

# Residential Application Form

For your application to be processed you must answer all questions (including the reverse side)



## A. AGENT DETAILS

**Hart Estate Agents**  
 Address: 509 Old South Head Road, Rose Bay NSW 2029  
 Phone No: (02) 9371 8777  
 Fax No: (02) 9371 4447  
 Email address: info@hartestateagents.com.au

## B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Postcode \_\_\_\_\_

2. How did you find out about this property?  
 Domain.com.au  Realestate.com.au   
 Hart website  Window Display   
 Other \_\_\_\_\_

3. Lease commencement date?  
 \_\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_ Year

4. Lease term?  
 \_\_\_\_\_ Years \_\_\_\_\_ Months

5. Rent per week  
 \$ \_\_\_\_\_

6. How many tenants will occupy the property?  
 Adults \_\_\_\_\_ Children \_\_\_\_\_

7. Please provide details of any pets  
 Breed/Type \_\_\_\_\_ Council registration / number \_\_\_\_\_

1. \_\_\_\_\_  
 2. \_\_\_\_\_

## C. PERSONAL DETAILS

8. Please give us your details

Mr  Ms  Miss  Mrs  Other   
 Full Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Driver's licence number \_\_\_\_\_

Driver's licence state \_\_\_\_\_

Car Registration \_\_\_\_\_

Passport no. \_\_\_\_\_

Passport country \_\_\_\_\_

Pension no. (if applicable) \_\_\_\_\_

Pension type (if applicable) \_\_\_\_\_

9. Please provide your contact details

Home phone no. \_\_\_\_\_

Mobile phone no. \_\_\_\_\_

Work phone no. \_\_\_\_\_

Fax no. \_\_\_\_\_

Email address \_\_\_\_\_

## D. APPLICANT HISTORY

10. What is your current address?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Postcode \_\_\_\_\_

11. How long have you lived at your current address?  
 \_\_\_\_\_ Years \_\_\_\_\_ Months

12. Why are you leaving this address?  
 \_\_\_\_\_  
 \_\_\_\_\_

13. Is the property at this address:  
 Rented accommodation  > Go to question 14  
 A home you owned  > Go to question 15  
 Other \_\_\_\_\_

14. Please tell us about this rented property  
 Name of landlord or agent \_\_\_\_\_

Landlord/agent's phone no. \_\_\_\_\_ Weekly Rent Paid \$ \_\_\_\_\_

15. What was your previous residential address?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Postcode \_\_\_\_\_

16. How long did you live at this address?  
 \_\_\_\_\_ Years \_\_\_\_\_ Months

17. Was this property:  
 Rented accommodation  > Go to question 18  
 A home you owned  > Go to question 19

18. Please give us further information about this rented property  
 Name of landlord or agent \_\_\_\_\_

Landlord/agent's phone no. \_\_\_\_\_ Weekly Rent Paid \$ \_\_\_\_\_

Was bond refunded in full? \_\_\_\_\_ If not, why? \_\_\_\_\_

## D. UTILITY CONNECTIONS

This is a free service that connects all your utilities



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**

Electricity  Phone  Internet  Pay TV  
 Gas  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'll 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 entry into this application until 28 days after we'll 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 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 Marketing Identifier (NMI) for my residential address to other 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.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**E. EMPLOYMENT HISTORY**

19. Please provide you 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  Net Income \$

20. Please provide your previous employment details

Employer's name:

Length of employment

Years  Months  Net Income \$

**F. CONTACTS/REFERENCES**

21. Please provide a contact in case of emergency

Surname

Given name/s

Relationship to you

Phone no.

22. Please provide two 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.

**G. DECLARATION**

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. 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 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, the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords or properties I may apply for in the future.

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

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow organisations/tradespeople to contact me
- (d) lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)

The applicant agrees to pay the first rent payment and the rental bond in cash or bank cheque if this application is successful.  
The applicant agrees to provide at least one form of ID to be photocopied and kept on file at our office.

Gerard Hart & Associates requests that the rent is to be paid calendar monthly; please advise if this does not suit.  
I am aware that the 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. I am aware that I may access personal information on the contact details above.

Tenant Signature

X

Date

**Reservation of Premises:**

I, the applicant acknowledge that:

1. I have paid the reservation fee of \$..... To reserve the above premises in my favour for ..... days.
2. Should I decide not to proceed, the reservation fee shall be forfeited to the owner.
3. Should the owner decline my application, the above reservation fee will be refunded in full to me by trust account cheque.
4. If the owner approves my application the above reservation fee will be credited towards the payment of rent or rental bond.

Tenant Signature

X

Date

**OFFICE USE ONLY**

Reference Checklist  
Employment:

Landlord/Agent:

**Accounts**

Rent \$  per week \$  PCM

**Sundry/Management/New Management/Lease Break**

Rent: \$ \_\_\_\_\_  
Bond: \$ \_\_\_\_\_  
RTA: \$ \_\_\_\_\_  
Total: \$ \_\_\_\_\_  
Less Deposit \$ \_\_\_\_\_  
Balance: \$ \_\_\_\_\_  
Rec #: \_\_\_\_\_  
Rec #: \_\_\_\_\_

Application approval:

Letting Officer  Property Manager