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## APPLICATION FOR TENANCY

PROPERTY ADDRESS	
PROPOSED START DATE	
PROPOSED TERM OF LEASE	

**APPLICANT 1:** (please circle) **Mr / Mrs / Miss / Ms**

FULL NAME				DATE OF BIRTH	
CURRENT ADDRESS				SINGLE/MARRIED/DIVORCED/ SEPARATED/DEFACTO	
EMAIL ADDRESS					
HOME PHONE		WORK PHONE		MOBILE	
MOTOR VEHICLE MAKE/MODEL				PLATE NUMBER.	
LICENCE CARD NUMBER: <small>(Location: Top right if in NSW)</small>				LICENCE NUMBER	

**APPLICANT 2:** (please circle) **Mr / Mrs / Miss / Ms**

FULL NAME				DATE OF BIRTH	
CURRENT ADDRESS				SINGLE/MARRIED/DIVORCED/ SEPARATED/DEFACTO	
EMAIL ADDRESS					
HOME PHONE		WORK PHONE		MOBILE	
MOTOR VEHICLE MAKE/MODEL				PLATE NUMBER.	
LICENCE CARD NUMBER: <small>(Location: Top right if in NSW)</small>				LICENCE NUMBER	

### OCCUPANTS

TOTAL NO. OF ADULTS TO BE IN OCCUPATION		TOTAL NO. OF CHILDREN TO BE IN OCCUPATION		AGES	
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### PETS

DO YOU PROPOSE TO KEEP PETS AT THE PROPERTY?			YES / NO	DO YOU PROPOSE TO KEEP PETS: INDOORS OR OUTDOORS <small>(please circle whichever is applicable)</small>		
TYPE OF PET		BREED		AGE		
TYPE OF PET		BREED		AGE		

**OTHER ADULTS NOT TO BE LISTED ON THE LEASE, but living at the property**

NAME		DATE OF BIRTH	
PRESENT ADDRESS		PHONE	

NAME		DATE OF BIRTH	
PRESENT ADDRESS		PHONE	

**NEXT OF KIN / EMERGENCY CONTACT**  
(SOMEONE WHO WILL NOT BE LIVING AT SAME ADDRESS AS APPLICANT)

**APPLICANT 1**

NAME		RELATIONSHIP	
ADDRESS		PHONE	

**APPLICANT 2**

NAME		RELATIONSHIP	
ADDRESS		PHONE	

**EMPLOYMENT**

**(Please note that if you are self employed you MUST provide details for your account whom we can contact and your last 2 B.A.S statements)**

**APPLICANT 1**

Employer		Period Of Employment:	
Contact/Supervisor		POSITION:	
Address		DIRECT #	

**APPLICANT 2**

Employer		Period Of Employment:	
Contact/Supervisor		POSITION:	
Address		DIRECT #	

**CURRENT RESIDENCE**

(PLEASE CIRCLE) IS PRESENT HOME: RENTED / OWNED / LIVING WITH PARENTS / FRIENDS/OTHER			
Rent currently paid per week	\$	Period of Tenancy	
Current Landlord/Agent		Phone	
		Facsimile	
Agency who sold home			
Agent's name		Phone	

**PREVIOUS RESIDENCE**

(PLEASE CIRCLE) IS PREVIOUS HOME: RENTED / OWNED / LIVING WITH PARENTS / FRIENDS/OTHER			
Rent currently paid per week	\$	Period of Tenancy	
Current Landlord/Agent		Phone	
		Facsimile	
Agency who sold home			
Agent's name		Phone	

**PERSONAL REFERENCES****AT LEAST 2**

(PREFERABLY A RELATIVE OR A CLOSE FRIEND WHO WILL **NOT** BE LIVING AT SAME ADDRESS AS APPLICANTS AND HAS **NOT** BEEN PUT DOWN AS EMERGENCY CONTACT)

**APPLICANT 1**

NAME OF REFEREE	ADDRESS	PHONE (DIRECT NUMBERS)	RELATIONSHIP

**APPLICANT 2**

NAME OF REFEREE	ADDRESS	PHONE (DIRECT NUMBERS)	RELATIONSHIP

**DISCLAIMER/AUTHORITY**

I, the said applicant, do solemnly and sincerely declare:-

1. That the information contained in this application is true and correct and all the information was given of my own free will.
2. That I further authorise the letting agent to contact and conduct any inquiries or searches with regard to the information and references supplied in this application.
3. That I am over 18 years of age and eligible to enter into this agreement.
4. That I have inspected the property at \_\_\_\_\_ . The property was found to be in a reasonable condition and we are happy to accept the property in its inspected condition. If no, please write any additional maintenance/work required:  
\_\_\_\_\_  
\_\_\_\_\_
5. That I have been informed, understand and agree that the rental for the above said property is to be \$\_\_\_\_\_ per week and that this rental is within my means to support.
6. That I have been informed, understand and agree that the Bond for the aforesaid property will be \$\_\_\_\_\_ (4 weeks rent) and I further agree to undertake to pay the said Bond on or before signing the Tenancy Agreement. I further authorise the letting agent to attend to all details regarding lodging the said Bond with the appropriate authority. I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from information on this tenancy application form submitted by me.
7. We the applicant accept that once/if our application is approved a holding deposit of one week's rent will be payable, we accept by paying this deposit that we wish to enter into a tenancy agreement and if we change our minds on entering the tenancy agreement that we will forfeit the holding fee and no refund will be given. Please note that once the lease is entered into the holding deposit paid by us will then become the first weeks rent.
8. That I have been informed, understand and agree that should this application not be accepted, the agent is not required or obligated to disclose why, or supply a reason for the rejection of this application.

**PRIVACY ACT ACKNOWLEDGEMENT**

In accordance with Section 18n(1)(b) of the Privacy Act, I authorise you to give information, to obtain information from all credit providers and references named in this application.

I understand this can include information about my credit worthiness, credit standing, credit history or credit capacity. I understand this information may be used to assess my application.

APPLICANT 1 NAME: \_\_\_\_\_

APPLICANT 2 NAME: \_\_\_\_\_

SIGNATURES: X \_\_\_\_\_ X \_\_\_\_\_

Personal information is collected from tenants or potential tenants in the course of a tenancy application and any subsequent tenancy as is necessary for the agent to verify the potential tenant's identity, to process and evaluate the application and to manage the tenancy.

Personal information is collected in the application and during the course of the tenancy, including through property inspection reports, may be disclosed to other parties including to the landlord, employment and personal referees. As well as to tradespeople, owners' corporations, Government and statutory authorities, financial institutions and other agents and operators of tenancy reference databases ad to third parties as required or authorised by Law. Information already held on tenancy reference databases may also be disclosed to us. If the tenant fails to comply with their obligations under the tenancy agreement, that fact may also be disclosed to the landlord, other agents and operators of tenancy reference databases. If this information is not provided, we may not be able to process the application and manage the tenancy.

If the Principal would like to access this information, they can do so by contact the Agent at the address and contact numbers set out below. The Principal can also correct this information if it is inaccurate, incomplete or out-of-date.

FELDI Property Agents  
Phone: (02) 9552 1622  
Facsimile: (02) 9552 1655

X

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Applicant 1 Signature	Date
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X

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Applicant 2 Signature	Date
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**connectnow.**

We get things sorted.

PH: 1300 554 323 | Fax: 1300 889 598  
info@connectnow.com.au | connectnow.com.au

## Moving home has never been easier

Connectnow is dedicated to helping you move home more easily. We can connect your utilities including electricity, gas, phone, internet and pay TV to a broad choice of leading providers. We can also organise your disconnections and offer a range of additional services, such as cleaning and food services, removalists and vehicle hire.

What's more, you pay no extra charges as a result of using the connectnow service. We will make all reasonable efforts to contact you within 1 working day of receiving this application to explain the details of the services offered. If we are unable to contact you within this period please call 1300 554 323 to ensure your services can be addressed by the required date.

**DECLARATION AND EXECUTION/PRIVACY NOTICE:** By signing this application and ticking the 'YES' box below, I: consent to the collection of my personal information by Connectnow Pty Ltd (ABN 79 097 398 662) ("connectnow") for the purposes of contacting me to talk about arranging the connection and disconnection of moving and utility services and related services and to inform me about other products and services that may compliment my home/lifestyle needs; consent to the disclosure by connectnow of my personal information contained in this application to other parties, including the relevant third party service providers, connectnow's related companies and third parties who provide connectnow with services in connection with the ordinary operation and administration of connectnow's business or where otherwise required or authorised by law; understand that protecting my privacy is important to connectnow and that I can obtain further details about how connectnow manages my personal information, including how I may access and seek correction of my personal information, how I may complain about a breach of my privacy and how connectnow will deal with that complaint, by viewing connectnow's Privacy Policy at [www.connectnow.com.au](http://www.connectnow.com.au) or contacting their Privacy Officer at [info@connectnow.com.au](mailto:info@connectnow.com.au); understand that whilst connectnow is unlikely to disclose my personal information to recipients located overseas, connectnow is not responsible for the privacy practices of any third party service providers, and accordingly, I accept that it is my responsibility to check the privacy policies of the relevant service providers if I wish to obtain further information about how they manage personal information (including whether or not they are likely to disclose such information to overseas recipients); understand that my consent to receive such marketing materials will continue until I opt-out by contacting [info@connectnow.com.au](mailto:info@connectnow.com.au); understand that the connection and disconnection of moving and utility services and related services (collectively referred to as "the nominated services") will only be initiated once a connectnow representative has discussed the details with me and obtained my consent to the terms and conditions of supply of the relevant service providers; acknowledge that, to the extent permitted by law, neither connectnow nor my real estate agent accepts liability for loss caused by delay in, or failure to, connect and disconnect or provide the nominated services; acknowledge that the nominated services will be provided according to the applicable regulations and that the time frames and conditions of the nominated service providers bind me and that after hours connections may incur additional service fees from utility providers; authorise the obtaining of a National Metering Identifier or a Metering Installation Registration Number for my residential address to obtain supply details; understand that it is the responsibility of the customer/homeowner to ensure that the electricity main switch is in the 'Off Position' for the required timeframe on the day of connection of the nominated utility services and that there is easy access to the meters; understand that connectnow may be paid a fee by the service provider and may pay a fee to a real estate agent in respect of the provision of the services provided to me by connectnow. By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements and other undertakings set out in this application form on behalf of all applicants listed on this application form. Where I have nominated an alternative contact person on this application, I authorise connectnow to speak to them about my move and connection and disconnection needs if connectnow is unable to contact me directly.

**Yes, I consent to connectnow contacting me to organise my move home services and other products and services to suit my home or lifestyle needs.**

Signed

Date

PM/ID: 25942

**No, I would like to arrange the connection of my own utility services.**

**I understand that when I move into the property all utilities will be disconnected and deactivated and that it is my own responsibility to ensure all connections are established prior to my moving date.**

## Privacy Disclosure Form

This form provides information about how we use your personal information, as required by the Australian Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application. As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office.

### Primary Purpose:

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property. In order to assess your application we disclose your personal information to: The Lessor / Owners for approval or rejection of your application, TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application, Any other persons to validate information supplied in your application and Other Real Estate Agents to assess the risk to our clients

### Secondary Purpose:

During and after the tenancy we may disclose your personal information to: Trades people to contact you for repairs and maintenance of the property, Tribunals or Courts having jurisdiction seeking orders or remedies, Debt Collection Agencies and affiliated industries, TICA Default Tenancy Control Pty Ltd to record details of your tenancy history, Lessors / Owners insurer in the event of an insurance claim and Future rental references to other asset managers / owners.

### TICA Statement

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the Australian Privacy Principles in the Privacy Act 1988. TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history. TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries. In accordance with the Australian Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80

### TICA Primary Purpose

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group. The personal information that the TICA Group may hold is as follows: Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

## Signed by the Applicant

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

## **SUPPORTING DOCUMENTS**

ALL applicants MUST provide a minimum of 100 points of identification  
OR YOUR APPLICATION WILL NOT BE PROCESSED.

### **COMPULSORY DOCUMENTS**

DRIVERS LICENCE	40 Points
PROOF OF INCOME (copy of latest payslip)	20 Points
BANK STATEMENT	10 Points

### **OTHER DOCUMENTS**

PASSPORT	50 Points
PHOTO ID	30 Points
MOTOR VEHICLE REGISTRATION PAPERS	10 Points
UTILITY ACCOUNT (Council rates, water rates, gas)	10 Points
COPY OF BIRTH OR MARRIAGE CERTIFICATE	10 Points
PENSION CARD MEDICARE CARD CREDIT CARD	10 Points each