

Tenancy Application Form

Head Office: 23 Fenwick Street, Geelong
Phone: 5221 6488
Fax: 5221 5647
E-mail: rentals@cjkeane.com.au

Completing an Application Form

When completing and submitting an application for a rental property it is important that the following requirements are adhered to:

- **Each person over the age of 18 is to complete an application form**
- **Privacy statement and application form are to be signed**
- **Photo Identification and proof of income must accompany application**
- **Application must be completed in full**
- **Property must have been viewed**

Processing of Applications

Please keep in mind that the processing of applications involves checking numerous references. It is in your best interests to provide business hours contact details for all references.

When we have completed checking references the application is then discussed with the Landlord. The Landlord may then take time to deliberate on the decision.

We will contact you to advise if your application is successful.

Your application is regarded as a confidential document. If your application has been unsuccessful it will be destroyed. Please advise our office if you wish to be considered for an alternative property.

Securing the Property

To secure the property it is a requirement that two weeks rent is paid at our office within 24 hours. This payment is to be in the form of cash, bank cheque or money order. When this payment is made the property is withdrawn from the rental market. NB Personal cheques will not be accepted.

Bond

The security bond must be paid on or before the lease commencement date and is to be in the form of a bank cheque or money order, payable to 'Residential Tenancies Bond Authority' (RTBA).

Ongoing Rental Payments

Ongoing rent is to be paid via direct debit or RentPay payments. It is a condition of the lease agreement that rent is paid in this manner and keys will not be given out until a Direct Debit or RentPay form is completed.

Utilities and Water Connection

By signing the DIRECT CONNECT portion of the form, we will facilitate your Water connection for you. Your information will be sent to DIRECT CONNECT who will arrange the connection of utilities on your behalf.

Please tick any additional services you would like DIRECT CONNECT to organise for you. Call 1300 664 715 directly with any connection difficulties.

Alternatively, you will be required to arrange for the appropriate utilities to be connected to the property to coincide with your date of occupation.

Residential Application Form

For your application to be processed you must answer all questions (Including the reverse side). One application form per individual over 18 must be completed.



'Experience Counts'

A. Agent Details
C.J. Keane and Co - Head Office 23 Fenwick Street, Geelong VIC 3220 Tel: 03 5221 6488 Fax: 03 5221 5647 Email: rentals@cjkeane.com.au
B. Property Details
1. What is the address of the property you would like to rent? <input type="text"/> <input type="text"/> <input type="text"/> Postcode
Property Rental \$ <input type="text"/> per week \$ <input type="text"/> per month
2. Lease commencement date? <input type="text"/> Day <input type="text"/> Month <input type="text"/> Year
3. Lease term? <input type="text"/> Years <input type="text"/> Months
4. How many tenants will occupy the property? <input type="text"/> Adults <input type="text"/> Children <input type="text"/> Ages
C. Personal Details
5. Please give us your details Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Other <input type="checkbox"/> Surname <input type="text"/> Given Name/s <input type="text"/> Date of Birth <input type="text"/> Driver's licence number <input type="text"/> Driver's licence expiry date <input type="text"/> Driver's licence state <input type="text"/> Passport no. <input type="text"/> Passport country <input type="text"/> Pension no. (if applicable) <input type="text"/> Pension type (if applicable) <input type="text"/>
6. Please provide your contact details Home phone no. <input type="text"/> Mobile phone no. <input type="text"/> Work phone no. <input type="text"/> Fax no. <input type="text"/> Email address <input type="text"/>
7. What is your current address? <input type="text"/> <input type="text"/> Postcode

Property Manager Name <input type="text"/>
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D. Utility Connections
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. 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 <input type="checkbox"/> Electricity <input type="checkbox"/> Phone <input type="checkbox"/> Internet <input type="checkbox"/> Pay TV <input type="checkbox"/> Gas <input checked="" type="checkbox"/> Water <input type="checkbox"/> 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 undertakings set out in this application form on behalf of all applicants listed in this application form.
Signature <input type="text"/> Date <input type="text"/>
PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F:1300 664 185. www.directconnect.com.au
E. 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; 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 credit check with NTD (National Tenancies Database) (h) transfer water account details into my name
Signature <input type="text"/> Date <input type="text"/>

F. Applicant History

8. How long have you lived at your current address?

	Years		Months
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9. Why are you leaving this address?

10. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

\$	
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11. What was your previous residential address?

Postcode

12. How long did you live at this address?

	Years		Months
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13. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

\$	
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Was bond refunded in full?

If not why not?

G. Employment History

14. Please provide your employment details

What is your occupation?

What is the nature of your employment?
(FULL TIME/PART TIME/CASUAL)

Employer's name (inc. accountant if self employed or institution if student)

Employer's address

Postcode

Contact name

Phone no.

Length of employment

	Years		Months
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Net Income

\$	
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15. Please provide your previous employment details

Occupation?

Employer's name

Length of employment

	Years		Months
--	-------	--	--------

Net Income

\$	
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H. Contacts/References

16. Please provide a contact in case of emergency

Surname

Given name/s

Relationship to you

Phone no.

17. Please provide 2 personal references (not related to you)

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

I. Other Information

18. Car Registration

19. Please provide details of any pets

Breed/type

Council registration / number

1.

2.

Please Note

Initial payments must be made by cash, bank cheque or money order within 24 hours after approval of application. No Personal Cheques accepted.

I acknowledge that my application is subject to the owners' approval and the availability of the premises on the due date. No action will be taken against the Landlord or Agent if the applicant is unsuccessful or upon acceptance should the premises not be ready for occupation on this date, for whatever reason. I accept that rental amounts are subject to change by providing the required notice.

DISCLAIMER

I confirm the following:

- During my inspection of this property I found it to be in relatively clean condition. OR
- I believe the following items should be attended to prior to my tenancy commencing. I acknowledge that these items are subject to the owner's approval.

How did you find out about this property?

- Board
 The Internet
 Local Paper
 Counter List
 Other (specify)

Please provide us with 100 points of identification

Driver's Licence	50
Passport	50
Proof of Age Card	50
Student ID Card	50
Copy of Mobile Phone Account	20
Copy of Medicare Card	20
Concession / Pension Card	10
Copy of gas/Water/Electricity account	30 each