



## Applicant's Details

Name			
Address			
Date of Birth		Place of Birth	
Drivers Licence No.	Expiry	Passport No	Expiry
☐ Home	☐ Mobile	☐ Business	
Email			

## Australian Citizen

Yes  No: Attach copies of Passport and Visa Visa Expiry Date

## Current Tenancy Details if applicable

Address				
Rent per week	\$	Period of occupancy	Years	Months
Agent/Landlord		☐ Business	Email	
Do you expect the Bond to be refunded in full	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Why:	
Reason for vacating				

## Previous Address

Address				
Rent per week	\$	Period of occupancy	Years	Months
Agent/Landlord		☐ Business	Email	

## Employment

Current Employer		Your Position		
<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Casual	<input type="checkbox"/> Contract	
Length of Employment	Years	Months	Pay day is	of each: week / fortnight / month
Payroll / Manager's Name	Email		☐ Business	

## If Self Employed

Company Name		Trading As		
Address		ABN		
Period self employed	Years	Months	Industry/ Nature of Business	
Accountant Details		☐ Business		
Creditor Referee		☐ Business		

## Income

Source – List below	\$	Net income per week (Verification required)	
• Employment	\$	Last 2 pay slips	
• Self Employment	\$	Bank Statement, Group Certificate, Tax Return	
• Government	\$	Centrelink statement	
TOTAL	\$		

## If a Student or Not Currently Employed

Student ID #	Institution	Course	Duration	
Refer to the following selected documents attached to Application to verify my source of income:				
<input type="checkbox"/> Parent/Guardian Letter	<input type="checkbox"/> Centrelink Document	<input type="checkbox"/> Bank	<input type="checkbox"/> Austudy Document	<input type="checkbox"/> Other



## Ward Real Estate

### PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business and are bound by the National Privacy principles. We collect personal information about you in this form to assess your Application for Tenancy. We may need to collect information about you from your previous Lessors or Letting Agents, your Employer and Referees. We will also check if details of Tenancy defaults by you are held on a Tenancy Database. Your consent for us to collect the information is set out below in the Privacy Consent section.

### COLLECTION NOTICE

The personal information you provide in this Application or our Agency collects from other sources is necessary for **our Agency** to verify your identity, to process and evaluate the Application and to manage the Tenancy. If the Application is successful, personal information collected about you in this Application and during the course of your Tenancy, may be disclosed for the purpose for which it was collected to other parties including the Lessor, Referees, other Agents and third-party operators of Tenancy Databases. Information already held on Tenancy Databases may also be disclosed to our Agency and/or the Lessor. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the Agreement, the facts and other relevant personal information collected about you during the course of your Tenancy may also be disclosed to the Lessor, third party operators of Tenancy Databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your Application is not successful it will be stored securely for a period of one month only. If you decide not to collect your Application we will destroy your documents to comply with Privacy Legislation.

If you do not complete this form or do not sign the consent below then your Application for Tenancy may not be considered by the owner of the relevant Property or, if considered, may be rejected, due to insufficient information to assess the Application.

### PRIVACY CONSENT

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of Ward Real Estate. I authorise Ward Real Estate to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references on this application;
- Tenancy Databases to which Ward Real Estate subscribes. I can refer to their Privacy Disclosure Statements via: [www.tica.com.au](http://www.tica.com.au)

I authorise Ward Real Estate to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this Property), salespeople (primary and secondary Agents), valuers, the Lessor, other Agents, database operators, other Property Managers, Body Corporate, Insurance companies, Financial services, if required in the future, and to Authorities as required by law.

### MARKETING CONSENT

I understand that the Agency may need to contact me about Property related information eg properties for rent or for sale or other services which may interest me. I am the telephone account holder or nominated person by the account holder and agree Ward Real Estate to use the phone details provided below to contact me for marketing purposes until I advise otherwise.

Period of Contact:  Indefinite until advised in writing otherwise  Other -

### UTILITY CONNECTIONS

If my Application for Tenancy is accepted I would like assistance at no additional charge, with the connection of telephone, electricity or gas to the Property. Direct Connect is authorized to contact me direct regarding the CONNECTION of these utility services.

### ELECTRONIC TRANSMISSION

It is agreed by ticking this box, consent is given to receive any documentation relevant to the Tenancy by electronic communication methods such as email or facsimile and the method of receiving advice or notification by SMS is accepted.

### ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Applicant Name	
Applicant Signature	
Date	
Time	

To lodge this form please email or hand deliver to the office

### Ward Real Estate

Address: Shop 18 / 353 Samsonvale Road Warner (Market Place Warner)

Phone: (07) 3881 2007

Email: [zena@wardrealestate.com.au](mailto:zena@wardrealestate.com.au)