

## Requirements checklist

### Send applications to:

**FAX:** 03 9515 0205

**EMAIL:** info@lkmproperty.com.au

**ADDRESS:** PO BOX 7061, EAST CONCOURSE, BEAUMARIS VIC 3193

**WEBSITE:** www.lkmproperty.com.au

**MOBILE:** 0419 399 553

#### PLEASE MAKE SURE THE FOLLOWING HAVE BEEN COMPLETED

- One application per person
- All questions answered
- Declaration Signed
- **DRIVER'S LICENSE/ PASSPORT/ KEY PASS ID**
- Agree to pay bond WITHIN 24 HOURS if approved
- Inform all referees that you have applied for a rental property and checks will be conducted.

#### NO APPLICATION WILL BE PROCESSED UNLESS PHOTO IDENTIFICATION IS SUPPLIED

(Please make sure copies of identification is clear and legible if faxing)

#### *YOUR APPLICATION WILL BE PROCESSED AS SOON AS POSSIBLE, USUALLY 24 TO 48 HRS. WE WILL CALL YOU WITH THE OUTCOME.*

- **If your application is successful**, you will be required to pay Bond being equivalent to one month's rent by either BANK CHEQUE OR MONEY ORDER payable to the Residential Tenancies Bond Authority (RTBA). It is important that your payment is received within 24 hours of such notification or the next applicant may be given preference or the property re-listed.
- **We have a common rent date of the 1<sup>ST</sup> of each month.** Therefore, your 1<sup>st</sup> rental payment will be an adjusted amount, which we will advise you of. Thereafter, each month a full month's rent will be payable on the 1<sup>ST</sup> of each month in advance.
- **Any appointment should be organized with our office** to sign the leases and pay the balance of monies due (rent) by either, bank cheque or money order.
- **Remember it is your responsibility to have all services** (such as telephone, gas, electricity) connected in your name to coincide with your date of occupation. It is also the tenant's responsibility to insure their possessions. THE LANDLORD'S INSURANCE POLICY DOES NOT COVER YOUR PERSONAL POSSESSIONS

**PLEASE NOTE:** Your application is regarded as a confidential document. If your application has been unsuccessful it will be destroyed.

## 1. Declaration

I acknowledge that I have read the 'Tenancy Private Statement' and understood this privacy statement and I consent to the collection and use of my personal information for the above purposes, the purpose of processing my application and, in addition, I consent to the referees nominated on my application to provide you with such information as you may reasonably require.

PLEASE SIGN HERE 

<b>Print Name:</b>	<b>Date:</b>
<b>Signature of applicant:</b>	

## 2. Applicant Information

<i>Rental Address Applying For:</i>		<i>Date Inspected:</i>
<i>Name:</i>		
<i>Date Of Birth:</i>	<i>Email:</i>	<i>Phone:</i>
<i>Car Registration:</i>	<i>Drivers License No./ State</i>	<i>Model/ Make</i>
<i>Current Rental Address:</i>		
<i>City:</i>	<i>State:</i>	<i>Postcode:</i>
<i>Own          Rent          (Please Circle)</i>	<i>Monthly Payment Or Rent:</i>	<i>How Long?</i>
<i>Property Manager:</i>	<i>Agency Name:</i>	<i>Phone:</i>
<i>Previous Rental Address:</i>		
<i>City:</i>	<i>State:</i>	<i>Postcode:</i>
<i>Owned          Rented          (Please Circle)</i>	<i>Monthly Payment Or Rent:</i>	<i>How Long?</i>
<i>Property Manager:</i>	<i>Agency Name:</i>	<i>Phone:</i>

## 3a. Applicant Employment Information (1)

<i>Current employer:</i>		
<i>Employer address:</i>		<i>How long?</i>
<i>Phone:</i>	<i>E-mail:</i>	<i>Fax:</i>
<i>City:</i>	<i>State:</i>	<i>Postcode:</i>
<i>Position:</i>	<i>Hourly          Salary          (Please circle)</i>	<i>Annual income:</i>
<i>Employer Contact:</i>	<i>Position Held:</i>	<i>Phone:</i>

## 3b. Applicant Employment Information (2)

<i>Current employer:</i>		
<i>Employer address:</i>		<i>How long?</i>
<i>Phone:</i>	<i>E-mail:</i>	<i>Fax:</i>
<i>City:</i>	<i>State:</i>	<i>Postcode:</i>
<i>Position:</i>	<i>Hourly          Salary          (Please circle)</i>	<i>Annual income:</i>
<i>Employer Contact:</i>	<i>Position Held:</i>	<i>Phone:</i>

### 3c. If Self Employed

Company Name:

Address: How long?

City: State: Postcode:

Phone: E-mail: Fax:

Website: Hourly Salary (Please circle) Anticipated Income:

Position Held: ABN: (Application will NOT be processed if not supplied)

Years Business Operating: Type of Business:

Accountant/ Solicitors Contact: Phone:

### 4. Applicant Emergency Contact

Name of a person NOT residing with you:

Address:

City: State: Postcode: Phone:

Relationship:

### 5. If a student

Educators Name:

Educators address: How long?

City: State: Postcode:

Phone: E-mail: Website:

Course Undertaken: Student Id required:

Campus Contact: Position: Landline Phone (Only):

### 6. References

Name: Address: Phone:

1.

2.

3.

## 7. Tenancy Privacy Statement

Due to recent changes in the Privacy Laws from December 21 2001, 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 a professional property manager, LKM Property Consulting collects personal information about you. To ascertain what personal information we have about you, you may contact us.*

### PRIMARY PURPOSE:

As a professional property manager, *LKM Property Consulting* collects 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, in providing you with the lease/tenancy of the premises.

To carry out this role and during the term of your tenancy, we will disclose your personal information to:

- The Landlord
- The Landlord's lawyer
- The Landlord's mortgagee
- Referees you have nominated
- Organisations / Trades people required to carry out maintenance to the premises
- Rental Bond Authorities
- Residential Tenancy Tribunal / Courts
- Collection Agents
- National Tenancy Database Pty Ltd (ABN 65 079 105 025) (NTD)
- Other Real Estate Agents and Landlords

If your personal information is not provided to us and NTD and you do not consent to the uses in 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 may not provide you with lease/tenancy of the premises.

### NTD: DISCLOSURE STATEMENT:

*You can contact National; Tenancy Database Pty Ltd (ABN 65 079 105 025)*

*(NTD) by:]*

**TEL:** (03) 9610 4996      **FAX:** (03) 9620 7339

**EMAIL:** [info@ntd.net.au](mailto:info@ntd.net.au)      **VISIT WEB SITE** [www.ntd.net.au](http://www.ntd.net.au)

**In person:** Level 7/477 Collins Street, Melbourne Vic 3000 – P O Box 156, Collins Street West, Melbourne VIC 3007

### SECONDARY PURPOSE:

We also collect your personal information to: Enable us, or the landlord's lawyers, to prepare the lease/tenancy documents on the premises. Allow organizations/trades people to contact you in relation to maintenance matters relating to the property. Pay / release rental bonds to/from Rental Bond Authorities (where applicable) Refer to Tribunal Courts, and Statutory Authorities (where necessary) Refer to Collection Agents/Lawyers (where default/enforcement action is required). Provide confirmation details for organizations contacting us on your behalf i.e. – Banks, Utilities (Gas, Electricity, Water, Phone), Employers etc.

### PRIMARY PURPOSE:

**NTD** collects your personal information to provide to its members historical tenancy and public record information on individuals and companies who/which lease residential and commercial properties from or through licensed real estate agent members of NTD. **NTD** also provides credit information on companies/directors applying for commercial lease. 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 disclosure information to:

- Licensed real estate agent members
- NTD's parent company, Collection House Ltd
- (ABN 010 230 716) and its subsidiaries.
- Credit Bureaus

PLEASE SIGN HERE 

<b>Print Name:</b>	<b>Date:</b>
<b>Signature of applicant:</b>	