

Tenancy application form

Thank you for choosing a First National Real Estate. Please complete this application thoroughly so we can process it as quickly as possible. Please note the following important points:

1. We require all our tenants to pay rent by direct debit from a nominated bank account.
2. This application must be accompanied by a copy of your driver's licence or passport for identification purposes.
3. If there is more than one applicant, a separate application form is required for each applicant.
4. If the application is approved, you will be required to provide either a bank cheque or money order for the rental bond, and first two weeks' rent.

5. When this form has been completed, please email to info@bentleighfn.com.au

Rental property:

property address

Tenancy requirements:

length of tenancy (months)	rent \$ per week	commencement date
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Occupancy details:

no. of occupants who will live in this property	no. of ages of children (if any)	no. and type of pets
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Applicant's details

name	email
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address

home phone	work phone	mobile
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Personal details:

date of birth	drivers licence number	drivers licence state of issue
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passport number	country of issue	no. vehicles (including caravans and trailers)
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This is a **FREE** service that connects all your utilities and other services.

Direct Connect can help arrange for the connection or provision of the following utilities and other services:

- | | | | | |
|--------------------------------------|------------------------------------|-------------------------------------|--|-----------------------------------|
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Gas | <input type="checkbox"/> Cleaners | <input type="checkbox"/> Phone | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Pay TV | <input type="checkbox"/> Insurance | <input type="checkbox"/> Removalist | <input type="checkbox"/> Truck or Van hire | <input type="checkbox"/> Water |

MAKES MOVING EASY

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. 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
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 service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you
4. Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving
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 the 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.

Signature

Date

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

No rental history (home owner):

property address

selling agent or managing agent contact details

Current employment:

current employer (company) employer address

contact name (manager) contact's work phone your position

length of employment net income full time or part time?
(if less than six mths complete Previous Employment Details) \$ per week

Previous employment:

previous employer (company)

contact name (manager) contact's work phone your position

length of employment net income full time or part time?
(if less than six mths complete Previous Employment Details) \$ per week

Emergency contact details (not residing at premises):

name relationship contact phone

address

Personal/business references: (not relatives)

name occupation work phone

address

name occupation work phone

address

How did you find out about this property?

Internet (please specify) firstnational.com.au domain.com.au realestate.com.au
 For lease board Local newspaper Other _____

Confirmation

I confirm the following:

1. During my inspection of this property I found it to be in a reasonably clean condition yes no
2. If "No", I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge these items are subject to landlords approval.

3. I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval
4. I confirm having received a copy of this application for my retention.
5. I consent to the information provided in this application being verified and a reference check on the National Tenant Database (NTD) being undertaken.

Application:

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 tenancy of the premises for a period of _____ months, at a rental of \$ _____ per week.

I undertake to pay the monies detailed below by a bank cheque or money order made payable to First National Real Estate.

Statement of costs:

Rental bond

\$

Rent in advance

\$

TOTAL

\$

applicant's signature

date

agents signature

date

Declaration

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information from:

- (a) The owner or the Agent of my current or previous residence;
- (b) My personal referees and employer/s;
- (c) Any record listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting -

- NTD: 1300 563 826
- TICA: 1902 220 346
- TRA: (02) 9363 9244

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.

I am aware that the Agent will use and disclose my personal information in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow tradespeople or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a tenancy check with NTD (National Tenancy Database)
- (h) transfer water account details into my name

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.

name

signature

date

THE FOLLOWING INFORMATION AND DOCUMENTATION IS REQUIRED BY EACH APPLICANT:

Identification (at least 100 points must be provided)

If you are a non-Australian resident we will also require a copy of your visa.

Should you not be able to meet the 100 check points, please phone your property management team.

Primary Documents

70 Points (Only one of the following may be claimed)

- Birth certificate/extract
- Citizenship certificate
- Current passport (current or expired within the last two years, but not cancelled)

Secondary Documents

40 Points (Must have a photograph and a name)

- Driver's licence issued by an Australian State or Territory
- Adult proof of age photo card issued by an Australian State or Territory
- Identification card issued to a public employee
- An identification card issued to a student at a tertiary education institution

35 points (Must have name and address on)

- Council rates notice
- Document from your current employer or previous employer within the last two years

25 points (Must have name and signature on)

- Marriage certificate (for maiden name only)
- Credit Card
- Foreign driver licence
- Medicare card (signature not required on Medicare card)
- EFTPOS card

25 points (Must have name and signature on)

- Records of a public utility - phone, water, gas or electricity bill
- Lease/rent agreement
- Rent receipt from a licensed real estate agent

Please also attach the following documents

Proof of rental history

- Last four rental receipts or
- Printout of rental ledger

Proof of current address

- Utility statements (no greater than six months old) or
- Council rates notice

Proof of income

- 3 previous pay slips or
- Bank statement or
- If self-employed - tax returns and business registration

References

- Minimum 2 written references from previous agent or landlord; and/or
- Written reference from employer or friend