

# ENQUIRY FORM - RENTAL

Please fill out this form and return it to our Agency

Item

## Item Schedule

### 1. YOUR DETAILS

Your details will be used for the purpose of contacting you should we locate a property matching your requirements below.

Name: .....  
Address: .....  
Phone (H): ..... Phone (W): ..... Mobile: .....  
Email: ..... Preferred Contact Method:  Email  Telephone

### 2. PROPERTY REQUIREMENTS

Please specify the requirements of the Property you are looking for.

Location/suburbs you're interested in renting in:

.....  
.....  
.....

Property Type:  House  Duplex  Unit  Townhouse  Commercial  
 Other: .....

Number of Bedrooms: ..... Number of Bathrooms: .....

Vehicle Accommodation:  Carport  Lock Up Garage Spaces:  Single  Double

Pets:  Yes  No Number & Type: .....

Number of residents to accommodate: .....

Other Internal Features: (eg. Air conditioning, gas cooking etc.)

.....  
.....  
.....

Other External Features: (eg. Fencing, swimming pool etc.)

.....  
.....  
.....

### 3. RENTAL REQUIRMENTS

Maximum Rental: ..... Preferred Term: ..... months ..... years  
Urgency in obtaining a rental:  1-2 weeks  1 month  Other: ..... (eg. Date)

### 4. SIGNATURE

Signature: ..... Date: ..... / ..... / .....

#### Privacy Note:

Your personal details provided in this form shall only be used by our Agency in accordance with the Australian Privacy Principles (*Privacy Act 1988*) for the purpose of contacting you in respect to your rental enquiry.

Without provision of certain information the Agent may not be able to act effectively or at all on your behalf.

You have the right to access such personal information and may require correction or amendment of any inaccurate, incomplete, out of date or irrelevant information by contacting our Agency.

This form will be kept by our Agency for a period of not more than ..... months (or such shorter time as you may request) after which time it will be destroyed.