

## Tenancy Application Form

**ALL APPLICANTS ARE TO COMPLETE THIS PAGE**

Applicant Name:

Property Applying for:

Questions:	Yes	No
1. Have you answered all questions and signed page 5 ?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you provided a copy of your Driver's License/ Passport/Proof of Age Card?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you provided a copy of your last 2 payslips?	<input type="checkbox"/>	<input type="checkbox"/>
4. If Renting Privately please supply receipts/bank statement for proof of payment	<input type="checkbox"/>	<input type="checkbox"/>
5. 100 Points of identification (Please see table below)	<input type="checkbox"/>	<input type="checkbox"/>
6. Please provide proof of any additional income (eg. Welfare Payments)	<input type="checkbox"/>	<input type="checkbox"/>

**100 POINT IDENTIFICATION CHECK – Please tick the box of each item you will be supplying with your application**

Item	<input checked="" type="checkbox"/>	Points		<input checked="" type="checkbox"/>	Points
Driver's License (Photo ID required)	<input type="checkbox"/>	40	Medicare Card	<input type="checkbox"/>	20
Passport	<input type="checkbox"/>	40	Bank Debit/Credit Card	<input type="checkbox"/>	20
Other Photo ID	<input type="checkbox"/>	20	Bank Statement	<input type="checkbox"/>	20
Current Wage Advice (Required)	<input type="checkbox"/>	30	Telephone Account	<input type="checkbox"/>	20
Previous Tenancy Reference	<input type="checkbox"/>	20	Electricity Account	<input type="checkbox"/>	20
Previous 2 Rent Receipts	<input type="checkbox"/>	20	Gas Account	<input type="checkbox"/>	20

Please be advised that this application will only be processed once **ALL** details have been completed and all copies of supporting documents attached.

**Each applicant over the age of 18 must submit an application.**

## PROPERTY DETAILS

Address of Property:

Lease commencement date (date you would like the lease to start):

Lease term (circle): 6 months / 12 months

Number, breed & age of pets:

Rent per week: \$

Are you a smoker? YES NO

Names of all other occupants for the property:

Names and ages of any children to occupy the property:

Date property was inspected? (please note you MUST view the property before application will be processed)

## PERSONAL DETAILS

MR MRS MISS MS DR

Given Name(s):

Surname:

Current Address:

Home Phone:

Work Phone:

Mobile:

Fax:

Email:

Date of Birth:

Age:

Drivers Licence No:

Drivers Licence State:

Passport No:

Passport Country:

## NEXT OF KIN (MUST NOT RESIDE AT SAME ADDRESS)

Given Name(s):

Surname:

Relationship:

Address:

Phone:

Mobile:

Email:

**CURRENT TENANCY DETAILS**



Length of time at current address:	Rent Paid:
Reason for leaving:	
Name of Landlord / Agent:	Phone:

**PREVIOUS RENTAL HISTORY 1**

Previous Address:		
Length of time at above address: From	to	Rent Paid:
Name of Landlord / Agent:	Phone:	
Was Bond refunded in full?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, please specify reasons why:		

**PREVIOUS RENTAL HISTORY 2 (IF CURRENT TENANCY IS LESS THAN 6 MONTHS)**

Previous Address:		
Length of time at above address: From	to	Rent Paid:
Name of Landlord / Agent:	Phone:	
Was Bond refunded in full?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, please specify reasons why:		

**CURRENT EMPLOYMENT DETAILS**

Occupation:	Current Employer:
Employer's Address:	
Contact Name (payroll / manager):	Contact Number:
Length of Employment:	

**PREVIOUS EMPLOYMENT DETAILS (If current is less than 6 months)**

Occupation:	Previous Employer:
Employer's Address:	
Contact Name (payroll / manager):	Contact Number:
Length of Employment:	

**SELF EMPLOYMENT DETAILS**

Company Name:	Business Type:
Business Address:	
Position Held:	ABN:
Accountant Name:	Phone:
Accountant Address:	

**INCOME**

Net weekly employment income: \$
Net weekly income from other sources: \$
Source(s) of other income (e.g. Centrelink):

**STUDENT INFORMATION**

Place of Study:	Course Name:
Course Length:	Enrolment / Student No:
Campus Contact:	Contact Number:
Course Co-ordinator:	Contact Number:

**REFEREES**

Business referee:	Relationship:
Phone:	Email:
Personal referee:	Relationship:
Phone:	Email:

**PRIVACY STATEMENT****PRIVACY DISCLOSURE STATEMENT**

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current or previous employer and your referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and owner's insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our privacy officer. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.



## CONNECTNOW – FREE SERVICE

### 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 terms 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**

Applicant Signature: \_\_\_\_\_

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

ID: 25816

Phone: 1300 554 323

Email: [info@connectnow.com.au](mailto:info@connectnow.com.au)

Fax: 1300 889 598

Web: [www.connectnow.com.au](http://www.connectnow.com.au)

## CONSENT

I the Applicant acknowledge that I have read the Privacy Disclosure Statement. I authorise the Agent to collect information about me from:

1. My Previous letting agents and/or landlords;
2. My personal referees;
3. Any Tenancy Default Database which may contain personal information about me. I also authorize the Agent to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA) 02 9743 1800, National Tenancy Database (NTD) 1300 563 826 and/or Trading Reference Australia (TRA) 1300 366 311.

I authorize the Agent to disclose the personal information collected about me to the owner of the property even if the owner is resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases.

Where Ray White Connect is requested by me to arrange for the provision of connection and disconnection services, I consent to Ray White Connect disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I consent to Ray White Connect disclosing confirmation details (including NMI, MIRN and telephone number) to the Agent. I acknowledge that neither Ray White Connect nor the Agent accepts any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. The Agent has a commercial relationship with Ray White Connect. I acknowledge that Ray White Connect, the Agent and its employees may receive a fee and/or benefit from a utility service provider in relation to the connection of a utility service. There is no charge to me for the Ray White Connect service; normal service provider fees or bonds may apply.

I acknowledge that this application is subject to the approval of the owner.

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 satisfied with the current condition and cleanliness of the property.

\_\_\_\_\_  
**Applicant Name**

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

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

**PLEASE NOTE ANY DOCUMENTS THAT REQUIRE PHOTO COPYING WILL INCUR A .20cent CHARGE FOR BLACK & WHITE AND .50cents FOR COLOUR**