



## Tenancy Application Form - Page 1

PROPERTY DETAILS		
Address of Property:		
Proposed Lease start date:		Proposed Lease Term:          months
How Many People to reside at the premises	Children: Ages:	Adults:
Do you have any pets? YES/NO	Breed	<b>**Please provide a reference** Registration Number:</b>

PERSONAL DETAILS	DATE:
Given Names:	Surname:
Home Ph:	Work Ph:
Mobile:	Email:
Date of Birth:	Drivers Licence:

CURRENT TENANCY DETAILS 1		
Current Address:		
Dates of Tenancy: From:	to:	Rent Paid: \$
Reason for Vacating:		
Name of Landlord/Agent:		
Is the Landlord the OWNER of the premises?          [ ] YES [ ] NO		
Contact Name:	Work Ph:	
Mobile:	Email:	
Do you believe you will receive a full Bond refund:          [ ] YES [ ] NO		
<b>Attach a written reference from this Landlord/Agent OR sign privacy form on Page 5.</b>		

PREVIOUS TENANCY DETAILS 2		
Property Rented:		
Dates of Tenancy: From:	to:	Rent Paid: \$
Reason for Vacating:		
Name of Landlord/Agent:		
Is the Landlord the OWNER of the premises?          [ ] YES [ ] NO		
Contact Name:	Work Ph:	
Mobile:	Email:	
Did you receive a full Bond refund:          [ ] YES [ ] NO		
If NO please state reason:		
<b>Attach a written reference from this Landlord/Agent OR sign privacy form on Page 5.</b>		



## Tenancy Application Form - Page 2

CURRENT EMPLOYMENT	
Occupation:	Employer:
Contact Name:	Contact Numbers:
Length of Employment:	
Net Weekly Income: \$	<b>Attach 4 current payslips &amp; employer reference.</b>

PREVIOUS EMPLOYMENT – If less than 3 years	
Occupation:	Employer:
Contact Name:	Contact Numbers:
Length of Employment:	
Net Weekly Income: \$	<b>Attach Employer reference.</b>

SELF EMPLOYMENT	
Company Name:	Business Type:
Business Address:	
Accountant Name:	Phone:
Email	Net weekly Income \$
<b>Please provide a current profit and loss statement or accountants figures to show income. Your application will not be processed unless these documents are attached.</b>	

UNEMPLOYED	
Are you currently receiving payments from <b>Centerlink</b> ?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes what is your fortnightly payment	\$
Are you entitled to rent or bond assistance?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Attach copy of your last payment advice.</b>	

PERSONAL REFERENCES – (NOT A RELATIVE)	
Name:	Relationship:
Phone number	
Name:	Relationship:
Phone number	
<b>Attach written copy of reference.</b>	

NEXT OF KIN / ALTERNATE CONTACT	
Name:	Surname:
Relationship:	
Current Address:	
Home Ph:	Work Ph:
Mobile:	Email:



## Tenancy Application Form - Page 3

QUESTIONS
Have you ever received a Termination Notice?: If yes please give a Reason:
Do you owe any monies to a previous Landlord or Agent?: If yes please explain:
Do you believe you are capable of paying the asking rent for the duration of you lease?
Have you ever been refused a property? If yes please give a reason:

100 POINT CHECK LIST – to be attached to application form			
Last 4 rent receipts	<input type="checkbox"/> 40 points	Current Drivers Licence	<input type="checkbox"/> 30 points
Photo Identification	<input type="checkbox"/> 30 points	Passport	<input type="checkbox"/> 30 points
2 Tenancy References	<input type="checkbox"/> 20 points	Current Vehicle Rego papers	<input type="checkbox"/> 10 points
Current Weekly Wage Advice	<input type="checkbox"/> 30 points	Bank Statement	<input type="checkbox"/> 10 points
Phone Account	<input type="checkbox"/> 10 points	Electricity Account	<input type="checkbox"/> 10 points
Copy of Birth Certificate	<input type="checkbox"/> 10 points	Gas Account	<input type="checkbox"/> 10 points
Health Care Card	<input type="checkbox"/> 10 points	Medicare Card	<input type="checkbox"/> 10 points

DOCUMENT CHECK LIST – to be attached to application form.	
<input type="checkbox"/> Current Landlord Reference	<input type="checkbox"/> Personal references
<input type="checkbox"/> Previous Landlord Reference	<input type="checkbox"/> 100 Point Documents
<input type="checkbox"/> Current Employer Reference	<input type="checkbox"/> 4 Payslips
<input type="checkbox"/> Previous Employer Reference	<input type="checkbox"/> Profit and Loss Statement

Tenants please note:

1. Land line phone connection is not the responsibility of the landlord. If you sighted a phone Point during the property inspection, the landlord will not guarantee that it is an existing line.
2. Additional tenants are not allowed to reside in the premises without written permission from the landlord. The Landlord has a right to refuse any additional tenants.
3. Pets and visiting pets are strictly not allowed on or in the premises without prior consent from the landlord. No animals are allowed inside the premises under any circumstance.



## Tenancy Application Form - Page 4

### DECLARATION

I hereby offer to rent the property from the Landlord under a Residential Tenancy Agreement prepared by the Agent for the agreed term. I acknowledge that I will be required to pay the following amounts:-

2 Weeks Rent in advance:	\$
Rental Bond (4 Weeks rental)	\$
Total paid upon signing lease	\$
Less Holding fee (see below)	\$
Balance owing upon signing lease	\$

**\*Please note the initial payment must be paid by cash or Bank Cheque or money order.**

**\*Personal cheques are only acceptable after this point.**

### HOLDING FEE

The holding fee (not exceeding 1 week's rent) of ..... keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement).

In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:

- (i) The application for tenancy has been approved by the landlord; and
- (ii) The premises will not be let during the above period, pending the making of a residential tenancy agreement; and
- (iii) If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee; and
- (iv) If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.
- (v) The whole of the fee will be refunded to the prospective tenant if:
  - (a) the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period
  - (b) the landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

### PRIVACY NOTICE/CONSENT

The Privacy Act 1998 (Cth) regulates the collection, use, disclosure and maintenance of personal information by the Agent from the Applicant and from third parties relating to the Applicant. The information collected enables the Agent to identify the tenant, to assess this application and for the property management of the landlord and tenant relationship should the application for tenancy be successful. The personal information of the Applicant also includes personal information already held by the Agent on any data base. Failure to provide all or any of the personal information renders the Agent unable to assess the application and or properly manage the landlord and tenant relationship.

The intended recipients of the information are any person to whom, body or agency to which it is usual to disclose the information to enable the Agent to properly assess the application including the landlord, nominated referees, other agents, tenancy reference data bases, owner's corporations and community associations and as otherwise permitted by the Privacy Act 1998 and this will include information about the Applicant's performance of its obligations pursuant to and under any Residential Tenancy Agreement entered into (particularly any failure to observe any obligations) and information collected during the term of the tenancy.

The applicant has the right of access to the information and may do so by contacting the Agent. The Applicant has the right to correction of the information if it is not accurate, up to date and complete.

Name of Applicant \_\_\_\_\_ Signed by the Applicant \_\_\_\_\_

Name of Applicant \_\_\_\_\_ Signed by the Applicant \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_



FREE UTILITY CONNECTION



## This is a FREE service that connects all your utilities

Once we have received this application we 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 upon receipt to confirm the information on this application and explain the details of the services offered.

Please tick utilities as required (we will call you to confirm your details and connection timings)

**Electricity**

**Internet**

**Gas**

**Phone**

**Pay TV**

**Contents 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 under takings 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](http://www.directconnect.com.au)

## PRIVACY DISCLOSURE STATEMENT



**Attention: THE PROPERTY MANAGER (Company)**\_\_\_\_\_

The following tenant/s have submitted an application for tenancy to our office. We would appreciate if were to complete the following questionnaire and fax back to our office on **02 6685 9089** at your earliest possible convenience.

**Tenant**\_\_\_\_\_

**Property Address:**\_\_\_\_\_

- 1. Please confirm that the above Tenant/s were/are lease holders **YES/NO**
- 2. Rent Paid per WEEK **\$**
- 3. Was rent paid on time & in advance? **YES/NO**
- 4. Period of tenancy. \_\_\_\_\_
- 5. How did the tenancy Terminate\_\_\_\_\_
- 6. Were any Termination notices issued? **YES/NO** if yes Why \_\_\_\_\_
- 7. Were periodic inspections carried out during the tenancy? **YES/NO** Comment \_\_\_\_\_
- 8. Were any pets kept at the premise **YES/NO** If yes please comment:\_\_\_\_\_
- 9. Was the property including lawns kept clean, neat & tidy at all times? **YES/NO**
- 11. Was the property left as per condition report upon vacating? **YES/NO**
- 12. Did the tenant receive their bond back in full? **YES/NO** If no please comment:\_\_\_\_\_
- 13. Would you rent to this/these tenant/s again **YES/NO**

Any additional you wish to add.\_\_\_\_\_

Completed by: \_\_\_\_\_ Position: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Thankyou for taking the time to provide our office with this reference.

Byron Beach Realty  
PROPERTY MANAGER

The applicant acknowledges and consents to the agent Byron Beach Realty Suffolk Park verifying personal and employment references for the purposes of processing my application for tenancy. **The Tenant has read the privacy Notice.**

Name of Applicant.....Signed by the Applicant.....

Name of Applicant.....Signed by the Applicant.....