



Address: 40 Murray Street, Colac, Vic, 3250
 Phone no.: 03 5232 1800
 Fax no.: 03 5232 1810
 Email address: colac@hfrcolac.com.au

Residential Rental Application Form

Note: each and every adult applying for this property must individually complete a separate application form.
 If applicable, please list any other applicants in the box below and submit all applications together.

A. Property Details

1. What is the address of the property you would like to rent?

Postcode

2. Proposed lease commencement date:

Day	Month	Year
-----	-------	------

3. Proposed lease term:

Years	Months
-------	--------

4. How many people will occupy the property?

Adults	Children, please specify ages below
--------	-------------------------------------

B. Personal details

5. Please give us your details

Mr Ms Miss Mrs Other

Given name/s	Surname
--------------	---------

Date of Birth	Driver's licence number
---------------	-------------------------

Driver's license expiry date	Driver's license state
------------------------------	------------------------

Passport number	Passport country
-----------------	------------------

Pension no. (if applicable)	Pension type (if applicable)
-----------------------------	------------------------------

6. Please provide your contact details

Home phone no.	Mobile phone no.
----------------	------------------

Work phone no.	Fax no.
----------------	---------

Email address

7. What is your current address?

C. Applicant Rental history

If you have not been a tenant in Australia, go to question 11.

8. How long have you lived at your current address?

Years	Months
-------	--------

9. Why are you leaving this address?

--

10. Landlord/Agent details for this property (if applicable):

--

Landlord/agent's phone no.	Weekly rent paid
----------------------------	------------------

Was bond refunded in full?	If not why not?
----------------------------	-----------------

D. Applicant Housing History

11. What was your previous residential address?

Postcode

12. How long did you live at this address?

Years	Months
-------	--------

13. Reason for leaving?

--

14. Landlord/Agent details for this property (if applicable):

--

Landlord/agent's phone no.	Weekly rent paid
----------------------------	------------------

Was bond refunded in full?	If not why not?
----------------------------	-----------------

E. Employment History

15. Please provide your employment details

What is your occupation?

--

Employer's name (include accountant if self employed or institution if a student)

--

Employer's address

Postcode

Contact name	Phone no.
--------------	-----------

Length of employment

Years	Month
-------	-------

Nett Weekly Income

--

E. Employment History continued

Please circle as applies: FULL TIME | PART TIME | CASUAL

If you have been employed for less than 12 months with your current employer, please complete previous employer details:

Previous employer's name (include accountant if self employed or institution if a student)

Previous employer's address

Postcode

Contact name

Phone no.

Length of employment

Years

Month

Nett Weekly Income

16. Please provide details of any additional income:

Amount \$ _____ per week

Source of income: _____

F. Contacts / References

17. Please provide a contact in case of emergency

Surname

Given name/s

Relationship to you

Phone no.

18. Please provide two professional character references

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

G. Other Information

19. Car / Motor Bike / Registration Numbers:

20. Please provide details of any pets:

Breed / type

Council registration / number

Please note: Owners have the right to reject pets

H. IMPORTANT INFORMATION ABOUT YOUR APPLICATION

Your application will not be processed unless you have inspected the property, copies of all required proof of identity have been attached and the declaration below has been completed and signed.

Acceptance of terms of tenancy:

I, _____ (full name)

Having inspected the subject property on ____ / ____ / ____

agree to pay a rental of \$ _____ per week and I accept that I will be required to sign the tenancy agreement and pay the bond within 48 hours of my application being approved. I acknowledge that the keys will not be available until the day the tenancy commences and that payment of two (2) weeks rent is to be paid prior to keys being handed over. I also accept the property in the condition as inspected (exceptions to be provided in writing, signed, dated and attached to this application). I also accept that this property is subject to its availability on the due date and no action shall be taken on my part against the landlord or their agent should under any circumstances the property is not available for occupation on the due date.

It is the policy of Richardson Real Estate Colac that rent payments are to be paid by direct deposit, EFT transfer or Centrelink deductions.

Signature

Date

I. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement pursuant to the Residential Tenancies Act 1997.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application 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 details of my creditworthiness from:

- (a) The owner or the Agent of my current or previous residence;
- (b) My referees and employers;
- (c) Any record, listing or database of defaults by tenants;

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

I am also aware that you will use and disclose my personal information in order to:

- (a) communicate with the owner/landlord and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow tradespeople or equivalent organizations to contact you
- (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 credit check with National Tenancies Database T 1300 563 826 &/or TICA Default Tenancy Control Pty Ltd T1902 220 346
- (h) transfer utilities services 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 lease/tenancy of the premises and that I may access personal information on the contact details above.

Signature of the applicant

Date

You are required to provide the following proof of identification with this application. This is mandatory. If you are unable to provide us with copies of these, other genuine identification is accepted at our discretion.

- Driver's licence
- Passport
- Concession/Pension Card
- Medicare card
- Proof of age card
- Copy of at least 3 payslips
- Centrelink Statement

J. Utility Connections

This is a FREE service that connects all your utilities and other services.

Direct Connect can help arrange for the connection or provision of the following utilities and other services:

- | | |
|-------------|-------------------|
| Electricity | Cleaners |
| Gas | Insurance |
| Phone | Removalist |
| Internet | Truck or van hire |
| Pay TV | Water |



Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.



We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

1. Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
2. Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
3. Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
4. Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
5. Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
6. Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature

Date

PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F: 1300 664 185. www.directconnect.com.au

How Did You Find Out About This Property?

- | | | |
|--------------------|-------------------|-------|
| ___ Internet | Website | _____ |
| ___ Newspaper | ___ Phone Inquiry | |
| ___ Rental Listing | ___ Other | _____ |

Do you at some stage want to purchase your own home? If so we may be able to assist you with this. Feel free to indicate when you think this may happen.

..... Months

