

# morrison kleeman

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[www.morrisonkleeman.com.au](http://www.morrisonkleeman.com.au)

## Properties for Lease



### A. AGENT DETAILS

#### MORRISON KLEEMAN ESTATE AGENTS

**Address:** Town Square, 20 Commercial Place  
Eltham VIC 3095

**Phone:** (03) 9431 2444

**Fax:** (03) 9431 2650

**Email:** rentals@morrisonkleeman.com.au

**Website:** www.morrisonkleeman.com.au

### B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

Postcode

2. Lease commencement date?

Day	Month	Year
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3. Lease term?

Years	Months
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4. Property rental

\$	per week	\$	per calendar month
Bond			

5. How many people will usually occupy the property?

Adults	Children	Ages
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### C. PERSONAL DETAILS

6. Please give your details

Mr	Ms	Miss	Mrs	Other
Surname		Given name/s		

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Date of birth

--

Drivers license number

--

Drivers license expiry

--

Drivers license state

--

Passport no.

--

Passport country

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7. Please provide your contact details

Home phone number

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Mobile phone number

--

Work phone number

--

Email address

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8. What is your current address?

Postcode

### D. UTILITY CONNECTIONS



Let **On The Move** reduce your stress and save you time by arranging your utility connections at the property... at no extra cost! We will contact you within 2 hours to confirm.

**ELECTRICITY, GAS, TELEPHONE, INTERNET, PAY TV, TENANCY INSURANCE**

**Ph: 1300 850 360 Fax: 1300 661 160**

**Email: sales@onthemove.com.au**

**Terms & Conditions** - You are consenting to On The Move contacting you to arrange your services. On The Move may need to disclose personal information to utility companies to arrange your services. Please see On The Move's Privacy Policy at [www.onthemove.com.au](http://www.onthemove.com.au). On The Move and your Agent may receive a benefit for arranging your services. On The Move and your Agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees and bonds may apply.

☐ No, I will connect the required utilities on my own accord but acknowledge that if the property has a separate water meter, my contact details must be given to the relevant water provider, who will read the meter and commence billing.

### E. 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 Tenancies Agreement pursuant to the Residential Tenancies Act 1997.

I acknowledge that this application is subject to the 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) any record, listing or database of defaults by tenants;
- If I default under a rental agreement, 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 am aware that the Agent will use and disclose my personal information in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow organizations/tradespeople to contact me
- (d) lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with NTD (National Tenancies Database Phone 1300 563 826 – Email info@ntd.net.au)
- (h) transfer water account details into my name

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.

I have read, understood and agree to the Tenant Privacy Statement set out on page 2 of this application.

If Section D is completed, I consent to the disclosure of this page of the application form to On The Move for the purpose of enabling On The Move to offer the connection and disconnection services to me. I consent to On The Move disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I acknowledge that neither On The Move nor the Agent accept any responsibility for any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure.

Signature

Date

x	/ /
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## TENANCY PRIVACY STATEMENT

Morrison Kleeman Pty Ltd ("Morrison Kleeman") ("we" or "our agency") respects your right to privacy. We are bound by and adhere to the Australian Privacy Principles ("Principles") contained in the Privacy Act 1988 ("Privacy Act"). Those Principles regulate most of our activities with respect to personal information collected, stored, used and disclosed by us.

The information collected from you in this form is required for us to consider your application to rent a property that we manage and to generally carry out our role as property managers including for the ongoing management of your tenancy. To carry out this role, we may disclose the personal information you have provided to us to third parties including the following:

- i. Landlord
- ii. The Landlord's lawyer, mortgagee or insurer;
- iii. Referees you have nominated;
- iv. Organisations or tradespeople required to carry out maintenance to the premises;
- v. Rental bond authorities or rent bond insurance providers;
- vi. Residential Tenancy Tribunals and courts
- vii. Debt collection agents;
- viii. National Tenancy Database (NTD) a division of VEDA Advantage Information Services and Solutions Limited ABN 26 000 602 862

In addition, your personal information will be added to our database and may be used by us to contact you in relation to other properties, for marketing purposes and for other purposes relating to our agency's functions and activities.

You can contact us to access the personal information we are holding, correct or complain about our handling of your personal information by:

By phone: (03) 9431 2444

Facsimile: (03) 9431 2650

Or in person at Town Square, 20 Commercial Place Eltham 3095

Our Privacy Policy provides further details about how we will manage your personal information and can be found at our website at [to be inserted] and can be provided to you in another format upon request.

National Tenancy Database

[please note, this document is available (in part) on the NTD website and should be included in the application form if applicable –NTD may update the Disclosure Statement from time to time and this should be monitored]]

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: GPO Box 13294, George Street, Brisbane QLD 4003

Email: [info@ntd.net.au](mailto:info@ntd.net.au)

Fax: 07 3009 0619

Telephone: 1300 563 826

For further information about NTD and NTD's Privacy Policy, visit the website: [www.ntd.net.au](http://www.ntd.net.au)

Please note, when requesting a copy of the personal information the NTD hold about you, proof of identity will be required e.g. Australian drivers licence, passport etc.

NTD collects the following information in accordance with the APPS for the purpose of operating a tenancy database for risk management and risk assessment purposes and for identity verification. Generally, this information is collected from our members.

- ▶ Full name, date of birth, gender, driver's licence number and occupation;
- ▶ Current and previous residential addresses;
- ▶ Contact details (phone, fax and email);
- ▶ Details of rental history.

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

- ▶ Provision of a 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, rent bond boards, mercantile agents, related corporate entities, Government agencies and departments and, in the case of commercial leases, to credit bureaus.

In addition, there may be circumstances where NTD is 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 NTD, 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.

## Moving? Leave it to us

Let **On The Move** help connect six services conveniently and for free



Electricity



NBN / Broadband



Gas



Pay TV



Home Phone



Insurance



We guarantee that your electricity and gas will be connected on your agreed move-in date\*

\* T&C's Apply.



Move home with confidence  
and peace of mind

1300 850 360 | [onthemove.com.au](http://onthemove.com.au)



## F. APPLICANT HISTORY

9. How long have you lived at this address?

Years   Months

10. Please tell us about this rented property

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

\$

Reason for leaving this address?

**\*Please attach rental payment ledger from current Managing Agent**

11. What was your previous residential address?

Postcode

12. How long did you live at this address?

Years   Months

13. Please give us further information about this residential address

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

\$

Was bond refunded in full?

If NO why not?

☐ YES ☐ NO

## G. EMPLOYMENT HISTORY

14. Please provide your employment details

What is your occupation?

What is the nature of your employment?

(FULL TIME / PART TIME / CASUAL)

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

Employers address

Postcode

Contact name

Phone number

Length of employment

Years   Months

\$  Weekly income

\$  Other income

**\* Please attach proof of income.**

## H. PREVIOUS EMPLOYMENT HISTORY

15. Please provide your previous employment details

Occupation?

Employers name

Length of employment

Years   Months

Contact name

Phone number

## I. CONTACTS / REFERENCES

16. Please provide a contact in case of emergency

Surname

Given name/s

Relationship to you

Phone number

17. Please provide two personal referee (not related to you)

1. Surname

Given name/s

Relationship to you

Phone number

2. Surname

Given name/s

Relationship to you

Phone number

## J. OTHER INFORMATION

18. Car Registration

19. Please provide any details of any pets

Breed Type

Council registration number

## PLEASE NOTE

Initial payments must be made by bank cheque, money order or direct deposit within 24 hours after approval of application. No personal cheques or cash accepted for rent or bond.

Our preferred method of payments for rent is via direct deposit.

Keys will not be handed over until the lease agreement has been signed by all parties and first month rent and Bond has been paid.

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

## HOW DID YOU FIND OUT ABOUT THIS PROPERTY?

☐ The Internet ☐ Local Paper ☐ Relocation Company

☐ CounterList ☐ Board ☐ Referral

☐ Other (please specify) .....

## PLEASE PROVIDE US WITH 100 POINTS OF I.D.

Applicants must supply a minimum of two (2) types of identification from the list below with a minimum total of 100 points. ID must include at least 1 type of Photo ID plus ID that contains the applicants current residential address and date of birth.

- |  |         |
|--|---------|
| <input type="checkbox"/> Drivers licence or passport               | 70      |
| <input type="checkbox"/> Proof of age card (keypass)               | 50      |
| <input type="checkbox"/> Student ID card                           | 50      |
| <input type="checkbox"/> Copy of Gas / Water / Electricity account | 30 each |
| <input type="checkbox"/> Copy of Mobile Phone Account              | 20      |
| <input type="checkbox"/> Copy of Medicare Card                     | 20      |
| <input type="checkbox"/> Concession/ Pension Card                  | 10      |