

## Rental Tenancy Application Form

One application per person - Please refer to the Terms and Conditions before submitting this application.

Please complete the form in full using **BLOCK LETTERS**. Incomplete applications cannot be processed.

Payment Methods: Direct Deposit, Cheque and Money Order only.

### Property Details:

Property Address:	
Requested commencement date of Tenancy:	Preferred Lease Term:
Rental property amount per week \$	
How did you find out about this property: <input type="checkbox"/> Internet <input type="checkbox"/> Newspaper <input type="checkbox"/> Agency Contact <input type="checkbox"/> Sign <input type="checkbox"/> Referral <input type="checkbox"/> Other:	

### Applicant Details:

Full Name of Applicant:	Date of birth:
Business Hours Phone:	Mobile:
Email:	
Number of Occupants & Dependants who will reside at this property:	
Names & Ages of Occupants/ Dependants: 1. _____ 2. _____	
3. _____ 4. _____ 5. _____	
Current Residential Address:	
Rent per week (if applicable): \$	Period of occupancy:
Contact details to confirm current living arrangements: <input type="checkbox"/> Lessor <input type="checkbox"/> Agent <input type="checkbox"/> Other:	
Name:	Phone/Mobile:
Do you have any pets? <input type="checkbox"/> Yes <input type="checkbox"/> No Breed: _____ No. of pets: _____	If yes, pet type: _____ Registered with council? <input type="checkbox"/> Yes <input type="checkbox"/> No

### Previous Residential Details:

Previous Residential Address:	
Rent per week (if applicable): \$	Period of occupancy:
Contact details to confirm current living arrangements: <input type="checkbox"/> Lessor <input type="checkbox"/> Agent <input type="checkbox"/> Other:	
Name:	Phone/Mobile:

**Personal References:**

NB: cannot be relatives, partner or other people applying with you.

1. Name:	Business Hours Phone:
Postal Address:	
2. Name:	Business Hours Phone:
Postal Address:	
Next of Kin (contact in case of emergency or extenuating circumstances)	Name:
Phone/Mobile:	Postal Address:

**Employment and Income Details:**

Employment Status: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Contractor <input type="checkbox"/> Casual <input type="checkbox"/> Not employed (please tick) <input type="checkbox"/> Self-employed <input type="checkbox"/> Student <input type="checkbox"/> Other:	
Weekly net income:	Payroll Contact Name:
Name of Employer:	Payroll Contact Number:
Length of time at current employment:	Years                      Months
Current Job Title:	
If Student, list name of university, TAFE, College etc:	Student ID number (copy required):
If self-employed; Name of Business:	
Name of business accountant:	Accountant's phone/mobile
Address of accountant:	
Email:	Phone:
List other debts/loans currently owing (list weekly payment please)	
1. Car Loan:                      \$                      per wk	Notes & Comments:
2. Personal Loan:                      \$                      per wk	
3. Credit Card:                      \$                      per wk	
4. Any other loans:                      \$                      per wk	
Are you an Australian Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, please provide details of VISA or residency status as part of this application.

# Terms and Conditions

I agree to provide 100 point identification – Documents accepted for the identification check are listed below (and VISA or current residency status in Australia if applicable)

Driver licence showing current address	60 points	Passport	60 points
Recent utilities account showing current address	30 points	Last 4 rent receipts or mortgage payments	40 points
Birth Certificate	20 points	Medicare Card	10 points
Student Identification	20 points	Student Visa	30 points
Credit card with signature	20 points	Bank cards with signature	20 points

*If you are unable to meet the 100 point criterion listed above, please speak with the Property Manager.*

I agree to provide proof of income as part of this Application such as recent income verification pay slip, accountant letter or Centrelink statement.

I understand that should my application be accepted, that the Agency (on behalf of the lessor) will require a General Tenancy Agreement signed and monies rent and/or bond) paid within a reasonable time frame (in most cases within 24 hours of acceptance). I understand that all required Tenancy documents will be given to me prior to monies being taken upon acceptance.

I consent to the use of email or fax before the tenancy commences and during the tenancy (if the application is accepted by the lessor) – I understand that the tenancy agreement and required tenancy information may be emailed or faxed to me if I am unable to attend the office at an agreed Appointment time. (If you do not consent to the use of email or fax, please cross this term out and initial the paragraph plus insert the date)

I understand that should my application be denied by the lessor, that there is not a legal requirement to disclose reasons as to why. I also understand that my application and personal information will be disposed of accordingly having regard to the Privacy Act and the Agency Privacy Policy. (If you would like a copy of the agency privacy policy, please request one from our staff)

I understand that if I have any questions about the Tenancy or the Application process, that the Agency welcomes and encourages enquiries prior to applications being made. I further understand that I can request a copy of the General Tenancy Agreement including all standard terms and special terms (Form 18a) and Tenancy Information Statement (Form 17a) prior to making the application. A copy shall be provided if the tenancy application is successful before any monies (rent or bond are taken). The agreement contains the standard terms of a General Tenancy Agreement plus special terms which include carpet cleaning requirement and may include pest control and water charging.

I understand that I will be required to pay a full bond of 4 weeks rent and 2 weeks rent prior to commencing the tenancy. (Please ask the property manager if you are unsure of the total amount required to be paid if the Application is accepted by the lessor).

I provide consent for the Agency as part of application processing to contact all necessary people (such as referees, other agents, tenancy databases – TICA & Barclay MIS) to verify the Application information provided and understand that all Federal Privacy Act requirements will be adhered to by the Agency.

I consent to my information being passed on during the tenancy (should it commence) and after the tenancy if required to other third parties which include however are not limited to tradespeople/contractors, salespeople, bodies corporate, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act and any other relevant information. The Lessor of the property will be provided all relevant information. The agreement should it commence is a contract between the lessor and the tenant; personal information will be passed onto the lessor as the owner of the property.

I understand that if the application is not accepted, the application form and all information collected shall be disposed of within 4 weeks in accordance with the Privacy Act guidelines. I have an opportunity to collect my personal information prior to the information being destroyed by written request to the Agency.

By signing this form, I have read and understood clearly all of the information outlined above.

**Name of Applicant:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**UTILITY CONNECTION- This is a FREE service that connects all your utilities**



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

- |                                      |  |                                  |                                    |                                 |
|--------------------------------------|--|----------------------------------|------------------------------------|---------------------------------|
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Gas               | <input type="checkbox"/> Phone   | <input type="checkbox"/> Internet  | <input type="checkbox"/> Pay TV |
| <input type="checkbox"/> Removals    | <input type="checkbox"/> Truck or van hire | <input type="checkbox"/> Cleaner | <input type="checkbox"/> Insurance |                                 |



**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 of Applicant :** \_\_\_\_\_ **Date...../...../.....** **Application sent to Direct Connect (if required)**