

tenancy application form



Your application will not be processed unless you provide photocopies of all the following documents. If you require our office to photocopy any documents there will be a charge of \$1 per page.

- 1. photo identification** [eg. drivers licence or passport]
- 2. rental ledger or rent receipts** [showing a history of your rental payments]
- 3. medicare card**
- 4. account or invoice with your current address** [phone/mobile, electricity, credit card, bank account, rates notice]
- 5. evidence of income** [pay slip or letter from employer. If self employed a letter from your accountant or your last tax return. If unemployed a letter from Centrelink confirming your payments]
- 6. references** [a written rental reference and any other written references. If you have sold your home provide copy of your rates notice or water bill & the selling agent's details]
- 7. current ATM balance or bank statement**

*** for occupants over the age of 18yrs, it is essential that each person who wishes to reside on the premises complete an application form in full**

Terms & Conditions

I authorise that the above information may be used to carry out a credit check on me. I also agree that should I be in breach of any express or implied provision of the tenancy agreement or any provision of the residential Tenancies Act, that I will pay the Landlord's costs incurred in undertaking collection action to recover his/her losses.

Property Address: _____

Lease commencement date required: _____

Lease term required: _____

Rent per week: _____

Number of occupants: adults _____ ages _____ children _____ ages _____

Pets: Y / N if Yes, Type _____ Breed _____ Age _____

Personal Details

last name: _____

first name: _____

date of birth: _____

contact numbers [h]: _____ [w]: _____ [m]: _____

fax: _____

email address: _____

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Rental History

What is your current address? _____

Why are you leaving this address? _____

Name of Agent or Landlord: _____

Agent/Landlord's phone: _____

Weekly rent paid: _____

What was your previous address? _____

How long did you live at your previous address? _____

Why did you leave this address? _____

Name of Agent or Landlord: _____

Agents/Landlord's phone: _____

Weekly rent paid \$ _____

Was the bond refunded in full? _____

If not why? _____

Employment Details

what is your occupation? _____

employer's name: _____

employer's address: _____

contact name: _____

phone: _____

length of employment: _____

net income \$ per week: _____

PRIVACY STATEMENT

1. I declare that all the information contained in this application is true and correct, and that the information is provided of my own free will, and am not bankrupt. I further authorise the Agent to contact any of the referee or references supplied by me in this application for verification of the details provided.
2. I authorise the Agent to obtain personal information from any record listing or database of defaults by tenants. 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.
3. I am aware that the Agent will use and disclose my personal information in order to communicate with the owner and select a tenant, prepare lease/tenancy documents, allow tradespeople or equivalent organisations to contact me, notify relevant Bond Authority, refer to Tribunals / Courts and Statutory Authorities, refer to collection Agents/Landlords.
4. I agree and understand that in the event of this application being rejected by the landlord, there is no requirement at for the Agent to disclose to me any reason for such rejection.
5. I agree that after being approved for the property all initial monies will be paid by BANK CHEQUE or MONEY ORDER and no keys for that property will be provided to me until all monies are paid in full.

Signature Date

Print Name

Direct Connect Your Free No Obligation Utility Connection Service

Step 1

Select the utilities you would like connected by ticking the relevant boxes below.

Step 2

Fill out the relevant details on this form, sign it and lodge it with your property manager.

Step 3

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 Internet Gas Phone Pay TV 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
Suite 10, 1 Chaplin Drive, Lane Cove West NSW 2066

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Contacts/References

Please provide a contact in case of emergency

name: _____

phone: _____

address: _____

relationship to you: _____

Please provide two personal references (not related to you)

name: _____

phone: _____

relationship to you: _____

name: _____

phone: _____

relationship to you: _____

OFFICE USE ONLY

Landlord: _____

Rental \$ _____ Bond \$ _____ Parking: _____

Lease Start: _____ Lease End: _____

Strata Agent: _____ Fax No: _____

Special Conditions: _____

Property Type: House Towhouse Villa Unit Flat

Bedrooms: 1 2 3 4 5

TICA check Results _____ Rental Refs Results _____

Employer check Results _____

Landlord Approved Y N _____ Date: _____

Lease Signing Date: _____ Time: _____