

Application Form

Please ensure an application is completed for each adult over 18 years of age intending to reside at the property.

PROPERTY DETAILS

Address of Property:	
Lease commencement date:	Lease term:
Rent per week:	Number and type of pets:
Number of occupants for the property:	
Number and ages of any children to occupy the property:	

PERSONAL DETAILS

Given Name(s):	Surname:
Current Address:	
Home Phone:	Work Phone:
Mobile:	Fax:
Email:	Date of Birth:
Drivers Licence No:	Drivers Licence State:
Passport No:	Passport Country:
Smoker Status: <input type="checkbox"/> Non Smoker <input type="checkbox"/> Smoker	

NEXT OF KIN

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:	

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:

PREVIOUS EMPLOYMENT (IF CURRENT EMPLOYMENT IS LESS THAN 6 MONTHS)

Occupation:	Previous Employer:
Employer's Address:	
Contact Name (payroll / manager):	Contact Number:
Length of Employment: From to	Net weekly income:

STUDENT INFORMATION (If applicable)

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

REFEREES

Business referee:	Relationship:
Phone:	Mobile:
Personal referee:	Relationship:
Phone:	Mobile:

HOLDING DEPOSIT - TO BE PAID UPON APPROVAL OF APPLICATION

The holding deposit is equivalent to one week's rent to hold the property for a period of 7 days only, starting from the day the Holding Deposit is paid to the Agent.

The Agent undertakes that:

- No other Holding Deposit has been received for the premises.
- The whole Fee will be refunded if the landlord decides not to enter into a residential tenancy agreement with the Applicant for the premises during the Holding Period.
- If a residential tenancy agreement is entered into with the Applicant, the Fee will be applied in full towards rent for the premises.

The Applicant agrees to pay a Holding Deposit Fee of \$_____. The Applicant understands that, should they decide not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Reservation Period, the landlord may retain the portion of the Fee representing the rent that would have been paid during the Reservation Period (based upon the proposed rent), but must refund the remainder.

I have read, agreed to and understood all of the above terms and conditions that are relevant to me.

Applicant Name

Signature

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 the property manager. 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 authorise 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).
4. I authorise 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.
5. I acknowledge that this application is subject to the approval of the owner. I declare that all information contained in this 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** _____

Statement of costs:

I, apply for approval to rent the premises referred to in this form. I acknowledge that my application will be referred to the Landlord of the property for their approval and if the application is approved, a Residential Tenancy Agreement for the premises will be prepared. I declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the premises and wish to apply for the tenancy of the premises for a period of _____ months, at a rental of \$_____ per week. I undertake to pay the monies detailed below.

One week holding deposit: (Paid once approved)	\$
Rental Bond Cheque = 4 weeks Rent (Money Order or Bank Cheque made payable to the Rental Bond Board) (Paid on Lease signing)	\$
One week rent (Paid on Lease Signing)	\$
TOTAL:	\$

Applicant Name _____ **Signature** _____ **Date** _____

WHAT YOU NEED TO ATTACH TO THIS APPLICATION FORM

To assist in the processing of your application we require the following:

Drivers License/Passport or other photo ID	<input type="checkbox"/>	Bank Debit/Credit Card	<input type="checkbox"/>
Bank Statement - 3 months	<input type="checkbox"/>	Utility account – telephone/electricity	<input type="checkbox"/>
Current Wage Advice – 3 pay slips	<input type="checkbox"/>	Student course enrolment - if applicable	<input type="checkbox"/>
Tenant Ledger	<input type="checkbox"/>	Centrelink transcripts – if applicable	<input type="checkbox"/>
Previous Tenancy Reference	<input type="checkbox"/>	Australian Visa – If applicable	<input type="checkbox"/>
Medicare Card/ Health care card	<input type="checkbox"/>		<input type="checkbox"/>

OFFICE USE

Item		Initial		Initial
Personal Reference Checked	<input type="checkbox"/>		Previous Agent Lessor Checked	<input type="checkbox"/>
Tenancy Database Checked	<input type="checkbox"/>		Lessor Notified - Approved	<input type="checkbox"/>
Employment Checked	<input type="checkbox"/>		Applicant Notified	<input type="checkbox"/>

Property Manager Name

Signature

Date

LETTING POLICY OF THE OFFICE

This office is aware at all times of its obligation to follow the law. This includes the law about discrimination. We will treat all property owners and their agents and all applications fairly. This means that we will not discriminate against you because of your race, ethno- religion, sex, marital status, disability, homosexuality or age. We will not discriminate against you because of the race, ethno-religion sex, marital status, disability, homosexuality or age of any of your relatives, friends or colleagues.

1. We will not take instructions from property owners who want us to break the anti-discrimination law.
2. We may decide to accept up to a certain number of applicants for any one property managed by this office. If we do this we will let you know how many applications we are accepting for the property.

3. We may refuse to take an application from you:

Either, if the property is physically not able to accommodate as many people as you want to occupy it.

Or, if the property cannot be made to suit your particular needs (for example: if you need wheelchair access and the property is up two flights of steep steps.

We recognise that people with disabilities have the same right to rent property as people who do not have disabilities. We will do our best to negotiate adaptation or changes that a person with a disability needs in order to live in or use a particular property. However, we recognise that the owner does not have to adapt or change the property if doing so will cause them unjustified hardship.

4. In all other cases, when we decide who can rent a property, we will only look at how well you can pay the rent and look after the property. We will ask you for references about both of these things and we will check these references.

5. We will only refuse your application if your references were not acceptable or if they were less acceptable than the references of the successful applicant. This means that we are of the opinion, based on your references that:

Either, you are unable to pay the rent and/or look after the property

Or, you are less able than the successful applicant to pay the rent and/or look after the property.

6. If you are unhappy with anything to do with the way we let properties in this office, please ask to speak to the principal. Your opinion matters to us!



Have your utilities connected hassle free at no extra charge to you!

Your **FREE** No Obligation Connection Service

Let us do the running around and call you to organise the connection of your utilities before you move in!

Step 1	Step 2	Step 3
Select the utilities you would like connected by ticking the relevant boxes below.	Fill out the relevant details on this form, sign it and lodge it with your property manager.	We will call you within 24 hours (except on weekends and public holidays), to confirm your details and connection timings.

Please tick utilities as required

Electricity ☐

Gas ☐

Pay TV ☐

Internet ☐

Phone ☐

Insurance ☐

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:

P: 1300 664 715

F: 1300 664 185

W: www.directconnect.com.au