

AUSTRALIAN PROPERTY MANAGEMENT

APPLICATION FORM

Building application is for (please circle)

Unihouse
160 Rundle Mall, Mawson Lakes

Type of rental required (please circle)

1 Bedroom Apartment
2 Bedroom Apartment

Term of lease (please circle)

6 months 12 months

Preferred start date for lease:

____ / ____ / 20__ to ____ / ____ / 20__

Applicant Details

Family/Last Name: _____ Given/First Names: _____

English Name: _____ Date of Birth: ____ / ____ / ____

Student ID No: _____ Country: _____

Passport No:/Driving Lic: _____ Gender (Female or Male) _____

Expiry date: _____ Phone: _____ ----

Mobile: _____ Occupation: _____

Course to be studied: _____ University: _____

Start Date at School/Job: _____

Email: _____

Address (Home Country or Australia): _____

Emergency Contact (Parent or Guardian)

Family/Last Name: _____ Given/First Names: _____

Relationship to you: _____

Address: _____

Phone: _____ Email: _____

References Previous Rental Property Contacts (If Applicable)

Agency/Landlord: _____

Contact Name: _____

Phone number: _____

IDENTIFICATION (PASSPORT, DRIVER'S LICENSE) - COPY TO BE ATTACHED OR EMAILED
STUDENT VISA – COPY TO BE ATTACHED OR EMAILED

Please read the following information carefully and if you agree please sign at the bottom of the page. This does not bind you to any contract or lease agreement. This is an acknowledgement of terms required if your application is successful.

I /We, the Applicant/Applicants above understand and agree to the following terms and conditions regarding application for a unit/bedroom which is managed by Australian Property Management.

I/We understand and agree that upon being accepted for the property, I/We will be required to pay **two weeks rent in advance.**

Rent is **paid monthly.** Therefore two weeks rent will be paid on the date of taking possession of the property.

I/We understand and agree that upon being accepted for the property, I/We will be required to **pay a Bond amount equivalent to four (4) weeks rent.**

I/We understand and agree to the terms and conditions as set out by the Residential Tenancies Act 1995.

I/We understand and agree that upon the expiration of the lease, we may ask permission to sign on for a further term.

I/We authorise Australian Property Management to conduct any independent reference checks required.

I/We agree that this application is accepted subject to the availability of the premises on the commencement date and no action will be taken against the Landlord/Agent should the premises not be ready for occupation on that date.

APPLICANT PRINT NAME: _____

SIGNATURE: _____

Note: This application is **NOT** confirmation of acceptance.
Australian Property Management will process this application form and advise you accordingly.

If your application is successful please indicate if you would like Australian Property Management to apply for the connection of the electricity on your behalf.

Yes

No

Please return the application form to:

- In person to reception at UV Apartments
- Email lisa@auspm.com or Adminpm2@auspm.com (Unihouse / Mawson Lakes)

TENANCY PRIVACY STATEMENT

Please sign and date this form for your application to be processed

All property managers must ensure that you fully understand the National Privacy Principles and the manner in which your private information may be used in order to fulfil their 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, Australia Property Management may collect personal information about you.

You can ask to assess the information the real estate agent holds about you, by contacting the office of 23 King William Street Adelaide

Telephone	08 8232 0070
Mobile	0428 508 260

Collection and Disclosure of personal information

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 for the ongoing management of your tenancy agreement.

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 lawyer, mortgagee or insurer
- Referees you have nominated.
- Organisations / Trade people required to carry out maintenance to the premises.
- Rental Bond Authorities.
- Residential Tenancy Tribunals / Courts.
- Mercantile Agents.
- National Tenancy Database ("NTD") a division of Veda advantage Information Service and Solutions limited ABN 26 000 602 862.

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 can not provide you with the lease/tenancy of the premises.

We request that you sign below to acknowledge that you fully understand the national Privacy Principles and the manner in which your private information may be used.

NTD Disclosure Statement.

You can contact National Tenancy Database and ask for access to any of your personal information stored on the database by writing to us at:

Postal Address PO BOX 156
Collins Street West VIC 8007

Email info@ntd.net.au
Facsimile 03 8629 1628
Telephone 03 8629 1682

For further information about NTD and NTD's Privacy Policy, visit Website: www.ntd.net.au

Please note, when requesting a copy of the personal information we hold about you, proof of identity will be required e.g. Australian Driver's Licence, Passport etc.

We Collect the following information in accordance with NPPs for the purpose of operating a tenancy database for risk management and risk assessment purposes and for identify verification. Generally, this information is collected from our members:

- Full name, date of birth, gender and driver's licence number, occupation.
- Current and previous rental addresses
- Contact detail(phone, fax and email)
- Detail of rental history

Generally, personal information is used and disclosed for the purposes for which it was collected. The purposes for which we collect your personal information are:

- Provision of database for the use of property managers and real estate agents for risk assessment and risk management purposes.
- Provision of information to third parties with regard to your tenancy including, but not limited to, your landlord, your landlord's mortgagee or insurer, residential tenancy tribunals and courts, rental bonds boards, mercantile agents, related corporate entities, governments agencies and departments and, in the case of commercial leases, to credit bureaus.

In addition, there may be circumstances where we are required or authorised by law to disclose your personal information e.g. to an Ombudsman, tribunal, court, law enforcement agency or government department.

If your personal information is not provided to Australian Property Management, the real estate agent/property manager will not be able to carry out their professional responsibilities and may not be able to provide you with a lease/tenancy of the premises.

By signing this document, you consent to the collection, use and disclosure of your personal information for purposes set out above.

Signed:

Print Name:

Date:
