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## RENTAL APPLICATION FORM

**Date :** \_\_\_\_\_

**Applicant 1 Full Name:** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

**Applicant 2 Full Name:** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

**Properties applying for** \_\_\_\_\_

### IDENTIFICATION CHECK

The following identification must accompany this application.

**One document from each group must be supplied.**

At least one (1) form of identification must be photographic.

TYPE
<b>Group 1</b>
Drivers Licence
Passport
Birth Certificate
Student Card
Other Photo ID : _____
<b>Group 2</b>
Current Wage Advice or Centrelink Income Statement
<b>Group 3</b>
Previous Rental Payment History or Rental Reference
Medicare Card
Motor Vehicle Registration
Bank Statement
Telephone /Electricity/Gas/ Other Account

**Full name and ages of all other persons who would be permanently residing at the premises:**

**Tenancy Requirements:**            **Term** 6 / 12 months            **Commencement Dates:** \_\_\_\_\_

**Rental Amount:** \$ \_\_\_\_\_ per week, payable fortnightly in advance

**Type:** (Please Circle) HOUSE / UNIT    **BEDROOMS:** 1 / 2 / 3 / 4

**Special Requirements:** \_\_\_\_\_

**Pets:** Dogs – Number: \_\_\_\_\_ Breed: \_\_\_\_\_ Cats – Number: \_\_\_\_\_ Breed: \_\_\_\_\_

Other – Number: \_\_\_\_\_ Type: \_\_\_\_\_ **Note: All Pets are to be kept outside**

ALL FIELDS ARE STRICTLY COMPULSORY & MUST BE COMPLETED  
IN ORDER FOR YOUR APPLICATION TO BE PROCESSED

**APPLICANT 1**

Full Name: \_\_\_\_\_

Age: \_\_\_\_\_ D.O.B: \_\_\_\_\_

Drivers Lic. No.: \_\_\_\_\_ Car Reg: \_\_\_\_\_

Phone B/H: \_\_\_\_\_ A/H: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

**PRESENT ADDRESS**

Address: \_\_\_\_\_

Rent Per Week:\$ \_\_\_\_\_ Time at Property: \_\_\_\_\_

Reasons for Vacating: \_\_\_\_\_

Current Landlord: \_\_\_\_\_

Address: \_\_\_\_\_

Phone B/H: \_\_\_\_\_ A/H: \_\_\_\_\_

**PREVIOUS ADDRESS (3 years rental history required)**

Address: \_\_\_\_\_

Rent Per Week:\$ \_\_\_\_\_ Time at Property: \_\_\_\_\_

Date Vacated: \_\_\_\_\_

Reasons for Vacating: \_\_\_\_\_

Previous Landlord: \_\_\_\_\_

Address: \_\_\_\_\_

Phone B/H: \_\_\_\_\_ A/H: \_\_\_\_\_

**PREVIOUS ADDRESS (3 years rental history required)**

Address: \_\_\_\_\_

Rent Per Week:\$ \_\_\_\_\_ Time at Property: \_\_\_\_\_

Date Vacated: \_\_\_\_\_

Reasons for Vacating: \_\_\_\_\_

Previous Landlord: \_\_\_\_\_

Address: \_\_\_\_\_

Phone B/H: \_\_\_\_\_ A/H: \_\_\_\_\_

**EMPLOYMENT**

Occupation: \_\_\_\_\_

Business Name: \_\_\_\_\_

Supervisor/Manager: \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Length of Service: \_\_\_\_\_

Gross Income Per Week: \$ \_\_\_\_\_

Other Source of Income and Amount Per Week: \_\_\_\_\_

**TWO PERSONAL/BUSINESS REFERENCES**

**(Different to above and not family members)**

(1) Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_ A/H Phone: \_\_\_\_\_

(2) Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_ A/H Phone: \_\_\_\_\_

**NEXT OF KIN: (In case of emergency- not applicants)**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone B/H: \_\_\_\_\_ A/H: \_\_\_\_\_

**APPLICANT 2**

Full Name: \_\_\_\_\_

Age: \_\_\_\_\_ D.O.B: \_\_\_\_\_

Drivers Lic. No.: \_\_\_\_\_ Car Reg: \_\_\_\_\_

Phone B/H: \_\_\_\_\_ A/H: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

**PRESENT ADDRESS**

Address: \_\_\_\_\_

Rent Per Week:\$ \_\_\_\_\_ Time at Property: \_\_\_\_\_

Reasons for Vacating: \_\_\_\_\_

Current Landlord: \_\_\_\_\_

Address: \_\_\_\_\_

Phone B/H: \_\_\_\_\_ A/H: \_\_\_\_\_

**PREVIOUS ADDRESS (3 years rental history required)**

Address: \_\_\_\_\_

Rent Per Week:\$ \_\_\_\_\_ Time at Property: \_\_\_\_\_

Date Vacated: \_\_\_\_\_

Reasons for Vacating: \_\_\_\_\_

Previous Landlord: \_\_\_\_\_

Address: \_\_\_\_\_

Phone B/H: \_\_\_\_\_ A/H: \_\_\_\_\_

**PREVIOUS ADDRESS (3 years rental history required)**

Address: \_\_\_\_\_

Rent Per Week:\$ \_\_\_\_\_ Time at Property: \_\_\_\_\_

Date Vacated: \_\_\_\_\_

Reasons for Vacating: \_\_\_\_\_

Previous Landlord: \_\_\_\_\_

Address: \_\_\_\_\_

Phone B/H: \_\_\_\_\_ A/H: \_\_\_\_\_

**EMPLOYMENT**

Occupation: \_\_\_\_\_

Business Name: \_\_\_\_\_

Supervisor/Manager: \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Length of Service: \_\_\_\_\_

Gross Income Per Week: \$ \_\_\_\_\_

Other Source of Income and Amount Per Week: \_\_\_\_\_

**TWO PERSONAL/BUSINESS REFERENCES**

**(Different to above and not family members)**

(1)Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_ A/H Phone: \_\_\_\_\_

(2)Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_ A/H Phone: \_\_\_\_\_

**NEXT OF KIN: (In case of emergency – not applicants)**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone B/H: \_\_\_\_\_ A/H: \_\_\_\_\_

## Terms & Conditions

### 1. Application

The Applicant applies to the Agent to let the property in accordance with the terms of this Application, and in consideration of the Landlord accepting the application agrees to the following acknowledgements and undertakings.

### 2. Applicant's Acknowledgements

#### 2.1 Legal Capacity

The Applicant has the legal capacity to enter into the formal residential tenancy agreement ("Residential Tenancy Agreement") which was made available to the Applicant by the Agent for inspection.

#### 2.2 Application is binding on acceptance

Immediately upon the Agent advising the Applicant by telephone or otherwise that the Landlord accepts this Application, the Applicant agrees that a binding Tenancy Agreement is created in accordance with the terms of:

2.2.1 this Application; and

2.2.2 the Residential Tenancy Agreement.

#### 2.3 Sign Residential Tenancy Agreement

The Applicant must sign the Residential Tenancy Agreement as soon as reasonably possible after this Application is accepted by the Landlord.

#### 2.4 Entitlement to Possession

The Applicant is not entitled to take possession of the Property until the Residential Tenancy Agreement is signed by the Applicant and returned to the Agent.

#### 2.5 Applicant to pay the Rent

The Applicant agrees to pay the Rent during the Term in accordance with this Application and the Residential Tenancy Agreement

#### 2.6 Applicant to pay the Security Bond

The Applicant must provide the Security Bond plus an amount equal to 2 (TWO) weeks Rent in cash or by bank cheque before taking possession of the Property.

#### 2.7 Agent may make enquiries

The Applicant authorises the Agent:

2.7.1 to make all necessary enquiries to verify the information provided by the Applicant in this Application (including information relating to the Applicant's employment, rental history, business & personal references).

2.7.2 to provide information relating to the Applicant's tenancy of the Property to any Registered Agent who is authorised by the Applicant to inquire about that matter.

#### 2.8 Application is true

The application and all of them warrant that the information contained in the Reference Schedule is true.

#### 2.9 Inconsistency

Subject to clauses 2.4 and 2.6, if there is any inconsistency between the terms of this Application and the Residential Tenancy Agreement then the terms of the Residential Tenancy Agreement prevail.

### 3. Application Includes Attachments

This Application includes all schedules and Attachments to it.

### 4. Interpreting this Application

Unless the context suggests otherwise, this Application must be interpreted in the following way.

4.1 Singular words include the plural and *vice versa*.

4.2 All heading are for convenience only.

4.3 A reference to the Applicant includes each person named as the Applicant jointly and severally

### 5. PRIVACY ACT 1988

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the Applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including to the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to the Agent and/or Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and/or other agents.

If the Applicant would like to access the personal information the Agent holds, they can do so by contacting the Agents at the above agents address and phone number. The Applicant can also correct this information if it is inaccurate, incomplete or out-of-date.

If the information is not provided, the Agent may not be able to process the application and manage the tenancy.



6. I/We confirm and acknowledge that:

- a) The rental payments are within my/our means.
- b) I am aware the Agent will check my name against tenancy databases and may place my name and details of any default to a tenancy default databases, and to agents/landlords of properties I may apply for in the future.
- c) I/we acknowledge that the Agent may contact any of the people listed on the form and consent for them to do so.
- d) I am/we are not bankrupt or an undischarged bankrupt.
- e) Only those persons on this application will reside permanently at the property.
- f) The landlord's insurance will not cover the tenant's contents and it is advised that the tenant should obtain contents insurance.
- g) I/we agree **not** to smoke inside the premises.
- h) **If there is insufficient detail on this form for the Agent to process it, it will not be accepted.**
- i) If my/our application is not accepted for any property that I/we may apply for, I/we acknowledge that no reason will be disclosed for the non-acceptance of my/our application AND I/we acknowledge that I/we will be notified via SMS if unsuccessful.
- j) This application will only be held for approximately 2 months and then will be destroyed if no suitable property is found in that time.
- k) If my/our application is successful I will pay the 2 weeks rent and required bond within 24 hours of my approval.
- l) I/we understand that all rental payments must be made via Direct Debit, BPay or Internet Transfer. I/we further understand that no cash payments can be made to the office after the initial 2 weeks rent and required bond.

Full name of Applicant 1: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Full name of Applicant 2: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE ENSURE THAT YOU HAVE READ AND UNDERSTOOD THE ENTIRE APPLICATION FORM BEFORE SIGNING  
**UTILITY CONNECTION- This is a FREE service that connects all your utilities**

**Direct Connect** Once we have received this application we will call you to confirm your details.  
PO Box 1519, Box Hill, Victoria 3128 P: 1300 664 715 F: 1300 664 185. www.directconnect.com.au

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 the information on this Application and explain the details of the services offered. Direct Connect is a utility one stop connection service.

Please tick utilities as required:

Electricity  Gas  Phone  Internet  Pay TV  Insurance  Removalist  Cleaning

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.

Signature of applicant \_\_\_\_\_

Date...../...../.....

Electricity meter number or NMI if known \_\_\_\_\_

Application sent to Direct Connect (if required)