

# Tenancy Application Form

This Application must be accompanied by a copy of the applicant's driver's licence or passport. If there is more than one applicant, an additional Application Form is required for each applicant.

Rental property	Address: _____		
Tenancy requirements	Commencement date: ____ / ____ / ____	Length of tenancy: _____ months	
Applicant's full name and address	Name: _____ Address: _____		
Applicant's contact details	☎ (Home) _____	☎ (Work) _____	☎ (Mobile) _____
	E-Mail _____		
Current rental details	Current rent \$ _____ per week	How long have you lived there? _____ months	
	Agent/Landlord _____	☎ (B) _____	
	Why are you leaving? _____		
Previous address	Address: _____		
	Rent \$ _____ per week	How long did you live there? _____ months	
	Agent/Landlord _____	☎ (B) _____	
	Why did you leave? _____		
Employment	Current employer: _____		
	Your position: _____	Contact name: _____	
	Length of employment _____	☎ (Business) _____	
	Nett monthly income \$ _____	Fulltime or Part time? (Circle one)	
Personal details	Date of birth: ____ / ____ / ____		
	Drivers licence no. _____	Passport no. _____	
	Expiry date: ____ / ____ / ____	Expiry date: ____ / ____ / ____	
Occupancy details	Total number of occupants who will live in this property: _____ Number and ages of children (if any) _____	Pets? YES/NO Number and type _____	
Emergency contact details	Name: _____		
	Address: _____		
	Relationship: _____	☎ (Work): _____	
Personal/Business	Name	Occupation	☎ (Work)
References (not relatives)	_____	_____	_____
	_____	_____	_____
FREE UTILITY CONNECTION SERVICE	<p>To save you time when you are moving house, R&amp;H Direct can help you arrange your utility connections: PHONE ELECTRICITY GAS PAYTV INTERNET INSURANCE REMOVALS It's a FREE service &amp; there is no obligation. So just tick this box if you want R&amp;H Direct to call you &amp; explain how the service works YES, please call me! <input type="checkbox"/></p> <p><b>r&amp;h direct</b> powered by <b>DirectConnect</b> PO Box1519, Box Hill, Victoria 3128 PH: 1300 664 715 F: 1300 664 185 <a href="http://www.directconnect.com.au">www.directconnect.com.au</a></p>		
How did you find out about this property?	<input type="checkbox"/> Sydney Morning Herald <input type="checkbox"/> Internet <input type="checkbox"/> For Lease Signboard <input type="checkbox"/> Rental list <input type="checkbox"/> Referral <input type="checkbox"/> Local newspaper <input type="checkbox"/> Other _____		

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I confirm the following:

1. During my inspection of this property I found it to be in a reasonably clean condition  Yes /  No
2. If "No," I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the Landlord's approval.  
.....I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval.
3. I confirm having received a copy of this application for my retention.
4. I consent to the information provided in this application being verified and a reference check on national tenancy databases being undertaken.

**Privacy statement**

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to us and the landlord. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your property manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application and manage your tenancy.

**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.

**Application**

I, the Applicant apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the Landlord of the property for his / her / their acceptance and if the application is approved, to prepare a Residential Tenancy Agreement for the premises

I, the Applicant, declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the above premises and wish to apply for tenancy of the premises for a period of ..... months, at a rental of \$..... per fortnight.

I undertake to pay a Rental Bond and the first month's rent by bank cheque or money order, made payable to Raine & Horne Kensington upon signing the Residential Tenancy Agreement.

**Statement of costs**

Rental bond (4 week's rent)	\$
Rent in advance (two weeks)	\$
50% of Residential Tenancy Agreement preparation fee	\$ 15.00
<b>Total</b>	<b>\$</b>

Applicant's signature ..... Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Agent's signature ..... Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**If a reservation fee is being paid on the property, the following conditions will apply (NSW only)**

It is hereby acknowledged:

1. That the applicant has paid a reservation fee of \$..... equivalent to seven days rent to reserve the premises in favour of the applicant for the period (calculated on the basis that one day reserved equals one day's rent, subject to a maximum of seven days' rent).
2. The premises will be reserved for the applicant for a period of ..... days.
3. That during this period, the premises will not be reserved for any other applicant, nor will a reservation fee be received from any other applicant.
4. That should the landlord decline the application the reservation fee will be refunded to the applicant in full.
5. That should the landlord accept this application the reservation fee will be paid towards the rent for the premises.
6. That should the applicant decide not to proceed, the landlord may retain so much of the reservation fee as is equal to the amount of rent that would have been paid during the period the premises were reserved but shall refund the remainder (if any) of the reservation fee to the applicant on a pro-rata basis.
7. That the reservation fee will be banked into a trust account and any refund given will be by way of a trust account cheque. Raine & Horne Kensington, acting for the landlord of the premises, acknowledges receipt of the above application and the accompanying reservation fee and agree:
  - a. To reserve the premises for the period and in accordance with the conditions above stated.
  - b. To notify the applicant within the reservation period whether or not the applicant has been approved.
  - c. If the applicant has been approved, to prepare a Residential Tenancy Agreement for the premises