Tenancy Application Form

Direct line: 02 9949 5000, Fax: 02 9907 7701

Property Details			
Rental Property Address:			
Start Date:			
No. of Bedrooms:			
Parking:			
Furnished/Unfurnished:			
Date Inspected:			
Rent to be paid:	Fortnightly / Monthly (please circle)		
No. of occupants:			
No. of children:			
Details of any Pets:			
Length of Tenancy:			
Tenant Details			
Tenants Full Name:			
Current Address:			
Home Phone:		Work Phone:	
Mobile:		Fax:	
Email:			
Date of Birth:		Car Registration:	
D/L No & Expiry:		Marital Status:	
Passport No.:		Country (Passport):	
Current Rent:		Length of Stay:	
Agent/Landlord:		Telephone:	
Bond refunded in full:	Yes / No		
If no, why not:			
Reason for Leaving:			
Previous Address			
Previous Address:			
Rent:		Length of Stay:	
Agent/Landlord:		Agent/Landlord No.:	
Smoker:	Yes / No	Bond refunded in full:	Yes / No
If no, why not:			
Reason for Leaving:			

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Employment			
Current Employer:			
Employer Address:			
Position:			
Contact Name:		Contact No.:	
Net Weekly Income:		Length of Employment:	
Emergency Contact			
Name:			
Address:			
Relationship:		Telephone:	
References (Not Relatives)			
Name:			
Relationship:		Telephone:	
Name:			
Relationship:		Telephone:	
Name:			
Relationship:		Telephone:	

100 Point Check

In order for your application to be processed you must provide 100 points (minimum) of identification, one of which must be photo ID. The following documents are acceptable:

Drivers license	40 pts	O	Previous 2 rent receipts	20 pts	O
Passport	40 pts	O	Employment reference (on letterhead)	20 pts	O
Birth certificate (certified copy)	30 pts	O	Motor vehicle registration	10 pts	O
Other Photo ID	30 pts	O	Bank statement	10 pts	O
Current wages advice	20 pts	O	Telstra account	10 pts	O
Previous landlord reference	20 pts	O	Electricity account	10 pts	O

Village Property Management Pty Ltd
Direct Debit Request

Please complete, sign and return to us. This form is to authorise us to debit your account with another financial institution.

Payment amount $

Account Details

Name of financial institution

Address of financial institution

Account name

Branch number (BSB)

Account number

Service Agreement
I/we request you, Village Property Management Pty Ltd User ID 362841 until further notice in writing, to debit my account described above, with the amount specified.

I understand and acknowledge that:

1. My nominated financial institution may in its absolute discretion decide the order of priority of payment by it of any moneys pursuant to this request or any authority or mandate.
2. The financial institution may, in its absolute discretion, at any time by notice in writing to me, terminate this request as to future debits.
3. Village Property Management may, by prior notice in writing to me within 14 days, vary the timing of future debits.
4. **Monthly debits will be deducted on, or close to, the 15th day of each month**. Where the **15th** day of the month does not fall on a business day and I am uncertain whether sufficient cleared funds will be available to meet the direct debit, I will contact the financial institution directly and ensure that sufficient cleared funds are available.
5. I can modify or defer this regular Direct Debit Request at any time by giving Village Property Management 14 days notice, in writing. I need to do this by the 1st day of the month for the change I'm requesting to take effect in that month.
6. I can stop or cancel the regular Direct Debit Request at any time by giving Village Property Management or my financial institution 14 days notice in writing. I need to do this by the 1st day of the month for cancellation to take effect in that month.
7. If at any time I feel that a direct debit against my nominated account is inappropriate or wrong it is my responsibility to notify Village Property Management or my financial institution as soon as possible.
8. Direct debiting through BECS is not available on all accounts. I can check my account details against a regular statement or check with the financial institution as to whether I can request a direct debit from my account.
9. It is my responsibility to ensure that there are sufficient cleared funds in my nominated account to honour the DDR. I understand that the DDR will be automatically cancelled if three direct debit payments are dishonoured because of insufficient funds within a 12 month period. Village Property Management will give me 14 days notice in writing if they intend to cancel my DDR. Village Property Management will also charge the cost of dishonoured direct debits against my account.
10. Village Property Management may need to pass on details of my direct debit request to their sponsor bank in BECS to assist with the checking of any incorrect or wrongful debits to my nominated account.

Names

Signature

Date