

114-116 Queen Street, Altona, VIC 3018  
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 Email : rental.altona@xynergy.com.au  
 Web : www.xynergy.com.au

**For your application to be processed you must answer all questions (including the reverse side)**

## PROPERTY DETAILS

Rental property address

Suburb State Postcode

Proposed lease commencement date (DD/MM/YYYY)

Lease term

Year(s) Month(s)

Rent Price

Per week

## PERSONAL DETAILS

Mr  Mrs  Ms  Miss  Others

First Name Last Name

Date of Birth Driver Licence No.

Driver Licence Expiry Date Driver Licence State

Passport No. Passport country

Pension No. (if applicable) Pension type (if applicable)

Home Phone No. Mobile No.

Email address

Your current address

Suburb State Postcode

How long have you lived at your CURRENT address?

Why are you leaving the CURRENT address?

Number of renter(s) will occupy the property

Adult(s) Children Ages

If two or more adult(s), please have the other adult(s) submitted the Residential Application Form as well. Please fill in the name(s) below.

Name of Residential Rental Provider (RRP)/ Agent details of CURRENT/ previous property (if applicable)

Phone No. Weekly Rent Paid (\$)

2nd Applicant Name Mobile

3rd Applicant Name Mobile

## PREVIOUS ADDRESS

Your previous address (IF CURRENT PLACE IS LESS THAN 3 YEARS)

Suburb State Postcode

How long have you lived at your previous address?

Why did you leave the previous address?

## EMPLOYMENT DETAILS

What is your current occupation?

What is the nature of your employment?

Full Time  Part Time  Casual  Others

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

Company address

Suburb State Postcode

Contact name Phone No.

Email address

Length of employment Net income \$

Years Months

What is your previous occupation? (Answer if your current job is less than 3 years)

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

Contact name Phone No.

Email address

Length of employment

Years Months

## OTHER INFORMATION

Car Registration No. 1 Car Registration No. 2

Do you smoke?

Yes  No

Do you have pet?

Yes  No

If Yes, please complete and attach the Consumer Affairs Victoria Pet Request Form.

## REFERENCE/ EMERGENCY CONTACT

Name

Phone No. Relationship to you

Email address

## HOW DID YOU KNOW ABOUT THIS PROPERTY

realestate.com.au  Xynergy website  Referral

domain.com.au  Community magazine  Other

## UTILITY CONNECTIONS



MyConnect will call you to arrange connection of all your required utilities, completely free!






Please select your required utilities:

- Water (compulsory)
  Electricity
  Gas
  Telephone
  Internet  
 Interpreter required
  Pay TV

Unless I have opted out of this section, I/we: Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

OR Tick here to opt out

 1300 854 478
  enquiry@myconnect.com.au
  myconnect.com.au

## GENERAL NOTICE

First month rent and full bond must be made by BPAY, direct deposit, money order or bank cheque within 24 hours after approval of application. **No Cash or Personal Cheques accepted.**

Keys will not be handed over until the rental agreement has been signed by all applicant(s), lease commencement date started and all funds are paid and cleared in agent's trust account.

Xynergy Realty will use National/ Residential Tenancy Database regarding to your tenancy history or to obtain further information.

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

## DOCUMENTS

### PLEASE PROVIDE US WITH 100 POINTS OF IDENTIFICATION

Driving Licence	50 points
Passport	50 points
Proof of Age Card	50 points
Student ID Card	50 points
Copy of Mobile Phone Account	20 points
Copy of Medicare Card	20 points
Concession / Pension Card	10 points
Copy of Gas/ Water/ Electricity account*	30 points (each)

### SUPPORTING DOCUMENTS

Please provide the following documents to support your application

- Employment Letter\*/Contract
  Valid VISA (if applicable)  
 Payslip (last 2 payslips)\*
  Parental Guarantee (if applicable)  
 Previous Rent History (Tenancy Ledger)\*

Please Refer to Tenancy Application Checklist

\*Document issued date MUST NOT be older than 3 months

## DECLARATION

I hereby offer to rent the property from the RRP under a lease to be prepared by the Agent. Should this application be accepted by the RRP I agree to enter into a Residential Rental Agreement.

I acknowledge that this application is subject to approval of the RRP. 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 RRP or the Agent of my current or previous residence;  
 (b) My personal referees and employer/s;  
 (c) Tenancy Information Services and Databases; and  
 (d) Any record listing or database of defaults by renter.

If default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/RRPs of properties I may apply for in the future.

I consent to the electronic service of notices and other documents in accordance with the requirements of the *Electronic Transactions (Victoria) Act 2000*.

I/ We have read and understood the [Statement of Information for Rental Applicants](#) as required by *Schedule 1 of the Residential Tenancies Act 2021*.

I/ We have read and understood the attached information. I/ We authorise employees of Xynergy Realty, and independent contractors of Xynergy Realty including their directors, officers and employees, to obtain relevant information from, and release relevant information to, the parties described above to assist with my/ our involvement with Xynergy Realty. I/ We understand that I/ We can revoke my/ our authority at any time. I/ We acknowledge that if I/ We revoke my/ our authority, or if I/ We decline to provide information as requested by Xynergy Realty, Xynergy Realty may be unable to provide the products or services I/ We have requested.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## PRIVACY

XYNERGY REALTY (ALTONA) PTY LTD (ABN 81 625 734 045) trading as Xynergy Realty are committed to protecting your privacy in compliance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs). This document sets out Xynergy Realty's condensed Privacy Notice. Xynergy Realty also has a full Privacy Policy, which contains information about how you can complain about any breach by Xynergy Realty of the APPs or an applicable APP Code. A full copy of our Privacy Policy can be accessed on [www.xynergy.com.au/privacy](http://www.xynergy.com.au/privacy).

## INFORMATION COLLECTION, USE AND DISCLOSURE

During and after the course of your involvement with Xynergy Realty we may collect, use or disclose personal information about you for the following purposes:

- Assisting you to sell your property;
- Assisting you to purchase a property;
- Assisting you to lease a property (either as lessor or lessee);
- Assisting you to obtain a loan;
- Assisting you with payment or refund of a bond;
- Assisting you with tenancy disputes;
- Coordinating repairs or maintenance of a property owned or leased by you;
- Recording or accessing information at the Titles Registry Office or other government agency;
- Recording or accessing information at the Residential Tenancies Authority;
- Recording or accessing information on tenancy information services or databases;
- Client and business relationship management; and
- Marketing of products and services to you.

The types of personal information we may collect, use or disclose about you includes but is not limited to:

- Your full name;
- Your date of birth;
- Your gender;
- Your residential address;
- Your postal address;
- Financial information including details of your employer, income, name of bank or financial institution;
- Your email address;
- Your home telephone number;
- Your work telephone number;
- Your mobile telephone number;
- Your occupation and business address;
- Details of your spouse, de facto, dependent children, and roommates;
- Details of properties owned by you; and
- Details of your assets or liabilities.

In order to provide products and services to you, we may disclose your personal information to the persons/ organisations described below:

- In the event that you are a seller or a lessee, we may disclose your personal information to prospective buyers of the property owned or leased by you;
- In the event that you are a buyer or a lessee, we may disclose your personal information to the sellers of the property you are purchasing or leasing;
- Your legal advisor(s) and the legal advisor(s) representing the other party(s) involved in your transaction;
- Tribunals or Courts having jurisdiction seeking orders or remedies;
- Your financial institution and/or financial advisor;
- Insurance providers and brokers;
- Debt Collection Agencies and affiliated industries;
- Utility providers and utility connection service providers;
- Persons or organisations involved in providing, managing or administering your product or service including independent contractors engaged by us as real estate agents;
- Tradespeople engaged by us to repair or maintain a property owned or leased by you;
- Organisations involved in maintaining, reviewing and developing our business systems, procedures and infrastructure including maintaining or upgrading our computer systems;
- Persons or organisations involved in purchasing part or all of our business;
- Our related companies;
- Organisations involved in the payments systems including financial institutions, merchants and payment organisations;
- The Titles Registry Office or other government agencies;
- The Residential Tenancies Authority;
- Police;
- Tenancy information and services or databases to record details of your tenancy history;
- Real estate websites;
- Real estate peak bodies; and
- Future rental references to other asset managers/ owners.

Whenever it is reasonable or practicable to do so, we will collect your personal information directly from you. Sometimes it will be necessary for us to collect information from a third party or a publicly available source, such as a credit reporting agency, your legal adviser, your past or current employers, your previous lessors or property managers, and tenancy information services or databases. In the course of providing services to you, it may be necessary for us to enter your personal information into forms generation software and real estate websites. Depending on the terms of use of such software and websites, a third party may acquire rights to use or disclose information entered into the relevant forms or websites. We may disclose your personal information to recipients within Australia or to overseas recipients including but not limited to your origin country or residence. Should information be required to be sent interstate or overseas, we will take steps to protect the privacy of your information. We need your permission to collect, use and disclose your personal information, and we therefore ask that you sign the consent on the rst page of this document to indicate your consent. In the event that you do not consent to Xynergy Realty collecting and releasing your personal information as described above, we may be unable to provide the services requested by you.

## ACCESS TO, AND CORRECTION OF PERSONAL INFORMATION

You have the right to request access to your information and to request that Xynergy Realty update or correct your personal information. A charge may apply for providing access to your information. Our Privacy Policy contains further information about how you may request access to, and correction of, your personal information.