

TENACY APPLICATION FORM

Our Agency welcomes your application and any queries you may have about the Property, Tenancy or process. Please read the following information carefully before completing your application as it will assist you in the completion of the application so it can be processed promptly.

- ◆ One application is to be completed for each person over the age of 18 years old.
- ◆ For applications to be processed we require all supporting documentation including **100 point of ID for each applicant. The 100 points MUST include at least one Photo identification as well as proof of income.**
- ◆ On approval of your application for a tenancy we will ask you to pay a holding deposit equivalent to one week's rent. The holding fee will then be credited against the statement of cost owing at the commencement of the tenancy. The property will be removed from the internet and we will not enter into an agreement with anyone else once the holding fee is received. Should the landlord decline to enter into an agreement or if you refuse to enter into the tenancy agreement due to false or misleading statements or non-disclosure of material facts, IE – that the property is on the sales market, then the landlord will refund the holding fee in full. However, if you otherwise decide not to enter into the tenancy agreement, the landlord is entitled to keep the whole holding fee.
- ◆ At the commencement of the tenancy we will require two weeks rent up front and BOND equivalent to four weeks rent. The keys will not be given out until all incoming monies are paid in full.
- ◆ Our Agency staff will endeavour to process your application within 48 hours and contact you on the success of your application. If the application is not successful, our agency is not required or obligated to disclose why or supply any reason for the rejection of the application unless the application is declined as a result of the applicant's name being listed with a tenancy database.
- ◆ The lease holder must be present on the day to sign the lease. Other occupants who are unable to attend, will be listed as "Occupants" at the property.
- ◆ It is tenant responsibility to arrange connection of your electricity and phones. All connection costs are tenant responsibility.

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APPLICATION FORM

PROPERTY DETAILS:

Proposed Property Address: _____

Length Of Tenancy Required: _____ Commencement Date: _____

APPLICANT'S DETAILS:

Name: _____ Date of Birth: _____

Current Address: _____

How Many People Will Occupy The Property? Adults: ____ Children: ____ Ages of Children: _____

Home Phone Number: _____ Mobile Phone Number: _____

Work Phone Number: _____ Fax Number: _____

Email Address: _____

Do You Own Any Pets: YES NO If YES Please Provide Details Below:

Type: _____ Breed: _____ Registered: YES NO

Smoker: YES NO Do You Own A Lawn Mower: YES NO

INCOME DETAILS:

Are you currently Employed: YES NO Net Weekly Income: _____

Employer's Name: _____ Your Position: _____

Address: _____

Contact Number: _____ Length of Employment: _____

Are You: Full Time Part Time Casual

Do You Receive Centrelink Payments : YES NO

Type of Payment: _____

Total Fortnightly Payment: \$ _____

100 POINTS ID CHECK:

100 Points of ID is required at the time of application for identification purposes. Please provide non-returnable copies of these. Refer to the list below of accepted documents and points of value. Points must be made up with at least one from each section below:

Proof of Identity (30 Points)

- Driver's License
- Passport
- Birth Certificate + Photo ID

Proof of Income (30 Points)

- 2 Current Payslips
- Current Centrelink Statement
- Current Bank Statement

Supporting Documentation (20 Points)

- Car Registration
- Current Phone Account
- Current Electricity Account
- Medicare Card
- Bank Card

OFFICE USE ONLY

ID Checked By: _____ Date: _____

RENTAL HISTORY:

Current:

Agency/ Landlord Name: _____ Contact Number: _____

Address of Property: _____

Rent Per Week: \$ _____ Period Rented: _____

Reason For Leaving: _____

Previous:

Agency/ Landlord Name: _____ Contact Number: _____

Address of Property: _____

Rent Per Week: \$ _____ Period Rented: _____

Reason For Leaving: _____

REFERNCES:

Please provided the details of two personal references of people who are not directly related to you.

1. Name: _____ Contact: _____

Relationship to You: _____

2. Name: _____ Contact: _____

Relationship to You: _____

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PRIVACY 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 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;
- (c) Any record listing or database of defaults by tenants

If I default under a rental agreement, the Agent may disclose details of any such default to tenancy default databases, and to agents/landlords of properties I may apply for in the future.

I understand that this agent is a member of TICA and NTD tenancy default databases and that the Agent may conduct a reference check with these organisations. I authorise this agent to provide any information about me to these databases for the purpose of conducting the checks and acknowledge that such information may be kept and recorded by these organisations.

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)

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.

Date: _____

Applicants Name: _____

Applicants Signature: _____

UTILITIES CONNECTION

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:

- | | | |
|---------------------|--------------|-------------|
| - Electricity | - Gas | - Phone |
| - Internet | - Pay TV | - Cleaners |
| - Truck or Van Hire | - Removalist | - Insurance |

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 supplies, your service 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 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 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: _____