

OUR OFFICE POLICY IS:
ANYONE OVER 18 MUST FILL IN AN APPLICATION.
ALL APPLICANTS MUST BE OVER 18.
ALL PAYMENTS FOR RENT MUST BE PAID VIA
PERIODIC PAYMENT ON APPROVAL.
APPLICANTS MUST VIEW THE INSIDE OF THE PROPERTY PRIOR TO
SUBMITTING AN APPLICATION FORM.

Applications can take up to 3 business days to be processed.

Only approved applications will be contacted.

We require you to supply 100 pts of original I.D. We are able to copy this for you, however this is charged at a rate of 50c per page.

WHAT YOU MUST HAVE:

1. A DRIVERS LICENCE OR 18+ CARD
2. CURRENT PROOF OF INCOME
3. CURRENT RENT LEDGER (IF RENTING)

APPLICATIONS WITHOUT 100 POINTS OF ID WILL NOT BE ACCEPTED
 AND YOU MUST PRESENT YOUR APPLICATION IN PERSON.
 PLEASE NOTE: OUR OFFICE DOES NOT ACCEPT BOND TRANSFERS.

YOUR 100 POINT CHECK

		A1	A2
Drivers Licence	40 Pts		
Passport	40 Pts		
Birth Certificate / Extract	30 Pts		
18+ Card	30 Pts		
Current Wage Proof / Proof of Income	20 Pts		
Previous Landlord Reference	20 Pts		
Rent Ledger from current Agent	20 Pts		
Motor Vehicle Registration certificate	10 Pts		
Bank Statement / Keycard / Mastercard	10 Pts		
Phone / Electricity / Gas Account	10 Pts		
Pension Card	20 Pts		
Medicare Card /Health care card	10 Pts		
Rates Notice (proof of ownership)	20 Pts		
TOTAL POINTS			

OFFICE USE ONLY

APPLICATION RECEIVED ON: / / TIME: TAKEN BY:

Property Being Applied For: _____

APPLICANT 1	APPLICANT 2
<p>Surname: _____</p> <p>First & Middle Name _____</p> <p>D.O.B ____/____/____ Car registration No _____</p> <p>Drivers Licence No _____ State Issued _____</p> <p>Current Address</p> <p>Street _____ ID: 6692</p> <p>Suburb _____ State _____ P/code _____</p> <p>Phone No _____ Mobile _____</p> <p>How long have you lived here _____</p> <p>Reason for leaving _____</p> <p>Current Landlord / Agency _____</p> <p>Address _____</p> <p>Phone () _____ Contact Name _____</p> <p>Previous Address</p> <p>_____</p> <p>Previous Landlord / Agency _____</p> <p>Address _____</p> <p>Phone () _____ Contact Name _____</p> <p>How long were you living here _____</p> <p>Occupation _____</p> <p>Employer _____</p> <p>Phone () _____ Supervisor Name _____</p> <p>Period of employment _____</p> <p>Income per week \$ _____ (Net) If you are on Centrelink you must provide your latest income statement. If you are Self-employed you must provide your last profit & Loss report.</p>	<p>Surname: _____</p> <p>First & Middle Name _____</p> <p>D.O.B ____/____/____ Car registration No _____</p> <p>Drivers Licence No _____ State Issued _____</p> <p>Current Address</p> <p>Street _____</p> <p>Suburb _____ State _____ P/code _____</p> <p>Phone No _____ Mobile _____</p> <p>How long have you lived here _____</p> <p>Reason for leaving _____</p> <p>Current Landlord / Agency _____</p> <p>Address _____</p> <p>Phone () _____ Contact Name _____</p> <p>Previous Address</p> <p>_____</p> <p>Previous Landlord / Agency _____</p> <p>Address _____</p> <p>Phone () _____ Contact Name _____</p> <p>How long were you living here _____</p> <p>Occupation _____</p> <p>Employer _____</p> <p>Phone () _____ Supervisor Name _____</p> <p>Period of employment _____</p> <p>Income per week \$ _____ (Net) If you are on Centrelink you must provide your latest income statement. If you are Self-employed you must provide your last profit & Loss report.</p>
<p>Please note that the following terms will apply if you ask us to contact you. Firstly you will be consenting to connectnow Pty.Ltd. A.B.N. 79 097 398 662 arranging for the connection and disconnection of the nominated home services and to providing information contained in this application to the service providers for this purpose. I agree that neither connectnow nor the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames and terms and conditions once the client has agreed to use the chosen service provider. I authorise the obtaining of a National Metering Identifier (N.M.I.) on my residential address to obtain supply details. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that connectnow Pty Ltd will be paid a fee by the service provider and will be paying a fee to the Agent in respect of the provision of the service being provided to me by connectnow Pty Ltd. Note: Connection of your utilities will only be initiated once a representative has discussed your connection with you and obtained your consent to the terms and conditions of supply of the relevant utility service provider(s).</p> <p>PRIVACY POLICY: The privacy of our customers is of vital importance to connectnow. You have the right to access our records of your information under the Privacy Act. We will not release your personal information to any third party other than for the purposes of connecting the nominated utility service, unless required to do so under law or government order</p>	
<p>connectnow. A Free Service - Connecting Your Utilities Has Never Been Easier!</p> <p>connectnow is a simple and convenient time saving service assisting with your Telephone, Electricity & Gas and water connections. connectnow also provide a range of additional services to compliment your household utilities, such as Internet & Pay TV. This is a value-added service independent of your tenancy application - you are not obligated to use connectnow</p> <p>If you would like connectnow to contact you to discuss any of the above services please tick the box and a connectnow representative will make all reasonable efforts to Contact you within one working day of receiving an application. If we are unable to contact you within this period please contact connectnow on 1300 554 323 to ensure Connection can be completed by your requested date.</p> <p>It is the responsibility of the Tenant to ensure that the Main Electricity Switch is in the "Off Position" between 7am & 7pm on the day connection is required and that there is easy access to the property.</p> <p>While the connectnow service is FREE, standard service provider connection fees and charges still apply. You pay NO extra charges as a result of using the connectnow service</p>	
<p>Call me <input type="checkbox"/> Yes Sign _____ Date _____</p>	

APPLICANT 1	APPLICANT 2
<p><u>Person to contact in case of emergency</u></p> <p>Name _____</p> <p>Day-time Ph _____ Mobile _____</p> <p>Address _____</p> <p>Relationship to you _____</p> <p><u>Personal reference</u> **someone you have known over 12 months that is not related to you</p> <p>Name _____</p> <p>Address _____</p> <p>Day-time Ph _____ Mobile _____</p> <p>Relationship to you _____</p> <p><u>Pets</u> YES / NO</p> <p>Type (cat/dog) & Age _____</p> <p>Breed: _____ sml /med / lge</p> <p>Other (give details) _____</p>	<p><u>Person to contact in case of emergency</u></p> <p>Name _____</p> <p>Day-time Ph _____ Mobile _____</p> <p>Address _____</p> <p>Relationship to you _____</p> <p><u>Personal reference</u> **someone you have known over 12 months that is not related to you</p> <p>Name _____</p> <p>Address _____</p> <p>Day-time Ph _____ Mobile _____</p> <p>Relationship to you _____</p> <p><u>Pets</u> YES / NO</p> <p>Type (cat/dog) & Age _____</p> <p>Breed: _____ sml /med / lge</p> <p>Other (give details) _____</p>

OTHER PERSONS WISHING TO OCCUPY THE PREMISES	
<p>Full name _____</p> <p>Date Of Birth ____/____/____</p> <p>Licence No (if applicable) _____ State Issued _____</p> <p>Full name _____</p> <p>Date Of Birth ____/____/____</p> <p>Licence No (if applicable) _____ State Issued _____</p> <p>Full name _____</p> <p>Date Of Birth ____/____/____</p> <p>Licence No (if applicable) _____ State Issued _____</p>	<p>Full name _____</p> <p>Date Of Birth ____/____/____</p> <p>Licence No (if applicable) _____ State Issued _____</p> <p>Full name _____</p> <p>Date Of Birth ____/____/____</p> <p>Licence No (if applicable) _____ State Issued _____</p> <p>Full name _____</p> <p>Date Of Birth ____/____/____</p> <p>Licence No (if applicable) _____ State Issued _____</p>

AUTHORITY

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay rental in advance and a rental bond, and that this application is subject to the approval of the owner/lessor. I acknowledge and accept that if this application is rejected, the agent is not legally obliged to give reasons for the rejection. I also understand that should my application not be accepted, Browns Plains Real Estate will keep the information supplied to them for 4 weeks then it will be shredded as per their Office Policy and Procedures. I declare that all information contained in this application 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 details of my creditworthiness from:

- (a) The agent will notify us 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
- (d) If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonable considers has an interest in receiving such information.

I wish to take a tenancy of such premises for a period of _____ months from ____ / ____ / ____ at a rental of \$_____ per week and that the rental to be paid is within my means.

I also undertake to pay a Rental Bond of \$_____ upon the signing by me of the tenancy agreement. IT IS AGREED that I will pay as a deposit the sum of \$_____ (equal to the first two week's rent) within 24 hours of my application being approved and that if I change my mind prior to signing the lease as a tenant then I agree to forfeit such deposit after 48 hours of paying it. It is also agreed that immediately upon communication of acceptance of this application by the landlord or his agent that this tenancy shall be binding on both landlord and tenant.

APPLICANT 1 NAME: _____ **APPLICANTS SIGNATURE:** _____

APPLICANT 2 NAME: _____ **APPLICANTS SIGNATURE:** _____

Date ____/____/____

PRIVACY ACT ACKNOWLEDGEMENT FOR TENANT

In accordance with Privacy Principle 1.3 of the Privacy Act we require you to read and sign acknowledgment. In order to process a tenancy application a tenancy applicant is required under the National Privacy Principles of Privacy Act to be made aware that an organisation may access a database. In addition a tenancy applicant is entitled to know what will happen to their information when it is passed onto an agent.

In accordance with the National privacy Principles the database member discloses that in addition to information being supplied to a database company other organisations may receive information from time to time. Other organisations may include debt collection agencies, insurance companies, government departments, other landlords / agents and current / previous employer.

I/we the said applicant/s declare that I/we give my/our permission to the agent to collect information and pass such information onto TICA Default Tenancy Control P/L Barclay MIS. I/we further give my/our permission for my/our information to be provided to any other tenancy database for the assessment of my/our tenancy application. I/we further give consent to the member of the Database Company to contact any of my/our referees provided by me/us in my/our tenancy application.

I/we agree and understand that once a tenancy application has been lodged with a member of a tenancy database and in inquiry made with a database my/our information may be recorded as making an inquiry.

I/we agree that in the event of a default occurring under a tenancy agreement I/we give my/our permission to the member of a tenancy database to register any of my details of such breach with a tenancy database. I/we further agree and understand that the removal of such information from database companies is subject to the conditions of the Database Companies.

I/we understand that TICA Default Tenancy Control Pty Ltd & Barclay MIS are database companies that allow its members access to information from members about tenants who have breached their tenancy agreements.

I/we agree and understand that should I fail to provide the database member with the information and acknowledgments required the database member may elect not to proceed with my/our application. I/we agree and understand that a listing with TICA Default Tenancy Control Pty Ltd or Barclay MIS could have an adverse effect on my/our ability to obtain future rental accommodation.

I/we acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 1902 220 346. I/we agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

Applicants Name/s _____

Signed by Applicant/s _____

Signed by Agent / Member _____

Dated _____ / _____ / _____