

TENANCY APPLICATION FORM

This form is required in order to apply for a property. It must be completed fully to be considered as a possible tenant for the property. All applications are screened and then forwarded to the landlord for final approval. Please also provide **identification and proof of income**. Please make copies, as they will not be returned.

PROPERTY ADDRESS:
Property viewed by yourself or representative:
☐ Yes, Date viewed _____ ☐ No

TERM OF TENANCY: _____ Months

COMMENCING ON: _____

RENTAL AMOUNT: \$ _____ per fortnight

Rent payment: ☐ Own funds ☐ Borrowed funds ☐ SAHT

Bond payment: ☐ Own funds ☐ Borrowed funds ☐ SAHT

PAYABLE UPON APPROVAL OF APPLICATION:

2 weeks rent payable in advance: \$ _____

Bond payable: \$ _____
6 weeks rent if rent is \$251pw or more,
4 weeks rent if rent is \$250pw or less

Total payable: \$ _____

PERSONAL DETAILS APPLICANT 1:
Main contact: ☐ Yes ☐ No

Title: ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dr. ☐ Other _____

Smoker: ☐ Yes ☐ No (Strictly no smoking indoors)

First & Last Name: _____

Date of Birth: _____ Age: _____

Home: _____ Mobile: _____

Work: _____ Driver's Licence: _____

Email: _____

CURRENT RENTAL:

Address of property: _____

Time at current address: _____

Current Rent: \$ _____ per week

Agency Name: _____

Agent/ Landlord Name: _____

Phone: _____

Email: _____

Reason for vacating: _____

PREVIOUS RENTAL:

Address of property: _____

Period rented: _____

Agent/ Landlord Name: \$ _____ per week

Agency Name: _____

Agent/ Landlord Name: _____

Phone: _____

Email: _____

Reason for vacating: _____

PERSONAL DETAILS APPLICANT 2:
Main contact: ☐ Yes ☐ No

Title: ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dr. ☐ Other _____

Smoker: ☐ Yes ☐ No (Strictly no smoking indoors)

First & Last Name: _____

Date of Birth: _____ Age: _____

Home: _____ Mobile: _____

Work: _____ Driver's Licence: _____

Email: _____

CURRENT RENTAL:

Address of property: _____

Time at current address: _____

Current Rent: \$ _____ per week

Agency Name: _____

Agent/ Landlord Name: _____

Phone: _____

Email: _____

Reason for vacating: _____

PREVIOUS RENTAL:

Address of property: _____

Period rented: _____

Agent/ Landlord Name: \$ _____ per week

Agency Name: _____

Agent/ Landlord Name: _____

Phone: _____

Email: _____

Reason for vacating: _____

EMPLOYMENT APPLICANT 1:

☐ F/T Ongoing ☐ P/T Ongoing ☐ Casual
☐ F/T Contract ☐ P/T Contract Contract until _____

Occupation/Position: Business Name: Business Address: Supervisor's Name: Supervisor's Phone: Length of employment: Years MonthsNet income: \$ per annum**SELF EMPLOYED OR OWN YOUR OWN BUSINESS:**Name of Business: ABN No.: Address: Net income: \$ per annumAccountant's Name: Accountant's Phone: **OTHER BENEFITS & CENTRELINK:**Payment type: Amount: \$ Per fortnightPayment type: Amount: \$ Per fortnight**PERSONAL REFERENCE (Not related to you):**Name: Address: Phone No.: Relationship: Name: Address: Phone No.: Relationship: **NEXT OF KIN / EMERGENCY CONTACT:**Name: Address: Phone No.: Relationship: **EMPLOYMENT APPLICANT 2:**

☐ F/T Ongoing ☐ P/T Ongoing ☐ Casual
☐ F/T Contract ☐ P/T Contract Contract until _____

Occupation/Position: Business Name: Business Address: Supervisor's Name: Supervisor's Phone: Length of employment: Years MonthsNet income: \$ per annum**SELF EMPLOYED OR OWN YOUR OWN BUSINESS:**Name of Business: ABN No.: Address: Net income: \$ per annumAccountant's Name: Accountant's Phone: **OTHER BENEFITS & CENTRELINK:**Payment type: Amount: \$ Per fortnightPayment type: Amount: \$ Per fortnight**PERSONAL REFERENCE (Not related to you):**Name: Address: Phone No.: Relationship: Name: Address: Phone No.: Relationship: **NEXT OF KIN / EMERGENCY CONTACT:**Name: Address: Phone No.: Relationship: **OTHER OCCUPANTS:**

Please list the names and ages of all other occupants for the property. Photo ID is required for occupants aged 18 & above. Co-lease holders must also submit an application form.

Name:	Contact Number	Relationship	Age:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PETS:

Photos **MUST** be attached in order for your pet to be considered for this application.

Name:	Type/Breed	Inside/Outside Pet	Council Registration No.	Age:
		<input type="checkbox"/> Inside <input type="checkbox"/> Outside		
		<input type="checkbox"/> Inside <input type="checkbox"/> Outside		
		<input type="checkbox"/> Inside <input type="checkbox"/> Outside		

VEHICLES KEPT AT PROPERTY:

Make:	Model:	Car Registration No.

Notes:**PROOF OF IDENTITY & INCOME VERIFICATION:**

Each applicant **MUST** provide the following: a minimum of 1 document from each of the following 3 categories:

Photo Identification

- ☐ Drivers License
☐ Current Passport
☐ Proof of Age Card

Proof of Income:

- ☐ Pay Slips (3 most recent)
☐ Personal or Business Bank Statements (Most recent 3 months)
☐ Centrelink Statements

Proof of Current Address

- ☐ Motor Vehicle Registration
☐ Health Care Card
☐ Mobile Account
☐ Electricity / Gas Account
☐ Copy of current lease agreement or Rental Ledger
☐ Valid Visa to stay in Australia (if applicable)

UTILITY CONNECTIONS- This is a FREE SERVICE that can save you considerable time

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"/> Gas | <input type="checkbox"/> Phone | <input type="checkbox"/> Internet | <input type="checkbox"/> Pay TV |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> Cleaning | <input type="checkbox"/> Removals | <input type="checkbox"/> Truck or van hire | |

☐ 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:

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 of applicant: _____ Date...../...../..... Application sent to Direct Connect (if required) ☐

DECLARATION:

The applicant(s) acknowledges and confirms that:

- a. they are over 18 years of age, the rental payments are within their means and are not bankrupt or undischarged bankrupt.
- b. upon being advised of approval of this application by the agent a legal tenancy agreement with terms including the rental and other conditions contained in this application, is created and is legally binding. The applicant(s) agree to enter into a written Residential Tenancy Agreement. If the applicant(s) choose not to proceed with the agreement, the agent will begin procedures to re-let the property and MAY choose to recover costs incurred from re-letting as set down by the Residential Tenancies Act 1995.
- c. in order to secure the property, all monies must be paid to the agent's Trust account by electronic bank transfer, as totaled in this application form, being 4 weeks rent for bond (6 weeks rent if rent is over \$250 per week) and 2 weeks rent in advance within 24 hours of their application being approved. Cash payments will only be accepted upon prior arrangement with the Agent.
- d. only persons on this application may reside during the lease tenancy period. Any additional person residing at the property who are not on the lease agreement **MUST** seek the landlord's approval through the Agent via submission of application and **MUST** be:
 - a. over 18 years of age;
 - b. provide a photo identification and;
 - c. provide proof of income.
- e. the terms of the Residential Tenancies Agreement prevail the terms set out in this application.
- f. the information in this application is true and correct. This application is subject to the approval of the owner/landlord, and must include documents for proof of identity and income purposes. The application will not be processed unless these documents are submitted.
- g. they authorise the agent to obtain personal information from;
 - a. the owner or agent from previous address,
 - b. personal/business references,
 - c. any record, listing or database of defaults of tenants.
- h. the agent will use and disclose their personal information in order to;
 - a. communicate with the owner and select a tenant,
 - b. prepare lease/tenancy documents,
 - c. allow organisations/tradespeople to contact the applicant(s),
 - d. lodge/claim/transfer to/from bond authority,
 - e. refer to Tribunals/Courts and Statutory Authorities (where applicable),
 - f. refer to collection agents/lawyers (where applicable).

The applicant(s)/representative of applicant(s) declare and confirm that they have *viewed* the property, *acknowledge* and *accept* the condition of the property as it is, upon the approval of the application.

APPLICANT 1 NAME:

APPLICANT 2 NAME:

APPLICANT 1 SIGNATURE:

APPLICANT 2 SIGNATURE:

Date:

Date: