

# APPLICATION FOR RESIDENTIAL TENANCY



**IMPORTANT- TO CONSIDER YOUR APPLICATION, WE REQUIRE YOU TO:**


- ✓ **FILL IN COMPLETELY AND SIGN THE APPLICATION FORM** with all relevant information and reference details, and all persons wishing to reside clearly indicated. **WE CANNOT PROCESS THIS FORM UNLESS ALL PARTS HAVE BEEN FULLY COMPLETED.**
- ✓ Read and Sign the **Privacy Act Acknowledgment Form**
- ✓ **Provide identification to pass our 100 POINT CHECK**

## **PROOF OF IDENTIFICATION- 100 POINT CHECK**

**WE REQUIRE EACH APPLICANT TO PROVIDE THE FOLLOWING IDENTIFICATION FROM ALL THREE CATEGORIES WITH A TOTAL SUM OF 100 POINTS OR MORE.**

CATEGORY	IDENTIFICATION REQUIRED PER APPLICANT	POINT VALUE
1 <input type="checkbox"/>	Current Agent Rent History Ledger/Record	50 Points
1 <input type="checkbox"/>	Current Passport (only if Non-Australian Resident)	40 Points
1 <input type="checkbox"/>	Latest Telephone Account (Landline Only)	40 Points
1 <input type="checkbox"/>	Latest Electricity or Gas Account (with Address)	40 Points
1 <input type="checkbox"/>	Current Driver's Licence- with Photo	40 Points
2 <input type="checkbox"/>	Proof of Age Card- with Photo	40 Points
2 <input type="checkbox"/>	Tertiary Education Photo ID	30 Points
2 <input type="checkbox"/>	Current Vehicle Registration	30 Points
2 <input type="checkbox"/>	Passport (Australian Resident)	40 Points
3 <input type="checkbox"/>	Medicare Card	40 Points
3 <input type="checkbox"/>	Citizenship Certificate	40 Points
3 <input type="checkbox"/>	Birth Certificate	40 Points
3 <input type="checkbox"/>	Debit/Credit Card (photocopy)	40 Points

### **Processing and Application Acceptance/Non Acceptance PLEASE READ CAREFULLY**

- Your application will be processed with the information provided and submitted to the landlord for their acceptance or non-acceptance for tenancy. This is always a landlord decision.
- **IMPORTANT- We are unable to give any reason for non-acceptance if your application is not approved for tenancy**
- Should your application be accepted, **you will be asked to pay the bond/first 2 weeks rent and sign the lease as soon as possible. You will be asked to pay the money by postal order or cheque.**
- **Water Charges may also apply- please check with the property manager.**
-  Elders Ltd offer Insurance, Finance, and Home Loans. Place a tick in the box if you do not require information on these products
- It is a tenant's responsibility to arrange connection of electricity, telephone and gas supply to the property once the application is approved.  
We can assist you through **Direct Connect**

# Residential Application Form

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

## Elders Ltd Echuca

216 Pakenham Street, Echuca. 3564.

Ph: (03) 5480 7077 Fax: (03) 5480 7510



### A. PROPERTY DETAILS

#### 1. What is the address of the property you would like to rent?

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Lease commencement date? / /

Lease term Years \_\_\_\_\_ Months \_\_\_\_\_

No of people to occupy the property? Adults \_\_\_\_\_ Children \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

### B. APPLICANT ONE DETAILS

Title \_\_\_\_\_ First Name \_\_\_\_\_ Initial \_\_\_\_\_

Last Name \_\_\_\_\_

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

Driver's Licence number \_\_\_\_\_ State of Issue \_\_\_\_\_

Driver's Licence expiry date \_\_\_\_\_ Car Regn \_\_\_\_\_

Passport No. \_\_\_\_\_ Country \_\_\_\_\_

Pension No. (if applicable) \_\_\_\_\_ Type \_\_\_\_\_

Please provide your contact details below:

Mobile phone No. \_\_\_\_\_

Work phone No. \_\_\_\_\_ Home phone \_\_\_\_\_

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

Current Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

### D. DECLARATION

The applicant acknowledges:

- that the landlords insurance will not cover the tenant's contents and it is advised that the tenant should obtain contents and public liability insurance.
- that the terms and conditions were available at the time of applying as these form part of the tenancy agreement and the tenant agrees with these terms and conditions.
- that upon being advised of approval of this application by the agent a legal tenancy agreement is created and if the tenant(s) choose not to proceed, the agent will begin procedures to relet the property and MAY choose to recover costs incurred from the reletting as set down by the Residential Tenancies Act 1995.
- That unless agreed otherwise the tenant shall be liable for all water costs pertaining to the property as per State calculations. Costs to be calculated on a daily basis.**
- Please Note: Our tenancy agreements contain a special clause stating: NO SMOKING INSIDE THE PREMISES**

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

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:

- The owner or the Agent of my current or previous residence;
- My personal referees and employer/s;
- Any record listing or database of defaults by tenants;

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

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

- communicate with the owner and select a tenant
- prepare lease/tenancy documents
- allow tradespeople or equivalent organisations to contact me
- lodge/claim/transfer to/from a Bond Authority/Trust Account
- refer to Tribunals/Courts & Statutory Authorities (where applicable)
- refer to collection agents/lawyers (where applicable)
- complete a credit check with NTD (National Tenancies Database) or TICA

I am aware that if 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.

### C. 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.

- Electricity  Gas  Phone  Internet  
 Water  Removalist  Cleaning Service

**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.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F: 1300 664 185. www.directconnect.com.au

#### Property Rental

\$ \_\_\_\_\_ per week \$ \_\_\_\_\_ Bond Amount

Application sent to Direct Connect (If Required)  Fax 1300 664 185

Electricity meter number if known: \_\_\_\_\_

Property Manager Name: Julie Mills

Applicant 1 Signature: \_\_\_\_\_ Applicant 2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**E. APPLICANT ONE- HISTORY****2. How long have you lived at your current address?**

Years \_\_\_\_\_ Months \_\_\_\_\_

**3. Why are you leaving this address?****4. Landlord/Agent details of this property (if applicable)**

Name of landlord or agent \_\_\_\_\_

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

**5. What was your previous residential address?**

Postcode \_\_\_\_\_

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

Years \_\_\_\_\_ Months \_\_\_\_\_

**7. Landlord/Agent details of this property (if applicable)**

Name of landlord or agent \_\_\_\_\_

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

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

**F. EMPLOYMENT HISTORY****8. Please provide your 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 \_\_\_\_\_ Net Income  
Years \_\_\_\_\_ Months \_\_\_\_\_ \$ \_\_\_\_\_

**9. Please provide your previous employment details**

Occupation? \_\_\_\_\_

Employer's name \_\_\_\_\_ Phone no. \_\_\_\_\_

Length of employment \_\_\_\_\_ Net Income  
Years \_\_\_\_\_ Months \_\_\_\_\_ \$ \_\_\_\_\_

**G. CONTACTS/REFERENCES****10. Please provide a contact in case of emergency**

Surname \_\_\_\_\_ Given name/s \_\_\_\_\_

Relationship to you \_\_\_\_\_ Phone no. \_\_\_\_\_

**11. Please provide 2 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. \_\_\_\_\_

**H. OTHER INFORMATION FOR ALL APPLICANTS****12. Registration numbers for ALL vehicles**

Owner's name \_\_\_\_\_ Registration number \_\_\_\_\_

**13. Please provide details of any pets**

Breed/type \_\_\_\_\_ Age \_\_\_\_\_ inside/outside pet

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

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

3. \_\_\_\_\_

**14. Please provide names & current address of all other persons that will reside at this premise****I. PLEASE NOTE**

Keys will not be handed over until the lease agreement has been signed by all applicants, and payment of bond and first two weeks rent has been received.

This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the landlord and the agent should any circumstances arise whereby the property is not available for occupation on the due date.

**THESE PREMISES ARE SMOKE FREE INSIDE****J. PAYMENT METHOD**

Direct Debit  Cheque or Money Order

**K. APPLICANT TWO- DETAILS**

Title	First Name	Initial
Last Name		
Date of Birth		
Driver's Licence number	State of Issue	
Driver's Licence expiry date	Car Regn	
Passport No.	Country	
Pension No. (if applicable)	Type	
Please provide your contact details below:		
Mobile phone No.		
Work phone No.	Home phone	
Email address		
Current Address		
Suburb	Postcode	

**L. APPLICANT HISTORY**

**15. What is your current address?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode

**16. How long have you lived at your current address?**

\_\_\_\_\_ Years \_\_\_\_\_ Months

**17. Why are you leaving this address?**

\_\_\_\_\_

**18. Landlord/Agent details of this property (if applicable)**

Name of landlord or agent

\_\_\_\_\_

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

\_\_\_\_\_ \$

**19. What was your previous residential address?**

\_\_\_\_\_

\_\_\_\_\_ Postcode

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

\_\_\_\_\_ Years \_\_\_\_\_ Months

**21. Landlord/Agent details of this property (if applicable)**

Name of landlord or agent

\_\_\_\_\_

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

\_\_\_\_\_ \$

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

\_\_\_\_\_

\_\_\_\_\_

**M. EMPLOYMENT HISTORY**

**22. Please provide your 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 \_\_\_\_\_ Net Income

\_\_\_\_\_ Years \_\_\_\_\_ Months \$

**23. Please provide your previous employment details**

Occupation?

\_\_\_\_\_

Employer's name \_\_\_\_\_ Phone no. \_\_\_\_\_

Length of employment \_\_\_\_\_ Net Income

\_\_\_\_\_ Years \_\_\_\_\_ Months \$

**N. CONTACTS/REFERENCES**

**24. Please provide a contact in case of emergency**

Surname \_\_\_\_\_ Given name/s \_\_\_\_\_

Relationship to you \_\_\_\_\_ Phone no. \_\_\_\_\_

**25. Please provide 2 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. \_\_\_\_\_

**O. OTHER INFORMATION**

**26. Registration numbers for your vehicle/s**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**P. OFFICE USE ONLY**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_