BUCKINGHAM

Cnr Rattray Road and Were Street, Montmorency VIC 3094
Cnr Rattray Road and Were Street, Montmorency VIC 3094 @buckinghamea.com.au

Tenancy Information

ADDRESS OF PROPERTY APPLIED FOR …….....

RENT PER ANNUM $..... SECURITY DEPOSIT $..... .....

LEASE TERM..... COMMENCEMENT DATE ....

FURTHER TERMS ..... USE OF PREMISES ....

RENT REVIEWS ..... HOW REVIEWED (please Circle) CPI or Fixed Amount ....%

RENT IN ADVANCE ..... RENT FREE PERIOD ....

SPECIAL CONDITIONS
…….....

.....

...…….....

Tenant Information

COMPANY NAME .....

ABN ..... ACN .....

APPLICANT (FULL NAME)..... .....

PRESENT ADDRESS..... .....

PHONE NO. ..... MOBILE .....

EMAIL .....

COPY OF LICENSE REQUIRED: LICENCE NO..... DATE OF BIRTH...../...../.....

APPLICANT/DIRECTOR (FULL NAME) ....

PRESENT ADDRESS..... .....

PHONE NO. ..... MOBILE .....

EMAIL .....

COPY OF LICENSE REQUIRED: LICENCE NO..... DATE OF BIRTH...../...../.....

APPLICANT/DIRECTOR (FULL NAME) ....

PRESENT ADDRESS..... .....

PHONE NO. ..... MOBILE .....

EMAIL .....

COPY OF LICENSE REQUIRED: LICENCE NO..... DATE OF BIRTH...../...../.....

IF RENTING

CURRENT RENTAL PAID PER WEEK $.....

LENGTH OF TENANCY ....

CURRENT LANDLORD/ESTATE AGENT/OWNER..... .....

ADDRESS ....

TELEPHONE NO:.....CONTACT NAME ....

REASON FOR LEAVING..... .....

EMPLOYER DETAILS ***(if any)***

EMPLOYER NAME ....

YOUR POSITION HELD:..... ✓ .....o PERMANENT o PART-TIME o CASUAL

ADDRESS ....

TELEPHONE NO..... SALARY $.....P/A COMMENCEMENT DATE:.....

CONTACT NAME ....

POSITION OF CONTACT..... .....

BUSINESS REFERENCES

❶ NAME ....

OCCUPATION..... .....

ADDRESS ....

TELEPHONE (B) ..... (M) .....

❷ NAME..... .....

OCCUPATION..... .....

ADDRESS ....

TELEPHONE (B) ..... (M) .....

PERSONAL REFERENCE

NAME ....

OCCUPATION..... .....

ADDRESS ....

TELEPHONE (B) ..... (M) .....

NEXT OF KIN NOT LIVING WITH YOU: *(IN CASE OF EMERGENCY)*

NAME ....

HOW RELATED ....

ADDRESS ....

TELEPHONE (B) ..... (M) .....

SOLICITOR (if required)

NAME ....

HOW RELATED ....

ADDRESS ....

TELEPHONE (B) ..... (M) .....

REQUIRED ATTACHMENTS

Council Rates ☐ Water Rates ☐ Drivers licence ☐ Bank Statement ☐ Assets & Liabilities Statement to be Completed (attached) ☐

IMPORTANT - PLEASE NOTE:

1. ALL PARTIES MUST SIGN THE TENANCY AGREEMENT BEFORE KEYS CAN BE COLLETED FROM OUR OFFICE
2. THE TENANT IS RESPONSIBLE FOR THE CONNECTION AND PAYMENT OF GAS, ELECTRICITY, WATER & TELEPHONE
3. THIS APPLICATION IS SUBJECT TO THE LANDLORD'S APPROVAL WHICH MAY TAKE 2 - 3 WORKING DAYS
4. BY SUBMITTING THIS APPLICATION FOR TENANCY, YOU'RE AGREEING TO ALLOW BUCKINGHAM AND COMPANY PTY LTD TO CONDUCT INDEPENDENT REFERENCE CHECKS WITH REGARD TO THE INFORMATION SUPPLIED
5. SHOULD YOUR APPLICATION BE SUCCESSFUL WE WILL REQUIRE THE SECURITY DEPOSIT TO BE PAID IN WITHIN 24 HOURS OF CONFIRMATION TO SECURE YOUR TENANCY
6. THIS APPLICATION IS SUBJECT TO CONFIRMATION OF THE AVAILABILITY OF THE PROPERTY AND THE LANDLORDS APPROVAL
7. I/WE THE ABOVE APPLICANTS HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT

SIGNATURE/s .....DATE...../...../.....

PRIVACY STATEMENT

The personal information you have provided in your tenancy application is collected 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 if required to: the landlord, the landlord lawyer, the landlords mortgagee, referees you have nominated, Trades people for the purpose of carrying out repairs, Macquarie Bank, Collection Agencies, VCAT, National Tenancies Database, Real Estate Agencies and any other persons that may be required for the running of the tenancy.

ASSETS & LIABILITIES STATEMENT

To be completed by all applicants and proposed guarantors.

LIABILITIES Mortgage/Loan/Lease	AMOUNT OWING	ASSETS House/Property/Land	PRESENT VALUE
Owed to:	Asset Charged	1. Address	_____
_____	$_____	Date purchased	_____
_____	$_____	Purchase price	$_____
_____	$_____	2. Address	_____
_____	$_____	Date purchased	_____
_____	$_____	Purchase price	$_____
_____	$_____	3. Furniture	$_____
_____	$_____	4. Plant/machinery	$_____
_____	$_____	5. Motor vehicle	$_____
Overdraft – Bank: _____	$_____	6. Motor vehicle 2	$_____
Trade creditors:	$_____	7. Bank account	$_____
Bills payable:	$_____	8. Bank account	$_____
Taxation due:	$_____	9. Cash on hand	$_____
Other outstanding amounts:	$_____	10. Shares	$_____
Other liabilities:	$_____	11. Other Assets	$_____
TOTAL LIABILITIES	**$**	**TOTAL ASSETS:**	**$**

FOR OFFICE USE ONLY:

APPLICATION RECEIVED...../...../.....

LEASING FEE $ ……..

ADVERTISING: Board $…… Internet $…… Window Stickers $……

PROCESSED...../...../..... SUCCESSFUL / UNSUCCESSFUL

APPROVED BY (SIGNATURE).....

OUTGOINGS:

Council Rates $..... Special Rates $..... Water Rates $..... Owners Corp $.....

Building Insurance $..... Other $.....