



SOUTH YARRA
 226 Toorak Road
 South Yarra VIC 3141
 P 9820 1111
 F 9820 0371
 E leasing@kayburton.com.au



BRIGHTON
 36 Carpenter Street
 Brighton VIC 3186
 P 9252 1801
 F 9592 6566
 E smiddleton@kayburton.com.au



HAWTHORN
 553 Glenferrie Road
 Hawthorn VIC 3122
 P 8862 8001
 F 8862 8088
 E smcfarlane@kayburton.com.au



PORTSEA
 3741 Point Nepean Road
 Portsea VIC 3944
 P 5984 4744
 F 5984 0133
 E vhall@kayburton.com.au

Please complete one application per person.

Property & Tenancy Details

Property address: _____

Preferred commencement date: _____

Preferred lease term: _____

Rental amount: \$ _____ per week

Applicant Details

Dr/Mr/Mrs/Miss/Ms Given name/s: _____

Surname: _____

Date of birth: _____ Age: _____

Home phone: _____ Work phone: _____

Mobile: _____ Email: _____

Other applicant names (all adults residing at the property must be listed)

1. _____ 2. _____

3. _____ 4. _____

Number of adults to occupy property: _____

Number of children to occupy property: _____ Age/s of children: _____

Pets: Yes / No Type/breed: _____

Identification Please attach two forms of ID

Drivers licence no.: _____ State issued: _____ Expiry date: _____

Passport no.: _____ Country of issue: _____

Current Landlord / Agent

Current address:

Please complete section **a** or **b**

a. Name of Current Estate Agent / Private Landlord (if you are not renting go to section b)

Agent name or private landlord:

Contact phone:

Home phone: (if private landlord)

Current weekly rental: \$

Length of tenancy: Years:

Months:

Reason for moving:

Other comments:

b. Details if Home Owner

The home is to be: Sold Rented Retained

Selling/leasing agency name:

Contact person:

Phone:

Mobile:

Sale amount / Rental amount: \$

How long have you owned this home?

Years:

Months:

Reason for moving:

Other comments:

Previous Landlord / Agent

Previous address:

Please complete section **a** or **b**

a. Previous Landlord / Agent (if you are not renting go to section b)

Contact person/agency:

Phone number:

Mobile:

Weekly rental: \$

Length of tenancy: Years:

Months:

Reason for moving:

(If you have previously rented from a private landlord please provide copy of the Lease agreement or formal written reference)

b. Details if Home Owner

Was your home:

Sold

Rented

Retained

Selling/leasing agency name:

Contact person:

Phone:

Length of stay:

Sale amount / Rental amount: \$

Reason for moving:

Current Employment

Employer name:	Position:
Employment address:	
Employer's phone:	Contact name:
Employed since:	Net income: \$ per annum
Type: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Casual	

If Self Employed

Business / Company name:	
Accountant's name:	Accountant's phone:
Type of business:	ABN/ACN:
Do you intend to operate any part of your business from home? <input type="checkbox"/> No / <input type="checkbox"/> Yes (details):	

Previous Employer

Previous employer's name:	Employer's phone:
Position:	Employment period:

Other Forms of Income

Other forms of income:	Amount: \$ per annum
Other comments:	

References (not next of kin)

Professional reference:	Phone:
Personal reference:	Phone:
Personal reference:	Phone:

Emergency Contact (not residing with you)

Next of Kin:	Relationship:
Address:	
Phone:	

Tenancy Disclosure Statement

The information on this form is being collected by Kay & Burton. It is a condition of application for tenancy that you consent to the collection and use of this information by Kay & Burton of your personal information. We require this information so that we may consider your application to tenant/lease a property. We may provide this information and any or all of the information provided to us by any party to any third parties including Landlords, Landlords Agents and Solicitors and various government or statutory authorities in the interests of openness and transparency between all parties concerned. We may also contact personal and credit referees you nominate and exchange personal information according to normal commercial practice. Your personal information will be added to our database and may be used for the secondary purpose of providing you with further information about properties and services offered by Kay & Burton. It is your responsibility to ensure information you provide to us is correct at all times.

National Tenancy Database Disclosure Statement

Kay & Burton may contact the following Tenancy Databases in relation to your application:

National Tenancy Database Pty Ltd
(NTD) ABN 6579105025
Telephone: (03) 8629 1608
Facsimile: (03) 8629 1650
Address: P.O. Box 13294 George St, Brisbane QLD 4003
Website: www.ntd.net.au

TICA Group of Companies Pty Ltd
(TICA) ABN 84087400379
Telephone: (1902) 220346
Facsimile: (02) 97434844
Address: P.O. Box 120 Concord NSW 2137
Website: www.tica.com.au

PRIMARY PURPOSE

NTD and TICA collect your personal information to provide to its members and others listed, below, historical tenancy and public record information on individuals and companies who/which lease residential and commercial property from or through licensed real estate agent members of NTD and TICA. NTD and TICA also provides credit information on companies / directors applying for commercial leases.

NTD and TICA usually disclose information to:

- Licensed real estate agent members
- NTD'S parent company, Collection House Limited ABN 74 101 230 716 and its subsidiaries and related entities
- TICA assist Pty Ltd ABN 28137488503 and TICA Default Tenancy Control Pty Ltd ABN 84087400379
- Credit Bureaus

The real estate agent/property manager may advise NTD and TICA at the end of the tenancy; if there was a breach and the tenant owes the landlord more than the bond OR the tribunal has made a possession order.

If your personal information is not provided to NTD and TICA Kay & Burton may not be able to carry out our professional responsibilities and therefore the owner may not be able to offer you a lease or tenancy for the premises without sufficient information.

For further information about tenancy databases you may refer to the above websites for NTD and TICA.

Signature: _____

Print name: _____

Declaration

1. I acknowledge that this is an application to lease this property and that my application is subject to the owners approval and the availability of the premises on the due date. No action will be taken against the Landlord or Agent if the application is unsuccessful or should the premises not be ready for occupation on the date for whatever reason.
2. The tenant is responsible for the connection and payment of gas, electricity, telephone and water consumption. Kay & Burton cannot confirm that any phone lines to the property are operable or able to be reconnected. It is the tenants responsibility to check with the telephone provider before proceeding with the tenancy to confirm the situation with the telephone line. Ensuring the main switch is in the off position for power connection remains the responsibility of the tenant.
3. I acknowledge that I have read and understood the privacy statements on this page.
4. During my inspection of this property I found it to be in reasonably clean condition and I accept the property in the current condition.
5. I am aware that the agent will disclose my personal information to YourPorter for the purpose of transferring the water account into my name. This will enable YourPorter to connect all accepted tenants to the relevant water boards for water usage.

If this is not the case, please indicate any items you would like attended to prior to your tenancy. I acknowledge that these items are subject to the owners approval:

Signature: _____

Print name: _____

Date: _____

Where did you first see the property advertised?

- | | |
|--|--|
| <input type="checkbox"/> www.realestate.com.au | <input type="checkbox"/> www.realestateview.com.au |
| <input type="checkbox"/> www.domain.com.au | <input type="checkbox"/> www.kayburton.com.au |
| <input type="checkbox"/> Relocation Consultant | <input type="checkbox"/> Other |

Details: _____

Free Utility Connections

This is a Free Service that quickly connects your utilities.

YourPorter
Connections, powered by **iSelect**

- Electricity Gas Telephone Internet Water Pay TV

DECLARATION OF ACCEPTANCE:

YourPorter is a free service connecting utilities and other services. If the Agent approves this application, YourPorter will connect your water for the purpose of usage charges at your new property on behalf of the Real Estate Agent. YourPorter will be contacting you by phone, SMS, or email for the purposes of assisting you to connect your utilities within 24 hours of receiving this application for next business day connection.

I/We consent to the disclosure of this application form (including any personal information contained in this form) to YourPorter Pty Ltd (ABN 36 252 576 050) for the purpose of allowing YourPorter to contact me for the connection and disconnection of services as offered by YourPorter. I/we acknowledge that if I/we do not provide my/our personal information, YourPorter will not be able to provide its services to me/us. YourPorter will ensure that my/our personal information is collected, used, held and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth). I/We consent to YourPorter and its Agents disclosing my/our personal information to providers of the services I/we have indicated above that we would like to connect for the connection of those services and the disconnection of any existing services. I/We consent to YourPorter disclosing connection confirmation details to the Agent. I/We acknowledge that the Agent, its employees and YourPorter may receive a benefit in relation to the connection of any of the services listed above. I/We consent to YourPorter contacting me by phone or SMS in relation to the connection of the services listed above. I/We acknowledge that the consent permits YourPorter to contact I/we even if the numbers listed on this application are listed on the Do Not Call Register. YourPorter will otherwise collect, hold, use and disclose personal information in accordance with its privacy policy, which is available at www.yourporter.com.au/general/privacypolicy/ and which sets out how to access and correct the personal information that YourPorter holds and how to lodge a complaint relating to YourPorter's treatment of personal information. YourPorter is a free service, but I/we acknowledge that standard connection fees may apply for services connected (in addition to the ongoing service fees). I/We acknowledge that neither YourPorter nor the Agent accept any responsibility for any delay in or failure to arrange or provide for any connection or disconnection of a service or for any loss, damage, cost or expense in connection with such delay or failure. By signing this application I/we understand YourPorter is a value add product and that I/we are under no obligation to use YourPorter.

Telephone: 1300 400 600
Fax: 1300 326 468
www.yourporter.com.au

Date: _____

Signed: _____