

# TENANCY APPLICATION FORM

For your application to be processed ALL questions must be answered.

## A. AGENT DETAILS

### R GORDON & SON LISMORE

79 Molesworth Street  
LISMORE NSW 2480  
Phone: 02 6621 2288  
Fax: 02 6621 2799  
Email: [propertymanagement@rgsrealestate.com.au](mailto:propertymanagement@rgsrealestate.com.au)  
Website: <http://www.rgsrealestate.com.au>

## B. PROPERTY DETAILS

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

<input type="text"/>
Postcode

2. When would you like you lease to start? (ie. move in)

ASAP  OR Date:  /  /

3. Lease Term?  Months

4. How many people will normally occupy the property?

Adults  Children  Ages

5. Property Rental?  Per week

## C. PERSONAL DETAILS

6. Please give us your details:

Given Name/s:  Surname:

Date Of Birth:  Gender:  Male:  Female:

Drivers Licence Number:  State:

Passport:  Passport country:

Pension Number:  Pension type (if applicable):

7. Please provide your contact details:

Home Phone Number:  Mobile Phone Number:

Work Phone Number:  Fax Number:

Email Address:

## D. APPLICANT HISTORY

8. What is your current address:

<input type="text"/>
Postcode

9. How long have you lived at this address:

Years  Months

10. Why are you leaving this address?

<input type="text"/>
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11. Agent/Landlord contact details of your current property.

Name of Landlord or Agent:

Landlord/Agent Phone Number:  Weekly Rent Paid:

12. What was your previous residential address?

<input type="text"/>
Postcode

13. How long did you live at this address:

Years  Months

14. Agent/Landlord contact details of this property.

Name of Landlord or Agent:

Landlord/Agent Phone Number:  Weekly Rent Paid:

## E. EMPLOYMENT HISTORY

15. Please provide your employment details:

Please circle: **FULL TIME** / **PART TIME** / **CASUAL**

What is your occupation?

Employers Name:

Employers Address:

Contact Name:  Phone Number:

Length of Employment:  Net Income:

Total amount received from Centrelink ie. benefits/allowance:

Type:  \$

16. Please provide your previous employment details:  
Occupation?

Employers Name:

Contact Name:  Phone Number:

Length of Employment:  Net Income:

17. Please provide a contact not living with you in case of emergency:  
Name:

Relationship to you:  Phone Number:

18. Please provide two personal references (not related to you).  
1 - Name:

Relationship to you:  Phone Number:

2 - Name:

Relationship to you:  Phone Number:

19. Number of cars to be kept at property & registration numbers.

20. Details of any pets to be kept at the property. (type, breed & council rego number)

**Note. Both sides of this form must be completed in full.**

**G. OTHER INFORMATION**

Are you a smoker?  
 No:  Yes -outside only  Yes - Intend to smoke inside   
 Do you have applications pending on other rental properties? Yes/No  
 Are you considering buying a property in the near future? Yes/No  
 Do you currently own a property? Yes/No  
 Has your tenancy ever been terminated by a Landlord/Agent? Yes/No  
 Details:   
 Are you currently in debt to a Landlord/Agent? Yes/No  
 Details:   
 Are you currently declared bankrupt? Yes/No  
 Details:   
 Are there any reasons that would effect your future rental payments?  
  
 Have you ever had any deductions from your rental bond? If yes, provide details

**H. 100 POINT CHECK**

In order for your application to be processed you must provide 100 points (minimum) of identification, **ONE OF WHICH MUST BE PHOTO ID.**  
 The following documents are acceptable.  
**PLEASE PHOTOCOPY ALL ID ALL ID BEFORE HANDING APPLICATION IN.**

Drivers Licence (40 pts)	<input type="checkbox"/>	Previous 2 rent receipts (20 pts)	<input type="checkbox"/>
Passport (40 pts)	<input type="checkbox"/>	Previous landlord reference (20 pts)	<input type="checkbox"/>
Birth Certificate (30 pts)	<input type="checkbox"/>	Motor vehicle registration (10 pts)	<input type="checkbox"/>
Other Photo ID (30 pts)	<input type="checkbox"/>	Bank statement (10 pts)	<input type="checkbox"/>
Current wages advice (20 pts)	<input type="checkbox"/>	Phone/Electricity account (10 pts each)	<input type="checkbox"/>

**TOTAL POINTS**

**I. PAYMENT INFORMATION**

How do you intend to pay your weekly rental payments?

EFT or Automatic Payment	<input type="checkbox"/>	Cheque/Money Order	<input type="checkbox"/>
Cash over counter at bank	<input type="checkbox"/>	Credit Card (charges apply)	<input type="checkbox"/>

**J. OTHER APPLICANT INFORMATION**

Please note we need one application form for EACH ADULT intending to live at the property.  
 Names of other applicants forming part of this application.

1.
2.
3.
4.

**K. FURTHER DETAILS**

If you have any further details that you would like to add to your application you can do so here.


  
  
  
  
  
  
  
  

You may attach a covering sheet if there is not enough room here.

**L. DECLARATION & PRIVACY STATEMENT**

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. I acknowledge that this application is subject to the approval of the owner/landlord. 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 owner 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 tenants 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 -  
 • NTD: 1300 563 826  
 • TICA: 1902 220 346  
 • TRA: (02) 9363 9244  
 If I 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/landlords 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 owner and select a tenant  
 (b) prepare lease/tenancy 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 credit check with NTD (National Tenancies 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 lease/tenancy of the premises.  
**Signature of Applicant**  **Date**

**M. UTILITY CONNECTIONS**

This is a free service that connects all your utilities  
  
**Once we have received this application we 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 the information on this Application and explain the details of the services offered. Direct Connect is a utility one stop connection service.  
**Please tick utilities as required**

<input checked="" type="checkbox"/> Electricity	<input type="checkbox"/> Gas	<input type="checkbox"/> Phone	<input type="checkbox"/> Internet
<input type="checkbox"/> Insurance	<input type="checkbox"/> Pay TV	<input type="checkbox"/> Removals	

**DECLARATION AND EXECUTION:** By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue [for a period of 1 year from the date of our/my execution of this application/until [28] days after we/I disconnect the last of the services in respect of which this application is made]; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect 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 the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services. By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.  
 PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F: 1300 664 185. www.directconnect.com.au

**Signature of Applicant**  **Date**

**N. How did you hear about this property?**

Which website?  
 Internet:   Office Flyer/Rental List  
 Sign board at property:  Referral:  
 Other (specify):

**Note. Both sides of this form must be completed in full.**