

Tenancy Application Form

ADDRESS OF PROPERTY : _____

NAME OF APPLICANT: _____

IDENTIFICATION DOCUMENTS REQUIRED TO PROCESS YOUR APPLICATION

Your Application will not be processed unless you provide photocopies and originals (for sighting) of 100 points of ID including at least one form of photo identification. Please attach copies of the required documentation to this application

<input type="checkbox"/>	Drivers Licence	30 Points
<input type="checkbox"/>	Passport	30 Points
<input type="checkbox"/>	Birth Certificate/Extract	20 Points
<input type="checkbox"/>	Other PhotoID	10 Points
<input type="checkbox"/>	Last 4 payslips / Copy of Centrelink statement	20 Points
<input type="checkbox"/>	Last 4 rent receipts	30 Points
<input type="checkbox"/>	Rates Notice	10 Points
<input type="checkbox"/>	Bond refund history	20 Points
<input type="checkbox"/>	Current vehicle registration	10 Points
<input type="checkbox"/>	Utility Bills (phone, Energex, Gas etc)	10points
<input type="checkbox"/>	Bank Statement	20points
<input type="checkbox"/>	Medicare Card	10points
<input type="checkbox"/>	Current Healthcare / Pension Card	10points
<input type="checkbox"/>	Bank Card	10 Points

Terms and Conditions of Application

Please allow up to 48 hours for you application to be processed, providing all your documentation is supplied and your references are contactable. All applicants must complete a separate Tenancy Application in full before they will be processed. All applications are referred to TICA for confirmation of details supplied. If your application is successful, it is required that within the first 24 hours of accepting the property you must pay 4 weeks rent being the bond and 2 weeks rent being the rent in advance. All applicants must be present to sign all documentation required to start the tenancy. Keys will only be released on the lease start date and once all documentation is signed by all applicants and all monies have been paid. The Entry Condition report must be completed, signed and returned to the office within 3 days of picking up the keys. It is the tenant/s responsibility to connect and disconnect all utilities associated to the property.

Signature: _____ Date: _____

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:

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

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow tradespeople 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) 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.

Signature: _____ Date: _____

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.

Application Processed By:

A. PROPERTY DETAILS

Address of Property:

Lease Start Date:

 / /

Lease Term (circle)

 6 Months 12 Months

B. PERSONAL DETAILS

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)

Please provide your contact details

Home phone no.

Mobile phone no.

Work phone no.

Fax no.

Email address

How many tenants will occupy the property?:

Adults Children Total Occupants

Full Names of other occupants

Age

C. APPLICANT HISTORY

What is your current address?

Currently Rent/Own:

Length at current address?

Years Months

Why are you leaving this address?

Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone/fax no.

Weekly Rent/ Mortgage Paid

\$

What was your previous residential address?

Previously Rented/Owned:

Length at this address?

Years Months

Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone/fax no.

Weekly Rent / Mortgage Paid

\$

Was bond refunded in full?

If not why not?

D. EMPLOYMENT / INCOME

Please provide your employment details

What is your occupation?

What is the nature of your employment? (circle)

FULL TIME PART TIME CASUAL

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.

Length of employment

Years

Net Income

Months \$

D. EMPLOYMENT / INCOME

Please provide your previous employment details

Occupation?

Employer's name

Length of employment

Years

Months

Net Income

\$

E. CENTRELINK PAYMENTS

Payment Type: eg - Family, Pension, Carers

Date payment granted:

Amount received fortnightly:

Please attach an income statement.

F. CONTACTS/REFERENCES

Please provide a contact in case of emergency

Surname

Given name/s

Relationship to you

Phone no.

Please provide 3 personal references (not related to you)

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

3. Surname

Given name/s

Relationship to you

Phone no.

G. PETS

Please provide details of any pets

Breed/type

Council registration / number

H. VEHICLES

No. of vehicles to be kept at premises / details?

How many:

Do you have? (please circle)

Boat

Caravan

Trailer

Camper

Make / Model:

Colour

Registration Plate:

I. PAYMENT DETAILS

Property Rental

per week OR

per month

Rental Bond (4 weeks rent):

\$

First payment of rent in advance (2 weeks rent)

\$

Sub Total

\$

Amount payable on signing tenancy agreement (bank cheque or money order only)

\$

J. 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

Truck or van hire

Gas

Insurance

Internet

Phone

Removalist

Pay TV

Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.



MAKES MOVING EASY



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

Date

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

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