

TENANCY APPLICATION FORM

Our Agency welcomes your Application and any queries you may have about the Property, Tenancy or process. The following information and checklist will assist you in completing the Tenancy Application so it can be processed promptly.

Applications Will Not Be Processed Unless All Information Is Supplied

Prior to completing this application form please note that the tenancy agreement and special conditions, tenant information booklet and body corporate by-laws (if app.) can be made available to you. It is important that you read and understand this documentation including any special conditions. All occupants over the age of 18 years old, must fill out an application form.

APPLICATION PROCESS

- Complete Application Form in full. Children may be included on a Parent or Guardian's Application.
- Include evidence of your income eg. Pay slip or if self employed, a letter of income verification from your Accountant, Centrelink documents, Student documents.
- Provide and attach photocopies of documents required to meet 100 points of identification as the guide shows below.
- **We only require 1 x form of photo identification.**

100 POINTS – OPTION LIST					
<input type="checkbox"/> Drivers Licence	40 points	<input type="checkbox"/> Rates Notice (proof of ownership)	30 points	<input type="checkbox"/> Vehicle registration papers	10 points
<input type="checkbox"/> Passport	40 points	<input type="checkbox"/> Proof of Income	30 points	<input type="checkbox"/> Medicare card	10 points
<input type="checkbox"/> Birth Certificate	40 points	<input type="checkbox"/> Previous Tenancy History-Ledger	30 points	<input type="checkbox"/> Phone/Electricity/Gas account	10 points
<input type="checkbox"/> 18+ Card	30 points	<input type="checkbox"/> Bank Statement	20 points	<input type="checkbox"/> Pension/Health Care Card	10 points

TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS:

- **Please be aware Bond Transfers are NOT an option.**
- **Incomplete Applications cannot be processed.**
- **If you require assistance to complete the form, please ask, as we are here to help.**

If you have a pet, a photo of each pet must be provided.

PROCESSING AN APPLICATION

In most instances, we are able to process your application within 48hours and advise you by phone. If we are unable to contact all your referees, this process may take longer.

INFORMATION VERIFICATION BY OUR AGENCY

To verify your Application information, we contact Tenancy Databases eg. TICA & NTD. If you have had a problem with a previous Tenancy, please discuss the circumstances with us. We also contact your Employer/HR Manager, current & previous Agent/Owner and personal referees.

APPROVAL OF AN APPLICATION

If your application is approved, we will require you to sign a Tenancy Agreement and Bond Lodgement form within 24 hours of approval. **All approved Tenants must be present to sign the Tenancy Agreement.**

PAYMENT OF RENT AND BOND

Once the Tenancy Agreement has been signed you will be required to pay rent and bond. Personal cheques will not be accepted when paying the initial monies. **This office does not accept full bond transfers.**

Applicant Checklist - Before I submit this Application, I have ...

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Attached photocopies of documents to meet 100 or more points of ID, which include mandatory documents |
| <input type="checkbox"/> | Inspected the Property both internally and externally |
| <input type="checkbox"/> | Completed the Application form fully, including the Privacy Disclosure Statement, Privacy Consent and Marketing Consent |
| <input type="checkbox"/> | Completed the Pet Application & Agreement form if pets are to reside at the Property |

PROPERTY ADDRESS YOU ARE APPLYING FOR:

Preferred Start Date: _____/_____/_____ **Preferred Lease Term:** 6 months 12 months

How many tenants will occupy the property?: _____ Adults _____ Children _____ Age of Children _____

UTILITY CONNECTIONS

This is a **FREE** service that connects all your utilities and other services.



Electricity Gas Internet Pay TV Phone Insurance Removalist Truck Hire Cleaners

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.

MAKES MOVING EASY



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. PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F:1300 664 185. www.directconnect.com.au

Signature: _____ Date: _____

Declarations – Applicant to Complete and Provide Details as Required

Have you ever been evicted by any Owner or Agent?	No	Yes:
Are you in debt to another Owner or Agent?	No	Yes:
Is there any reason known to you that would affect your ability to pay rent when due?	No	Yes:
Was your Bond at your last address refunded in full?	Yes	No:
Was the Property in a satisfactory condition when you inspected it? If not, list requests.	Yes	No:
I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia and National Tenancy Database records. declare I am not bankrupt or an undischarged bankrupt.		
I apply for Tenancy for a period of _____ months, at a rental of \$ _____ per week commencing on _____/_____/_____.		
I understand that if the nominated Applicant is advised this Application is approved then within 24 hours, all approved Applicants are to sign the General Tenancy Agreement and pay 2 weeks rent as Part Bond. The Tenant is then bound to the Terms of the Agreement and the Property will cease to be available for rent. If the Tenancy does proceed, steps to apply for a refund of the Bond will be taken by the Agent for monies owed for rent until a replacement Tenant is secured.		
Pre-moving in costs as itemised below are to be paid by DIRECT DEPOSIT		

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
Rent – first 2 weeks rent	2 x \$ =	\$	Must be paid BEFORE lease commences
Bond – 4 times weekly rent	4 x \$ =	\$	Full Bond or Part Bond equivalent to 2 weeks must be paid within 24 hours of Application approval
TOTAL PRE-MOVING IN COST		\$	Total to be paid BEFORE lease commences

Applicant One Details:

Name: _____ Date of Birth: _____

Current Address: _____

Drivers Licence No: _____ Expiry: _____ Passport No: _____ Expiry: _____

☎ Mobile: _____ ☎ Business: _____

Email: _____

Australian Citizen - Yes No Refer to copies of Passport and Visa Attached Expiry: _____**Current Tenancy Details if applicable**

Rent per week: _____ \$ _____ Period of occupancy: _____ Years _____ Months

Property Manager/Owner: _____ ☎ Business: _____

Email: _____

Why are you leaving this address?: _____

Previous Address

Rent per week _____ \$ _____ Period of occupancy: _____ Years _____ Months

Agent/Owner _____ ☎ Business _____

Email _____

Was the bond refunded in full? Yes No If not why not?: _____**Employment/Self Employed**

Current Employer: _____ Your Position: _____

 Full Time Part Time Casual Self-employed

Length of Employment: _____ Years _____ Months Net Income \$ _____ week / fortnight / month

Payroll / Manager's Name: _____ ☎ Business: _____

Email: _____

Company Name: _____ ABN: _____

Period self employed: _____ Years _____ Months Industry/ Nature of Business: _____

Accountant Details: _____ ☎ Business: _____

If a Student or Not Currently Employed

Student ID # _____ Institution _____ Course _____ Duration _____

 Currently not employed or a Student.

Refer to the following selected documents attached to Application to verify my source of income:

 Parent/Guardian Letter Centrelink Document Bank Statements Austudy Document Other**Pets** No Yes: Refer to attached Pet Application and Agreement completed**Personal Referees who are not Relatives**

1. Name _____ 2. Name _____

Address _____ Address _____

Relationship _____ Relationship _____

☎ M _____ ☎ M _____

Please provide a contact in case of an emergency

Name	Relationship	☎ Business Hours Contact
1.		☎ Mob

Applicant Two Details:

Name: _____ Date of Birth: _____

Current Address: _____

Drivers Licence No: _____ Expiry: _____ Passport No: _____ Expiry: _____

☎ Mobile: _____ ☎ Business: _____

Email: _____

Australian Citizen - Yes No Refer to copies of Passport and Visa Attached Expiry: _____**Current Tenancy Details if applicable**

Rent per week: \$ _____ Period of occupancy: _____ Years _____ Months _____

Property Manager/Owner: _____ ☎ Business: _____

Email: _____

Why are you leaving this address?: _____

Previous Address

Rent per week \$ _____ Period of occupancy: _____ Years _____ Months _____

Agent/Owner: _____ ☎ Business: _____

Email: _____

Was the bond refunded in full? Yes No If not why not?: _____**Employment/Self Employed**

Current Employer: _____ Your Position: _____

 Full Time Part Time Casual Self-employed

Length of Employment: _____ Years _____ Months _____ Net Income \$ _____ week / fortnight / month

Payroll / Manager's Name: _____ ☎ Business: _____

Email: _____

Company Name: _____ ABN: _____

Period self employed: _____ Years _____ Months _____ Industry/ Nature of Business: _____

Accountant Details: _____ ☎ Business: _____

If a Student or Not Currently Employed

Student ID # _____ Institution _____ Course _____ Duration _____

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1. Name	2. Name
Address	Address
Relationship	Relationship
☎ M	☎ M

Please provide a contact in case of an emergency

Name	Relationship	☎ Business Hours Contact
1.		☎ Mob

PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business and are bound by the National Privacy principles. We collect personal information about you in this form to assess your Application for Tenancy. We may need to collect information about you from your previous Lessors or Letting Agents, your Employer and Referees. We will also check if details of Tenancy defaults by you are held on a Tenancy Database. Your consent for us to collect the information is set out below in the Privacy Consent section.

COLLECTION NOTICE

The personal information you provide in this Application or our Agency collects from other sources is necessary for **our Agency** to verify your identity, to process and evaluate the Application and to manage the Tenancy. If the Application is successful, personal information collected about you in this Application and during the course of your Tenancy, may be disclosed for the purpose for which it was collected to other parties including the Lessor, Referees, other Agents and third party operators of Tenancy Databases. Information already held on Tenancy Databases may also be disclosed to our Agency and/or the Lessor. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the Agreement, the facts and other relevant personal information collected about you during the course of your Tenancy may also be disclosed to the Lessor, third party operators of Tenancy Databases and/or other Agents. You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your Application is not successful it will be stored securely for a period of one month only. If you decide not to collect your Application we will destroy your documents to comply with Privacy Legislation. If you do not complete this form or do not sign the consent below then your Application for Tenancy may not be considered by the owner of the relevant Property or, if considered, may be rejected, due to insufficient information to assess the Application.

PRIVACY CONSENT

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of **Investrent Property Management** I authorise **Investrent Property Management** to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references on this application;
- Tenancy Databases to which **Investrent Property Management** subscribes. I can refer to their Privacy Disclosure Statements via: www.tica.com.au and www.ntd.com.au

I authorise **InvestRent Property Management** to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this Property), salespeople (primary and secondary Agents), valuers, the Lessor, other Agents, database operators, other Property Managers, Body Corporate, Insurance companies, Financial services, if required in the future, and to Authorities as required by law.

ELECTRONIC TRANSMISSION

It is agreed by ticking this box, consent is given to receive any documentation relevant to the Tenancy by electronic communication methods such as email or facsimile and the method of receiving advice or notification by SMS is accepted.

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Applicant #1 Name	
Applicant #1 Signature	
Applicant #2 Name	
Applicant #2 Signature	
Date	
Time	