

Client 1

Rental Property Inspection Form

Property Address

In order to view a rental property, this Rental Property Inspection Form must be completed in full. In the event that you do not submit a formal tenancy application for this property, you can request that our Property Management Department hold this form on file in order to view other properties. Please note however, that completed forms will be retained by Quirk Real Estate for a maximum on one (1) month only.

Privacy Statement

The information provided in this *Rental Property Inspection Form* is necessary for Quirk Real Estate to verify the client's identity and establish their bona fides. The personal information collected may be disclosed for the purpose for which it was collected, to other parties, including the landlord and other third parties as required by law.

Quirk Real Estate will only disclose information to other parties to achieve the purposes specified above or as otherwise allowed under the Privacy Act 1988.

If the client would like to access personal information held by Quirk Real Estate they can do so by written request to Quirk Real Estate at 66 Queen Street, Warragul 3820. Any personal information held will be made available within 48 hours of the receipt of the request. The client can correct this information if it is inaccurate, incomplete or out-of-date.

After viewing the property should the client not proceed with a formal tenancy application and the client does not want their details held by Quirk Real Estate to inspect other rental properties, the client may request return of the Rental Property Inspection form. Quirk Real Estate will hold completed forms for a period of one (1) month only. At the expiry of one (1) month they are destroyed.

If information is not provided and/or the client does not consent to the uses to which Quirk Real Estate puts their personal information, Quirk Real Estate cannot properly establish or verify the identity of the client or assess workplace risk. Consequently, inspection of the property may not be possible.

1 Your name

Given names

Surname

2 Sex

Male

Female

3 Date of birth

Day

Month

Year

4 Identification (please provide copies)

Drivers licence

Number

State

Passport

Number

Exp. date

Healthcare card

Number

Exp. date

5 Contact details

Office hours

Area code

After hours

Area code

Mobile

Email address

6 Vehicle details

Car type

Registration no.

 Owned

 Financed

 Company car

7 Current address

Owned

Rented

Street

Town

Postcode

How long have you lived there?

Reason for leaving address

Note: If you have recently sold your property please advise of the selling agent, otherwise enter property management details.

Estate agent

Phone

Area code

Phone

Area code

12 Current employment details

Occupation

Employer

Address

Street

Town

Postcode

Contact

Phone

Area code

How long have you worked there?

Employment status

Full time

Part time

Casual

Self employed (provide details)

Company / business name

Client (1) signature:

Printed name:

Date: / /



Client 2 **Rental Property Inspection Form**

Property Address

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1 Your name

Given names

 Surname

2 Sex

Male Female

3 Date of birth

Day Month Year

4 Identification (please provide copies)

Drivers licence Number State
 Passport Number Exp. date
 Healthcare card Number Exp. date

5 Contact details

Office hours Area code
 After hours Area code
 Mobile
 Email address

6 Vehicle details

Car type
 Registration no.
 Owned Financed Company car

7 Current address Owned Rented

Street
 Town Postcode

How long have you lived there?

Reason for leaving address

Note: If you have recently sold your property please advise of the selling agent, otherwise enter property management details.

Estate agent
 Phone Area code
 Phone Area code

12 Current employment details

Occupation
 Employer
 Address Street
 Town Postcode
 Contact
 Phone Area code
 How long have you worked there?

Employment status
 Full time Part time Casual
 Self employed (provide details)
 Company / business name

Client (2) signature: _____ Printed name: _____ Date: / /