you vacate the relevant premises.
Billing and payment arrangements	Bills will be issued at least once every 3 months. You may generally pay your bills in person, by telephone, by mail, by direct debit or by electronic funds transfer. In certain circumstances, you may also be able to pay your bills by using Centrepay.
Concessions or rebates	If you hold a current government concession card you may be entitled to receive a rebate on your bill. Further information about the concessions and rebates that may be available to you can be obtained from the retailer.
Service levels	The service will comply with all laws and regulatory requirements applicable in the state or territory in which the supply address is located.
Cooling off period	If a cooling off period applies to your contract (which will typically be the case only where it is a market retail contract), then you may cancel the contract within 10 business days of receiving the retailer's welcome pack by informing the retailer by telephone or in writing of your intention to cancel the contract.
Electronic transactions	If any requirement in connection with the service is to be met electronically, it will be met in accordance with the contract. You will be recognised as having received the information and be bound by the transaction in accordance with applicable laws, regulatory requirements and the contract.
Complaints	You may complain to the retailer about the Service Provider. Contact the retailer if you wish to do this. If your complaint is not satisfactorily resolved by the retailer, then you may complain to the energy ombudsman.

eBilling and Welcome Pack

Unless you request otherwise, your electricity and/or gas bills will be sent to the email address provided in your rental application form.

☐

No, please post these items to me in hard copy to my new address
(please tick)

Explicit Informed Consent

By signing below, I/we understand and agree:

- that I/we have read and accept the prices and charges applicable to the selected energy product;
- that, subject to the terms of the selected contract and any applicable legislation, the selected retailer may vary the energy rates which are used to calculate the applicable usage charges from time to time, and can vary the tariff structure, charges, billing frequency, and the terms of the contract at any time by writing to me/us; and
- to become a customer of the selected retailer in accordance with the terms and conditions of the selected contract, including by transferring to that retailer, if the retailer agrees to provide me/us with my/our chosen product on those terms and conditions.

Tenant Signed

X

Co-Tenant (if any) Signed

X

Date

DD/MM/YYYY

Please note, if you select ANY of the products displayed above, you must acknowledge your consent to the above information, our Privacy Collection Statement and you being contacted by our Service Provider in relation to the selected products, by providing your signature.

Privacy Collection Statement

realestate.com.au collects and uses the information in this form and your tenant application form to provide the connection service and will disclose this information to its Service Provider and to your chosen energy, telecommunication & water retailer(s). realestate.com.au may also use the information to promote its other services, and services of trusted third parties. realestate.com.au's Privacy Policy at www.realestate.com.au/privacy further explains how realestate.com.au collects, uses and discloses personal information and how to access, correct or complain about the handling of personal information. You agree that the personal information you provide to us (or authorise to be provided to us) is your information, or information which you have been authorised to provide us. Where you are authorised to provide another individual's information to us, you must inform that individual that their personal information will be used and disclosed by us in accordance with our Privacy Policy www.realestate.com.au/privacy and these terms and conditions.