


## Residential Application Form

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

**GRAHAM  
CHALMER**  
PTY LTD

A. AGENT DETAILS	
<b>Graham Chalmer Pty Ltd</b>	
Address:	237-239 Raymond Street Sale VIC 3850
Phone:	(03) 5144 4333
Fax:	(03) 5144 6690
Email:	sales@chalmer.com.au
Web:	www.chalmer.com.au
B. PROPERTY DETAILS	
1. What is the address of the property you would like to rent?	
<input type="text"/>	
Postcode <input type="text"/>	
Bond	Rental Amount?
<input type="checkbox"/> Cash <input type="checkbox"/> D.O.H.	\$ <input type="text"/> Per Week
2. Lease commencement date?	
<input type="text"/> Day	<input type="text"/> Month <input type="text"/> Year
3. Lease term?	
<input type="text"/> Years	<input type="text"/> Months
4. How many tenants will occupy the property?	
<input type="text"/> Adults	<input type="text"/> Children <input type="text"/> Ages
C. PERSONAL DETAILS	
5. Please give us your details	
Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Other <input type="checkbox"/>	
Surname	Given Name/s
<input type="text"/>	<input type="text"/>
Driver's licence number	
<input type="text"/>	
Driver's licence expiry date	Driver's licence state
<input type="text"/>	<input type="text"/>
Passport no.	Passport country
<input type="text"/>	<input type="text"/>
Pension no. (if applicable)	Pension type (if applicable)
<input type="text"/>	<input type="text"/>
6. Please provide your contact details	
Home phone no.	Mobile phone no.
<input type="text"/>	<input type="text"/>
Work phone no.	Fax no.
<input type="text"/>	<input type="text"/>
Email address	
<input type="text"/>	
7. What is your current address?	
<input type="text"/>	
Postcode <input type="text"/>	
Property Manager Name <input type="text"/>	
Application Fax to Direct Connect (If Required) <input type="checkbox"/>	

D. UTILITY CONNECTIONS	
This is a FREE service that can connect you to the following utilities and services in your new home:	
Electricity Gas Water Removalist Internet	Pay TV Cleaners Phone Truck and Van Hire
 MAKES MOVING EASY	
I consent to:	
<ul style="list-style-type: none"><li>Graham Chalmer PTY LTD providing my personal information to Direct Connect including name, address, email and phone number.</li><li>Direct Connect contacting me by any means during my move in relation to electricity, gas and the other services set out above.</li><li>Direct Connect obtaining metering information for the premises I am moving to.</li></ul>	
<input type="checkbox"/> YES	
Applicant 1:	
Signature	Date
<input type="text"/>	<input type="text"/>
Applicant 2 (if applicable):	
Signature	Date
<input type="text"/>	<input type="text"/>
Name	Phone
<input type="text"/>	<input type="text"/>
Privacy Collection Statement: Direct Connect Australia Pty Limited (DCA) is collecting your personal information for the purposes of contacting you in relation to your utilities and services connections. DCA will otherwise collect, use and disclose your personal information for purposes set out in its Privacy Policy at <a href="http://www.directconnect.com.au/privacypolicy/">www.directconnect.com.au/privacypolicy/</a> . This information may be disclosed to third parties that help DCA deliver its services. The Privacy Policy explains how DCA will collect, use, store and disclose your personal information, the consequences for you if DCA does not collect this information, and the way in which you can access and seek correction of your personal information or complain about a breach of the Privacy Act. To obtain further information, you can contact DCA on 1300 664 715.	
570 Church Street Cremorne 3121 Victoria P: 1300 664 715 F: 1300 664 185. <a href="http://www.directconnect.com.au">www.directconnect.com.au</a>	
E. PRIVACY CLAUSE	
I hereby offer to rent the property from the Residential Rental Provider under a lease to be prepared by the Agent. Should this application be accepted by the Residential Rental Provider I agree to enter into a Residential Rental Agreement.	
I acknowledge that this application is subject to the approval of the Residential Rental Provider. 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 Residential Rental Provider or the Agent of my current or previous residence;	
(b) My personal referees and employer/s;	
(c) Any record listing or database of defaults by Renters such as NTD, TICA or TRA for the purpose of checking your tenancy history;	
I am aware that I may access my personal information by contacting -	
<ul style="list-style-type: none"><li>NTD: 1300 563 826</li><li>TICA: 1902 220 346</li><li>TRA: (02) 9363 9244</li></ul>	
If I default under a Residential Rental Agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to Agents/Residential Rental Providers of properties I may apply for in the future.	
I am aware that the Agent will use and disclose my personal information in order to:	
(a) communicate with the Residential Rental Provider and select a renter	
(b) prepare lease/rental documents	
(c) allow tradespeople or equivalent organisations to contact me	
(d) lodge/claim/transfer to/from a Bond Authority	
(e) refer to Tribunals/Courts & Statutory Authorities (where applicable)	
(f) refer to collection agents/lawyers (where applicable)	
(g) complete a tenancy check with NTD (National Tenancy Database)	
(h) transfer water account details into my name	
I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the residential rental agreement/rental of the premises.	
Signature	Date
<input type="text"/>	<input type="text"/>

<b>F. APPLICANT HISTORY</b>	
8. How long have you lived at your current address?	
<input style="width: 40px;" type="text"/> Years	<input style="width: 40px;" type="text"/> Months
9. Why are you leaving this address?	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
10. Landlord/Agent details of this property (if applicable)	
Name of landlord or agent	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
Landlord/agent's phone no.	Weekly Rent
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	\$ <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
11. What was your previous residential address?	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
Postcode	
12. How long did you live at this address?	
<input style="width: 40px;" type="text"/> Years	<input style="width: 40px;" type="text"/> Months
13. Landlord/Agent details of this property (if applicable)	
Name of landlord or agent	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
Landlord/agent's phone no.	Weekly Rent
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	\$ <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Was bond refunded in full?	If not why not?
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<b>G. EMPLOYMENT HISTORY</b>	
14. Please provide your employment details	
What is your occupation?	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
What is the nature of your employment? (FULL TIME/PART TIME/CASUAL)	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
Employer's name (inc. accountant if self employed or institution if student)	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
Employer's address	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
Postcode	
Contact name	Phone no.
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Length of employment	Net Income
<input style="width: 40px;" type="text"/> Years	<input style="width: 40px;" type="text"/> Months
\$ <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
15. Please provide your previous employment details	
Occupation?	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
Employer's name	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
Length of employment	Net Income
<input style="width: 40px;" type="text"/> Years	<input style="width: 40px;" type="text"/> Months
\$ <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
If student Identification No.	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
International Yes / No	
Visa Expiry date ____/____/____	
Unemployment Benefit/ Allowance Per week	
\$ <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	

<b>H. CONTACTS / REFERENCES</b>	
16. Please provide a contact in case of emergency	
Surname	Given name/s
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Relationship to you	Phone no.
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
17. Please provide 2 personal references (not related to you nor friends)	
1. Surname	Given name/s
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Relationship to you	Phone no.
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
2. Surname	Given name/s
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Relationship to you	Phone no.
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<b>I. OTHER INFORMATION</b>	
18. Car Registration	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
19. Please provide details of any pets	
Breed/type	Indoor / Outdoor
1.	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
2.	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
20. Please tick the following	
Smoker <input type="checkbox"/>	Non Smoker <input type="checkbox"/>
If so Indoor <input type="checkbox"/>	Outdoor <input type="checkbox"/>
<b>PLEASE NOTE</b>	
Initial payments must be made by cash, bank cheque or money order within 24 hours after approval of application. No Personal Cheques accepted.	
Keys will not be handed over until the lease agreement has been signed by all applicants.	
This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the landlord and the agent should any circumstances arise whereby the property is not available for occupation on the due date.	
<b>HOW DID YOU FIND OUT ABOUT THIS PROPERTY?</b>	
<input type="radio"/> The Age <input type="radio"/> The Internet <input type="radio"/> Local Paper <input type="radio"/> Board <input type="radio"/> Counter List <input type="radio"/> Relocation Company <input type="radio"/> Referral <input type="radio"/> Other (specify)	
<b>PLEASE PROVIDE US WITH 100 POINTS OF IDENTIFICATION</b>	
Driver's Licence	50
Passport	50
Proof of Age Card	50
Student ID Card	50
Copy of Mobile Phone Account	20
Copy of Medicare Card	20
Concession / Pension Card	10
Copy of gas/Water/Electricity account	30 each
<b>OFFICE USE ONLY</b>	
Property Rental	
\$ <div style="border: 1px solid black; height: 20px; width: 100%;"></div> per week	\$ <div style="border: 1px solid black; height: 20px; width: 100%;"></div> per month

**GRAHAM CHALMER PROPRIETARY LIMITED**  
**Privacy Notice and Consent**

**Privacy Notice and Consent**

**Consent**

I,

(Full name)

of

(Residential Address)

have read and understood the attached information. I authorise employees of Graham Chalmer Pty Ltd, and independent contractors of Graham Chalmer Pty Ltd including their directors, officers and employees, to obtain relevant information from, and release relevant information to, the parties described on page 2 to assist with my involvement with Graham Chalmer Pty Ltd. I understand that I can revoke my authority at any time. I acknowledge that if I revoke my authority, or if I decline to provide information as requested by Graham Chalmer Pty Ltd, Graham Chalmer Pty Ltd may be unable to provide the products or services I have requested.

Signed:

Date:

Parent/Guardian Signature  
(if under 18 years of age)

**Privacy**

**GRAHAM CHALMER PROPRIETARY LIMITED (ACN 004796490)** trading as Graham Chalmer Pty Ltd is committed to protecting your privacy in compliance with the *Privacy Act 1988* (Cth) and the Australian Privacy Principles (APPs). This document sets out Graham Chalmer Pty Ltd's condensed Privacy Notice. Graham Chalmer Pty Ltd also has a full Privacy Policy, which contains information about how you can complain about any breach by Graham Chalmer Pty Ltd of the APPs or an applicable APP Code. A full copy of our Privacy Policy can be emailed to you on request by calling 03 5144 4333 or accessed on [www.chalmer.com.au](http://www.chalmer.com.au).

**Information Collection, Use and Disclosure**

During the course of your involvement with Graham Chalmer Pty Ltd, 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;

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**Privacy Notice and Consent**

- Recording or accessing information at the Residential Tenancies Authority;
- Recording or accessing information on tenancy information services or databases;
- Client and business relationship management;
- 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 residential address;
- Your postal address;
- Your email address;
- Your home telephone number;
- Your work telephone number;
- Your mobile telephone number;
- Your occupation and business address;
- Financial information including details of your employer, income, name of bank or financial institution;
- Details of your spouse, de facto, dependent children, and roommates;
- Details of properties owned by you;

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;
- Your financial institution and/or financial advisor;
- Insurance providers and brokers;
- 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;

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- 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 services or databases;
- Real estate websites;
- Real estate peak bodies;

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. 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 first page of this document to indicate your consent.

In the event that you do not consent to Graham Chalmer Pty Ltd 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 Graham Chalmer Pty Ltd 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.

**Contacting Us**

You may contact us by mail, email or telephone as follows:



237 - 239 Raymond Street, Sale, 3850



03 5144 4333



rodt@chalmer.com.au

