

Tenancy Application Form

Please be advised, this application will only be processed once ALL details have been completed and all copies of all supporting documents attached. Each applicant must submit an individual form.

A. AGENCY DETAILS

Excel Property Agency

30 Orlando Street, Coffs Harbour, NSW 2450

Phone: 02 6652 4646

Web: www.excelpa.com.au

Email: rentals@excelpa.com.au

Property Manager

B. PROPERTY DETAILS

1. Address of Property:

2. Lease Commencement Date:

 Day Month Year

3. Lease Term:

 Years Months

4. How many tenants will occupy the property?:

Adults	Children	Ages of Children
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C. PERSONAL DETAILS

5. Please give us your details

Mr Ms Miss Mrs Dr Other

Surname

Given Name/s

Date of Birth

Driver's licence number

Driver's licence expiry date

Driver's licence state

Passport no.

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?

8. Would you like to use Residential Bonds Online?

Yes

No

Email address

Signature

Date

D. 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	



MAKES MOVING EASY

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:

- Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
- 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
- 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.
- Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
- 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.
- 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.

Tenant Signature

Date

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

E. 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.

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:

- The owner or the Agent of my current or previous residence;
- My personal referees and employer/s;
- 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:

- communicate with the owner and select a tenant
- prepare lease/tenancy documents
- allow tradespeople or equivalent organisations to contact me
- lodge/claim/transfer to/from a Bond Authority
- refer to Tribunals/Courts & Statutory Authorities (where applicable)
- refer to collection agents/lawyers (where applicable)
- complete a credit check with NTD (National Tenancies Database)

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.

Tenant Signature

Date

F. APPLICANT HISTORY

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

Years	Months
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10. Why are you leaving this address?

11. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone/fax no.

Weekly Rent Paid

	\$
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12. What was your previous residential address?

13. How long were you at this address? Weekly Rent Paid

Years	Months	\$
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14. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone

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Was bond refunded in full?

If not why not?

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15. What was your second previous residential address? (ONLY complete if within the last 5 years)

16. How long were you at this address? Weekly Rent Paid

Years	Months	\$
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17. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone

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Was bond refunded in full?

If not why not?

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18. Have you sold a property? If yes, when?

19. Address and selling agent

G. EMPLOYMENT HISTORY

20. Please provide your employment details

What is your occupation?

What is the nature of your employment? (circle)

FULL TIME	PART TIME	CASUAL
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Employer's name (accountant if self employed or institution if student)

Employer's address (accountant if self employed or institution if student)

Contact name

Phone no.

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Length of employment

Net Income

Years	Months	\$
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21. Please provide your previous employment details

Occupation?

Employer's name

Length of employment

Net Income

Years	Months	\$
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H. CONTACTS/REFERENCES

22. Please provide a contact in case of emergency

Surname

Given name/s

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Relationship to you

Phone no.

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23. Please provide 2 personal references (not related to you)

1. Surname

Given name/s

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Relationship to you

Phone no.

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2. Surname

Given name/s

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Relationship to you

Phone no.

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I. OTHER INFORMATION

24. Car Registration

25. Please provide details of any pets

Breed/type

Council registration / number

1.

2.

26. Are you a smoker? Yes No

J. PAYMENT DETAILS

Property Rental

\$	per week OR	\$	per month
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Rental Bond (4 weeks rent):

\$

First payment of rent in advance (2 weeks rent)

\$

Total

\$

K. ALL APPLICANTS MUST SUPPLY

Please ensure you provide:

1. A current drivers Licence or Proof of Age Card
2. Current proof of income (Pay Slip or Centrelink Statement)
3. Current Bank Statement
4. Utility Bill (Electricity, Phone or Superannuation Statement)
5. Passport (If you have one)

Note:

1. Each person applying must complete an application
2. All questions must be answered for the application to be processed
3. Application must be signed and accepted
4. No Photocopying will be done at our office

Signature of Landlords Agent

Date

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