

APPLICATION FOR RESIDENTIAL TENANCY

Residential Tenancies Act

Rental Property Details

Property _____
Available Date _____ / _____ / _____
Tenancy Term _____

Note: The Personal Information Form must also be submitted by each Proposed Tenant with this Application

Tenant 1 Personal Information Form attached or Personal Information Form already supplied

Full name _____

Phone work _____ Home _____

Mobile _____ E-mail _____

Tenant 2 Personal Information Form attached or Personal Information Form already supplied

Full name _____

Phone work _____ Home _____

Mobile _____ E-mail _____

Tenant 3 Personal Information Form attached or Personal Information Form already supplied

Full name _____

Phone work _____ Home _____

Mobile _____ E-mail _____

Number of persons proposed to occupy the Property Adults _____ Children _____

Intended residents

Rental Details

Rental _____ per week

First payment of rent in advance _____

Bond equivalent of 4 weeks rent, or 6 weeks if rent more than \$250 p/w _____

Other _____

Amount payable on signing Tenancy Agreement _____

Tenant's Details

1 I/we apply for the tenancy above.

2 Pets Type of Pet _____ Breed _____ Number _____ Age _____

 Type of Pet _____ Breed _____ Number _____ Age _____

3 I/we have or will need a residential tenancy bond from a State Government Dept.? Yes No

 If Yes, \$ _____ Branch _____

4 Special conditions requested and or my special needs

Note: The landlord is not obliged to accept any of your requests or requirements for special conditions.

Tenant's Acknowledgements

- 5 None of us are bankrupt and all of the information supplied in this Application is true and correct and is not misleading in anyway and we will bring any information relevant to the landlord's attention.
- 6 I/we acknowledge that we will accept possession of the premises in the condition it is as at the date of inspection.

If you are advised the Application is Successful - it is still not binding unless all matters are finalised as below

- 7 I/We acknowledge if the application is successful the landlord will provide a proposed Residential Tenancy Agreement which I/we must then sign or decline and a Tenancy Agreement is only operative and binding if I/we sign the Residential Tenancy Agreement and return all the document to the Property Manager in the required time, and pay in immediately in full the required rent and bond and **an Agreement will only operate once the Landlord signs it** or advises their acceptance. If these things are not done within the time stipulated and or not accepted by the landlord then no Agreement will arise and the landlord may let the property elsewhere. Time is of the essence.

Name Tenant 1 _____

Signature – Tenant 1

 Date

Name Tenant 2 _____

Signature – Tenant 2

 Date

Name Tenant 3 _____

Signature – Tenant 3

 Date

ACKNOWLEDGEMENT and CONSENT

We agree and the parties all acknowledge and consent to either of them or their attorneys and representatives signing this form and any agreements and notices (in relation to the tenancy agreement or under the Act) by electronic and/or digital signatures under the *Electronic Transactions Act (Cth* and the relevant State Act) and delivering this form and any application and notices by email.

OFFICE USE ONLY					
Tenant 1	<input type="checkbox"/>	Personal Details with Verification of Identity received	Date	/	/
Tenant 2	<input type="checkbox"/>	Personal Details with Verification of Identity received	Date	/	/
Tenant 3	<input type="checkbox"/>	Personal Details with Verification of Identity received	Date	/	/
References	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Previous Agent called <input type="checkbox"/>
					Yes <input type="checkbox"/>
Employment	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Tenancy Agt Signed <input type="checkbox"/>
					Yes <input type="checkbox"/>
ID verified	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Database check <input type="checkbox"/>
					Yes <input type="checkbox"/>
Rent Paid	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Bond <input type="checkbox"/>
					Yes <input type="checkbox"/>
Accepted	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Bond Lodged Date / /
Comments:					

TENANT'S PERSONAL INFORMATION FORM

for Tenancy Application *Residential Tenancies Act*

TO BE COMPLETED BY EACH TENANT

Personal Details

First name _____ Surname _____
Mobile _____ Phone work _____
Email _____ Email 2 _____
Date of Birth _____ Australian Yes No
Driver's Licence _____ State _____
Passport No _____ Country _____
Centrelink Ref ID _____ Payment Type _____
Vehicle Model/year _____ Reg No. _____
Pets _____ Type/Breed _____

Tenancy History

Present address _____

How long have you lived at your present address? _____ Rent Paid \$ _____

Reason for leaving this address? _____

Agent/Landlord's Name _____

Address _____ Phone No _____

Previous address _____

How long did you live at previous address? _____ Rent Paid \$ _____

Reason for leaving this address? _____

Agent/Landlord's Name _____

Address _____ Phone No _____

Was Bond refunded in full? Yes No, if No – reasons why _____

Self Employed Yes No **Student** Yes No

Employment History

Employer 1 _____ Phone No _____

Occupation _____ Full Time Part Time Casual

Period of Employment _____ Net Weekly Income \$ _____

Previous Employer 2 _____ Phone No _____

Occupation _____ Full Time Part Time Casual

Period of Employment _____ Net Weekly Income \$ _____

References – two personal/business references (not related to you)

Name 1 _____ Relationship _____

Address _____ Phone No _____

Name 2 _____ Relationship _____

Address _____ Phone No _____

Emergency Contacts

Name 1 _____ Relationship _____
Address _____ Phone No _____

Name 2 _____ Relationship _____
Address _____ Phone No _____

My Financial Institution Details (for repayments in future and to verify payments in)

Bank _____ Account Name _____
BSB _____ Account No _____

Disclaimer / Authority

I hereby offer to rent the property from the owner on the attached Application and or any future Application I acknowledge that any application is subject to the approval of the owner/landlord. I declare that all information contained in this application is true and correct and given of my own free will.

I AUTHORISE the Agent to obtain personal information about me from:

- (a) The owner or the Agent of my current or previous residences;
- (b) My personal referees and employer/s;
- (c) Any record listing or database of defaults by tenants;

Any record listing or database of defaults by tenants such as TICA, NTD, TRA or Other databases for the purpose of checking tenancy history. I am aware that I may access my personal information by contacting:

TICA	Address: PO Box120, Concord NSW 2137 Telephone: 1902 220 346 Facsimile: (02) 9743 4844 Website: www.tica.com.au	TRA	Address: PO Box 372 Rose Bay NSW 2029 Telephone: 02 9363 9244 Facsimile: 02 9329 2861 Website: www.tradingreference.com
NTD	Address: GPO Box13294, George Street 120, Brisbane QLD 4003 Telephone: 1300 563 826 Facsimile: (07) 3009 0619 Website: www.ntd.net.au	Other:	

I am aware that the Agent will use and disclose my personal information within this application without limiting in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents and complete a check with TICA, NTD, TRA or Others
- (c) allow trades-people 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) 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. I am aware that I may access personal information on the contact details above. By signing this document I AGREE AND ACKNOWLEDGE the terms above and that I may make applications to enter into a Residential Tenancy Agreement. I understand my Applications may not be successful as there may be many applicants and this Personal Information may be used for any Applications I make.

ACKNOWLEDGEMENT and CONSENT ELECTRONIC SIGNING

I agree and the parties all acknowledge and consent to either of them or their attorneys and representatives signing this form and any agreements and notices (under the agreement application or under the Act) by electronic and/or digital signatures under the *Electronic Transactions Act (Cth and the relevant State applying)* and delivering this form and any application and notices by email.

Signature Tenant

Date: _____

my Verification of Identity details are on the next page attached

Verification of Identity of

Name _____

100 Point Check – by Agent

Before any application will be considered, each applicant must achieve a minimum of 100 check points. Should you not be able to meet the 100 check points please speak to the Agent. This information needs to be photocopied prior to submitting the application.

Proof of Identity – you must provide one of the following:

Driver's Licence OR
Passport OR
Birth Certificate + Photo ID

50 points

Proof of Income – you must provide at least one of the following:

Last Pay Advice OR
Current Centrelink Statement OR
Current Bank Statement (must show sufficient funds to meet rental payments)

30 points

Supporting Documentation

you must provide at least **30 points** of the following documentation:

Current Rental Ledger (from last Managing Agent)
Last 2 Rent Receipts
Two Written References
Recent Rates Notice
Vehicle Registration papers
Current Electricity/Phone Account

40 points

20 points

20 points

30 points

10 points

10 points

Minimum of 30 points required

Note: If you are renting for the first time or have difficulty achieving 100 check points, call us to discuss alternative verification checks that may be conducted.

**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.

CONNECTION DETAILS**What is the address of the property you are moving into?**

Postcode

Utility connection date?

	Day		Month		Year
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Please tick utilities as required

<input type="checkbox"/> Electricity	<input type="checkbox"/> Mains Connected Gas	<input type="checkbox"/> Phone	<input type="checkbox"/> Internet	<input type="checkbox"/> Insurance	<input type="checkbox"/> Removalists
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APPLICANT DETAILS**Please give us your details**Dr Mr Mrs Miss Ms Other

Email address

Surname

Given Name/s

Date of Birth

Please provide your contact details

Home phone no.

Mobile phone no.

Work phone no.

Fax no.

PLEASE PROVIDE AT LEAST ONE FORM OF IDENTIFICATION

Driver's licence number

Driver's licence expiry date

Driver's licence state

Medicare number

Passport no.

Passport country

Pension no. (if applicable)

Pension type (if applicable)

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.

Signature

Date

Property Manager

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

Application sent to Direct Connect

 Submitted on-line Faxed to: 1300 664 185

Important Information and Tenancy Declaration

Your Application for Tenancy cannot be accepted unless this has been completed in full and signed.

TENANCY ACCEPTANCE

We understand that finding and selecting a rental property is often difficult.

We will process your application as quickly as possible, but please remember we may be processing many applications at the same time. To assist us please fill out ALL required details on the application and ensure your completed application is returned to our office as quickly as possible.

UNSUCCESSFUL APPLICATIONS

Should your application be unsuccessful you will be advised. However, should you wish to apply for another property we will hold over your application for you for a period of 7 days.

SUCCESSFUL APPLICATIONS

Should your application be successful you will be required to pay the Bond and the balance of the 2 weeks rent in advance in the form of an EFT transfer within 48hrs of acceptance of application. Under no circumstances do we accept personal cheques or cash payments.

Keys will be handed out when all parties have signed the Residential Tenancy Agreement, Payment Request form, Bond Lodgement form and all monies paid.

No action will be taken against the landlord or the agent if the application is unsuccessful or upon acceptance should the property be unavailable for occupation on the date for whatever reason.

BOND PAYMENT

The initial payments of two (2) weeks rent and four (4) weeks bond is to be paid by via EFT transfer.

The first one week's rent is to be paid at the time of approval and the balance when you sign the lease and collect the keys on the lease start day. It will be credited to your rental account commencing with the first day of your tenancy.

Bond transfers are NOT accepted. Payment of this money must be in cleared funds.

THIS OFFICE DOES NOT ACCEPT PAYMENTS BY CASH.

RENT PAYMENT

The method by which the rent must be paid:

All accepted applicants will be offered Payment Gateway or a direct transfer (EFT) is the preferred payment option. Other alternative payment options are deduction from pay and center pay. **Please put a tick in the appropriate box below to assist us with your preferred method of payment.**

Payment Gateway – Recurring direct debit, Tenant initiated (Phone/Internet); BPAY; Australia POST; and Credit Card

*** Tenants are charged for the use of the Payment Gateway service by a third party payment processor (IPayments). The Fees for the use of the Payment Gateway service are outlined below:

- **Bank Account: \$1.65**
- **BPAY: \$3.00**
- **Cash/EFTPOS: At Australia Post \$4.00**
- **Credit Card: 2.2%**

Deduction from pay / Centre Pay

Direct Debit/EFT Transfer

I acknowledge that due to bank processing times, payments made via Payment Gateway are **required to be paid 4 business days prior to the due date. Due to bank processing times; ideally rent payments should commence the day you move in.**

I understand that the Agent will also offer me an alternate facility (that do not incur a charge other than a bank fee) to pay rental and other payments to the agency and deduction from pay.

I acknowledge that it is the office's policy to not accept cash as a method for rental and other payments because of risks associated with cash payments and keeping cash on premises.

Signed by the Applicant _____

Print Name _____

Witness (The Managing Agent) _____

TENANCY APPLICATION CHECKLIST

Please complete the Tenancy Application Checklist and submit it together with your Tenancy Application.

Before I submit this Application, I confirm I have...

- Attached photocopies of documents to 100 or more points of ID as well as my last 2 pay slips, and a copy of the bank statement as listed on the Tenancy Application.
- Attached a copy of recent rental ledger from the landlord or managing agent
- Inspected the property both internally and externally
- Completed all details in full on the Tenancy Application
- Provided all contact details and documentation for confirmation of income source.
- Filled in Current & Previous Address details, Current & Previous Occupation, Business, Personal and Emergency Contacts - this has to be someone whom you are not living with.
- Read & signed Application for Residential Tenancy and Tenants Personal Information Form of the Tenancy Application.
- Read & signed the Important Information and Tenancy Declaration

PLEASE NOTE THAT APPLICATIONS ARE NOT ACCEPTED IF INCOMPLETE

Only submit your application if all of the above check boxes have been ticked off. Only tick the boxes if you have completed and attached all necessary photocopied paperwork etc.

* PLEASE NOTE: OUR OFFICE IS UNDER NO OBLIGATION TO DISCLOSE ANY REASONS WHY YOUR APPLICATION IS NOT SUCCESSFUL.

PROPERTY ADDRESS _____

APPLICANT NAME _____

Signature & Date _____

SUCCESSFUL APPLICATIONS

On Approval Of An Application - All initial monies due (BOND & 2 Weeks Rent) must be PAID IN FULL within 48hrs to secure the property by the following ways:

1. EFT Transfer to the following account- Name: **Ray White Clare Valley** **BSB: 085-558** **A/C: 67-790-2794**

For Ongoing rent payments - All accepted applicants will be offered Payment Gateway or EFT/Direct Debit Transfer.

Other alternative payment options are deduction from pay and Centre Pay. Please carefully choose the option that best suits you.