

Tenancy Application Form

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

PROPERTY DETAILS

Address of Property(s):

Preferred Lease Commencement Date:

Preferred Lease Type:

6 Months

12 Months

How Many People Will Occupy The Property?

Adults

Children

Ages of children

PERSONAL DETAILS/TENANCY HISTORY

Mr Ms Miss Mrs Dr Other

Frist Name:

Middle Name(s):

Surname:

Date Of Birth:

Email Address:

Mobile Phone:

Drivers Licence Number:

Home Phone:

Drivers Licence State:

Work Phone:

Drivers Licence Expiry:

Fax Number:

Passport Number:

Pension Type:
(If Applicable)

Passport Country:

Pension Number:
(If Applicable)

Your Current Address:

How Long Have You Lived At Your Current Address?

Years

Months

Reason For Leaving:

Name Of Landlord/Agent:

Landlord/Agent Contact
Number:

Weekly Rent Paid: \$

Your Previous Address:

How Long Did You Live At This Address?

Years

Months

Name Of Landlord/Agent:

Landlords/Agent Contact
Number:

Weekly Rent Paid: \$

Was Bond Refunded In Full?

If Not Why?

EMPLOYMENT DETAILS

What Is Your Occupation?

What Is The Nature Of Your Employment?
(Circle)

FULL TIME

PART TIME

CASUAL

Employers Name:

(Accountant If Self Employed Or
Institution If A Student)

Employers Address:

(Accountant If Self Employed Or
Institution If A Student)

Contact Name:

Contact Phone Number:

Length Of Employment:

Years

Months

Net Income P/W:

PETS

1. Breed/Type:

1. Council
Number/Registration:

2. Breed/Type

2. Council
Number/Registration:

REFERENCES (2 PERSONAL REFERENCES NOT RELATED TO YOU)

1. Full Name and
Relationship:

1. Contact Number:

2. Full Name and
Relationship:

2. Contact Number:

100 POINTS OF ID

We Require 100 Points Of ID.

You Must Have:

- A Current Drivers Licence Or Other Photo ID
- Proof Of Income
- Current Rental Ledger (If Renting)

Applications Without 100 Points Of ID Will Not Be Accepted

- Drivers Licence – 40 Points
- Passport – 40 Points
- Birth Certificate/Extract – 30 Points
- Other Photo ID – 30 Points
- Proof Of Income – 20 Points
- Previous Landlord Reference – 20 Points
- Rental Ledger From Agent – 20 Points
- Pension Card – 20 Points
- Rates Notice (Proof Of Ownership) – 20 Points
- Vehicle Registration Certificate – 10 Points
- Bank Statement/Bank Card – 10 Points
- Phone/Electricity/Gas Account – 10 Points
- Medicare/Health Care Card – 10 Points

Signature Of Agent: _____

Date: _____

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.

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), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA). 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.

Applicant Name: _____ Applicant Signature: _____ Date: _____

DIRECT CONNECT – 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:

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Phone |
| <input type="checkbox"/> Internet | <input type="checkbox"/> Gas |
| <input type="checkbox"/> Pay TV | <input type="checkbox"/> Removals |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services. |



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 our 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.

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 **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.

Applicant Name: _____ Applicant Signature: _____ Date: _____

Office Use:

Application Submitted To Direct Connect