

# Residential Application Form

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



## A. AGENT DETAILS

### Lavis Real Estate

162 Ellen St, PORT PIRIE SA 5540

Phone: (08) 8632 1511

Fax: (08) 8633 0411

email: natalie@lavisrealestate.com.au

## B. PROPERTY DETAILS

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

  
 Postcode

### 2. Lease commencement date?

 Day  Month  Year

### 3. Lease term?

 Years  Months

### 4. How many tenants will occupy the property?

 Adults  Children

### 5. Names and ages of all people to occupy the property

<input type="text"/>	AGE
<input type="text"/>	AGE
<input type="text"/>	AGE
<input type="text"/>	AGE

## C. APPLICANT ONE DETAILS

### 5. Please give us your details

Mr  Mrs  Miss  Ms  Other

Surname  Given Name/s

Date of Birth  Driver's licence number

Driver's licence expiry date  Driver's licence state

Passport no.  Passport country

Pension no. (if applicable)  Pension type (if applicable)

Medicare no.  Pension/Medicare exp date.

### 6. Please provide your contact details

Home phone no.  Mobile phone no.

Work phone no.  Fax no.

Email address

### 7. What is your current address?

  
 Postcode

## D. UTILITY CONNECTIONS

This is a FREE service that connects all your utilities and other services.

Direct Connect can help arrange for the connection or provision of the following utilities and other services:

Electricity Gas Phone Internet Pay TV  
Insurance Cleaners Removalist Truck or van hire



Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.



We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect 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 your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

- Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
- Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
- Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
- Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
- Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
- Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature  Date

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

## E. DECLARATION

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:

- (a) 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; 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:

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

If there is any inconsistency between the terms of this Application and the Residential Tenancy Agreement, the terms of the Residential Tenancy Agreement prevail.

Privacy Act 1988- The personal information the Applicant provides in this Application or collected from other sources is necessary for the Agent to verify the Applicant's identity to process and evaluate the Application and to manage the tenancy. Personal information collected about this Applicant in this Application and during the course of the tenancy (if this Application is approved) may be disclosed for the purpose for which it was collected to other parties including to the Landlord, referees, other agents, and third party operators of residential tenancy databases. Information already held on Residential Tenancy Databases may also be disclosed to the Agent and/or landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that Agreement, this fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the Landlord or, third party operators of residential tenancy databases and/or other agents.

Applicant Acknowledges the Agent's disclosure of the use of Residential Tenancy Database TICA - PO Box 120 Concord NSW 2137 or Telephone 190 222 0346 NTD- GPO Box 13294 George St, Brisbane Qld 4003, Telephone 1300 563 826, or www.ntd.net.au 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.

Signature  Date

Property Manager **Natalie McMahon** Application sent to Direct Connect (If Required)

Electricity meter number if known

**F. APPLICANT ONE- HISTORY****8. How long have you lived at your current address?**

		Years			Months
--	--	-------	--	--	--------

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

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

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent

\$	
----	--

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


Postcode

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

		Years			Months
--	--	-------	--	--	--------

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

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent

\$	
----	--

Was bond refunded in full?

If not why not?

**G. EMPLOYMENT HISTORY****14. 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

		Years			Months
--	--	-------	--	--	--------

Net Income

\$	
----	--

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

Occupation?

Employer's name

Length of employment

		Years			Months
--	--	-------	--	--	--------

Net Income

\$	
----	--

**H. CONTACTS / REFERENCES****16. Please provide a contact in case of emergency**

Surname

Given name/s

Relationship to you

Phone no.

**17. 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.

**I. OTHER INFORMATION****18. Car Registration**

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

Breed/type

Council registration / number

1.	
----	--

2.	
----	--

**HOW DID YOU FIND OUT ABOUT THIS PROPERTY?**

- |                                    |  |
|------------------------------------|--|
| <input type="radio"/> The Recorder | <input type="radio"/> Referral           |
| <input type="radio"/> Counter List | <input type="radio"/> Relocation Company |
| <input type="radio"/> The Internet | <input type="radio"/> Other (specify)    |

**PAYMENT DETAILS****Property Rental**

\$		per week	\$		per month
----	--	----------	----	--	-----------

First payment of rent two weeks in advance

\$	
----	--

Rent bond 4 / (6 weeks if rent more than \$250 per week)

\$	
----	--

Sub total (payable before possession of property)

\$	
----	--

**Payment method:**Direct or Internet Banking B-Pay Cheque or Money Order 

**NB: We will only contact you if your application has been approved. However you may contact us for an answer should you not hear from us.**

**No reason will be disclosed for non-acceptance of application.**

**J. APPLICANT TWO- DETAILS****20. Please give us your details**Mr  Mrs  Miss  Ms  Other 

Surname

Given Name/s

Date of Birth

Driver's licence number

Driver's licence expiry date

Driver's licence state

Passport no.

Passport country

Pension no. (if applicable)

Pension type (if applicable)

**21. Please provide your contact details**

Home phone no.

Mobile phone no.

Work phone no.

Fax no.

Email address

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

Postcode

**K. APPLICANT HISTORY****23. How long have you lived at your current address?** Years  Months**24. Why are you leaving this address?****25. Landlord/Agent details of this property (if applicable)**

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent

\$

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

Postcode

**27. How long did you live at this address?** Years  Months**K. APPLICANT HISTORY- cont'd****28. Landlord/Agent details of this property (if applicable)**

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent

Was bond refunded in full?

If not why not?

**L. EMPLOYMENT HISTORY****29. 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

 Years Months

Net Income

\$

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

Occupation?

Employer's name

Length of employment

 Years Months

Net Income

\$

**M. OTHER INFORMATION****31. Car Registration****32. Please provide details of any pets**

Breed/type

Council registration / number

1.

2.

**N. OTHER PERSON(S) RESIDING AT PROPERTY****33. Please provide name(s) and age(s)**

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>



### Tenancy Privacy Statement

Your Application for Tenancy cannot be accepted unless this has been completed in full and signed

<p>Due to changes in the Privacy laws, from 21<sup>st</sup> December 2001, all real estate agencies must ensure that you fully understand the National Privacy Principles and the manner in which we must see your private information in order to carry out our role as professional property managers. Please take the time to read this Privacy Statement carefully and once completed return it to our office with your tenancy application.</p> <p>As professional property managers, Lavis Real Estate collects personal information about you. To ascertain what personal information we have about you, you can contact us the following ways.</p> <p>Address: 162 Ellen Street, Port Pirie SA 5540        Phone Number: (08) 8632 1511        Fax Number: (08) 8633 0411        Email: <a href="mailto:admin@lavisrealestate.com.au">admin@lavisrealestate.com.au</a>        Website: <a href="http://www.lavisrealestate.com.au">www.lavisrealestate.com.au</a></p> <p>As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises which you have requested, and if the risk is considered acceptable, to provide you with a lease/tenancy of the premises.</p> <p>Privacy Act 1988 – The personal information the applicant provides in this application or collected from other sources is necessary for the agent to verify the applicant’s identity to process and evaluate the application and manage the tenancy. Personal information collected about this applicant in this application and during the course of the tenancy (if approved) may be disclosed for the purpose for which it was collected to other parties including to the landlord, referees, other agents, and the third party operators of the residential tenancy databases. Information already held on Residential Tenancy Agreement, and if the applicant fails to comply with their obligations under that agreement, this fact and other relevant personal information collected about the applicant during the course of the tenancy may also be disclosed to the landlord or, third party operators of residential tenancy databases and or other agents.</p>	<p>If a landlord or real estate agent lodges details of a prospective tenant on a database, they must advise the tenant in writing, within seven days of:</p> <ul style="list-style-type: none"> <li>• The name of the database and the person who listed the information</li> <li>• The tenants information held in the database</li> <li>• How the tenant can check, change or remove the listing (by contacting the person who listed them or the database operator)</li> </ul> <p>I authorise the agent to obtain personal information from: The owner of the agent of my current address, my personal references, any record listing or database of defaults by tenants. If I default under the rental agreement, I agree that the agent may disclose details of any such default to a tenancy default database, and to the agent/landlords of properties I may apply in the future.</p> <p>I am aware the agent will use and disclose my personal information to: The landlord in order to choose a tenant, the landlords lawyer, the landlords mortgagee (for mortgage purposes), referees you have listed, organisations/tradespeople for maintenance on the premises, rental and bond authorities, prepare lease/tenancy documents, Residential Tenancies Tribunals and courts (where applicable), refer to collection agents/lawyers (where applicable), other real estate agents and landlords, utility companies such as gas, electricity, water and telephone, banks for rental payment facilities and financial records and employers (for reference purposes).</p> <p><b>PLEASE NOTE:</b> This application is subject to the owner’s approval.</p> <ul style="list-style-type: none"> <li>• All applicants must complete an application form</li> <li>• Applicant(s) are required to provide at least two forms of ID, with at least one having photo identification</li> <li>• Applicant(s) must provide proof of income</li> <li>• Initial bond payment and 2 weeks in advance rent must be paid before the start of your tenancy and must be payable to Lavis Real Estate Trust Account</li> <li>• Properties will not be leased without viewing by tenant or tenants associate viewing on their behalf</li> </ul>
---	--

Signed by Applicant(s): \_\_\_\_\_

Signed by Witness: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_