

APPLICATION FOR TENANCY

BEFORE COMPLETING, PLEASE READ THE IMPORTANT INFORMATION BELOW:

- ❖ Each person over 18 years of age who will be residing at the property **MUST** complete a separate application form.
- ❖ All sections **MUST** be complete and signed in full and all supporting documentation to be provided before your application will be accepted by our agency.
- ❖ You **MUST** view the property before an application can be submitted.
- ❖ Your application will be processed as quickly as possible and you **WILL** be contacted as soon as a decision has been made.
- ❖ If your application is successful you must pay a holding deposit equal to one (1) weeks rent within 48 hours to secure the property.
- ❖ Upon signing your lease, costs payable are as follows:
 - Bond (four (4) weeks rent)
 - Two (2) weeks rent paid in advance
 - \$15.00 lease preparation fee

All costs must be paid by bank cheque or money order as our office does not accept cash payments.

PROPERTY DETAILS

Property to be applied for:

Please indicate the length of lease you wish to sign:

When would you like the lease to commence?

Address.....
 Suburb
 Date Viewed.....
 Rent

Lease Term: 3 months 6 months 12 months

Date

APPLICANTS DETAILS

Personal Information

SUPPORTING DOCUMENTATION REQUIRED

You **MUST** supply identification for this section:

- Drivers Licence, Passport or 18+ Card; or
- Birth Certificate, Medicare Card and Bank/credit card.

If you cannot supply one form of photo identification listed in the first point, you must supply all items listed in the second point.

Name.....
 Date Of Birth.....
 Phone

Have you ever been evicted from a property?.....
 Why?

Are you in debt to another landlord/agent?.....
 Why?

EMERGENCY CONTACT

Your Emergency Contact

Name.....
 Relationship

Address.....
 Phone

Carpenter Partners Real Estate
 8/151 Remembrance Dr Tahmoor
www.carpenterpartners.com.au
 P: 02 4683 1239
 F: 02 4683 1242

Carpenter Partners

PROPOSED OCCUPANCY

Number of occupants

Full name of all occupants that will be residing at the property

Proposed Pets

Number of Adults
Number of Children

Name..... Age
Name..... Age
Name..... Age
Name..... Age
Name..... Age

Type Breed Inside/Outside
Type Breed Inside/Outside
Type Breed Inside/Outside

ADDRESS DETAILS

Current address

SUPPORTING DOCUMENTATION REQUIRED

You **MUST** provide proof of address for this section:

- A utility account or bank statement that shows your current address; or
- Car registration documentation that shows your current address; or
- If you are a home owner please supply council or water rates for the property and contact details for the agent if the property has sold.

Address.....
.....

How long have you lived at this address?.....
.....

Are you: Renting /Owner /Sold /Never Rented
Landlord/Agent.....

Phone

Rent Currently Paid \$.....

Reason for Leaving

.....

Previous address

- If your property was sold, please supply details of the agent that sold the property.

Address.....
.....

How long did you live at this address?.....
.....

Did you: Rent /Own /Sell / Never Rented

Landlord/Agent.....

Phone

Rent Paid \$.....

Reason for Leaving

.....

REFERENCES

Personal References

- Two references **MUST** be provided
- Full names must be provided
- Must not be family
- Must not be another applicant

Name.....

Occupation.....

Relationship

Phone

Name.....

Occupation.....

Relationship

Phone

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INCOME DETAILS

Please complete this section if you are employed **OR** if you are receiving an income from Centrelink. If you are self employed, please complete the Business Details section. If you have been employed by your current employer for less than 12 months, please complete the previous employment details section also.

Current Income

SUPPORTING DOCUMENTATION REQUIRED

You **MUST** provide proof of income for this section:

- 2 x recent payslips; or
- Bank statement showing income; or
- Centrelink statement

Occupation.....
 Net Income: \$.....
 Per: Week / Fortnight / Month / Year
 Period of Employment?.....
 Employer.....
 Contact Name.....
 Phone.....
 Address.....
AND/OR
 Are you receiving Centrelink income? Yes / No
 Net Amount: \$.....
 Per: Week / Fortnight / Month / Year

Previous Income

SUPPORTING DOCUMENTATION REQUIRED

You **MUST** provide proof of income for this section if you have **NOT** been employed by your current employer for 12 months or more:

- Last payslip from previous employer; or
- Bank statement showing income from previous employment; or
- Centrelink statement from period.

Occupation.....
 Net Income: \$.....
 Per: Week / Fortnight / Month / Year
 Period of Employment?.....
 Employer.....
 Contact Name.....
 Phone.....
 Address.....
AND/OR
 Were you receiving Centrelink income? Yes / No
 Net Amount: \$.....
 Per: Week / Fortnight / Month / Year

Business Details

(For Self Employed Applicants)

SUPPORTING DOCUMENTATION REQUIRED

You **MUST** provide proof of income for this section:

- Recent Tax Return; or
- Letter from accountant advising of income; or
- Recent Business Activity Statement.

AND

- Bank statement of the business account showing regular income.

Occupation.....
 Net Income: \$.....
 Per: Week / Fortnight / Month / Year
 Business Name.....
 Business Type.....
 ABN/ACN.....
 Position Held.....
 Address.....
 Phone.....
 Accountant Details.....
 How long have you owned the business?.....

TERMS OF APPLICATION

The applicant declares that:

All details provided are true and correct
 The Agent is authorised to contact listed referees and conduct checks on you with any tenant and trade reference check organisation.
 That you are not bankrupt or insolvent.

You agree that:

You have inspected the property and accept its condition
 This application, unless accepted, creates no contractual or legal obligations between the agency or landlord.
 If this application is not approved, we are not required to give you any reason for non approval.
 A reservation fee equivalent to one weeks rent is payable within 48 hours of approval of this application

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Direct Connect

Your Free No Obligation Connection Service

| | | |
|--|--|--|
| <p>Step 1</p> <p>Select the utilities you would like connected by ticking the relevant boxes below.</p> | <p>Step 2</p> <p>Fill out the relevant details on this form, sign it and lodge it with your property manager.</p> | <p>Step 3</p> <p>We will call you within 24 hours (except on weekends and public holidays), to confirm your details and connection timings.</p> |
|--|--|--|

Please tick utilities as required

Electricity Gas Phone
 Internet Pay TV 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: Date:

Property Managers Name: