

## APPLICATION REQUIREMENTS

**CURRENT IDENTIFICATION** - *Two from the following:*

Photo Identification: EG: Drivers License, Passport, Birth Certificate or Proof of Age Card (MUST be over 18 years old) Note: If a foreign passport is provided then a copy of a current Visa must be supplied.

**AND**

Secondary Identification: EG: Medicare card, Heath card, Bank card.

### PROOF of CURRENT INCOME

Payslips: Three of your most recent payslips

Bank Statement: Most recent statement issued

Centrelink Income Statement: (if applicable)

### RENTAL HISTORY

Records of your previous rental/tenant payments Eg. Tenant Ledger, Rental payment receipts, Written referral from previous tenancy.

#### PLEASE NOTE THE FOLLOWING:

- A HOLDING DEPOSIT WILL BE REQUIRED TO SECURE THE PROPERTY AFTER SUCCESSFUL APPLICATION
- BOND TO BE PAID DIRECTLY TO FAIR TRADING AFTER SUCCESSFUL APPLICATION
- UPON YOUR APPLICATION YOU AGREE TO PAY YOUR RENT BY DIRECT DEBIT THROUGH RE-CONNECT, EFTPOS, CHEQUE OR MONEY ORDER (NO CASH ACCEPTED).
- EACH PERSONS WISHING TO HAVE THEIR NAME ON THE LEASE MUST PROVIDE THE REQUIREMENTS LISTED AND MUST FILL OUT A SEPARATE APPLICATION.
- BY SUBMITTING AN APPLICATION FOR THE PROPERTY YOU ARE ACCEPTING IT IN ITS CURRENT CONDITION, UNLESS SPECIFIED OTHERWISE.

#### APPLICATION CHECKLIST – Before you submit application:

1. Attached photocopies of documents (refer to above list)
2. Inspected the property both internally and externally.
3. Completed all details in full on the application form.
4. Provided all contact details and documentation for confirmation of income
5. Read and sign the Privacy Disclosure Statement and Privacy Consent.

**NO REASONS ARE GIVEN FOR APPLICATIONS NOT APPROVED**

# Residential Application Form

For your application to be processed you must answer all questions



## A. AGENT DETAILS

### L.H Brown & Co Real Estate

356 Burwood Road, Belmore NSW 2192

Phone: 02 9759 8811 Fax: 02 9750 6435

belmore@lhbrown.com.au

www.lhbrown.com.au

Property Manager

## B. PROPERTY DETAILS

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

Postcode	

### 1a. Type of premise (Unit,House/T'house) 1b. Furnished/Unfurnished

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### 1c. No. of bedrooms 1d. Car Space/Garage 1e. Car Space/Garage No.

		Yes/No (Y/N)	
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### 2. Lease commencement date?

	Day		Month		Year
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### 3. Lease term?

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

	Adults		Children		Ages of Children
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## C. PERSONAL DETAILS

### 5. Please give us your details

Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Other ☐

Surname

Given Name/s

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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)

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### 6. Please provide your contact details

Home phone no.

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Mobile phone no.

--

Work phone no.

--

Fax no.

--

Email address

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### 7. What is your current address?

Postcode

## D. DISCLAIMER/AUTHORITY

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, the tenant, accept the property in the condition it was in when inspected.

I authorise the Agent to obtain personal information about me from:

- (a) The owner or the Agent of my current or previous residences;
- (b) My personal referees and employer/s;
- (c) Any record listing or database of defaults by tenants;
- (d) Any record listing or database of defaults by tenants such as TICA, NTD or TRA for the purpose of checking your tenancy history.

I am aware that I may access my personal information by contacting:

TICA 1902 220 346

NTD 1300 563 826

TRA (02) 9363 9244

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

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow trades-people 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 check with TICA
- (h) transfer water account details into my name

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

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## E. EMPLOYMENT HISTORY

### 15. Please provide your employment details

What is your occupation?

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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	\$
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### 16. Please provide your previous employment details

Occupation?

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Employer's name

--

Length of employment

Net Income

	Years		Months	\$
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**F. APPLICANT HISTORY****9. How long have you lived at your current address?** Years  Months**10. Why are you leaving this address?****11. Landlord/Agent details of this property (if applicable)**

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

\$ **12. What was your previous residential address?**

Postcode

**13. How long did you live at this address?** Years  Months**14. 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?

**Please answer the following questions:**

Yes No

Have you ever been evicted by any landlord or agent?

☐ ☐

Have you ever been refused another property?

☐ ☐

Are you in debit to another landlord or agent?

☐ ☐

Is there any reason that would affect your rent payment?

☐ ☐**G. CONTACTS / REFERENCES****17. Please provide a contact in case of emergency**

Surname

Given name/s

Relationship to you

Phone no.

**18. 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****19. Car Registration****20. Please provide details of any pets**

Breed/type

Council registration / number

1.

2.

**I. PAYMENT DETAILS****Property Rental**\$  per week Or \$  per month

First payment of rent in advance

\$ 

Rental Bond (4 weeks rent):

\$ 

Sub Total

\$ 

Less: deduct deposit (see below)

\$ **Amount payable on signing tenancy agreement  
(bank cheque or money order only)**\$ **J. HOLDING FEE****HOLDING FEE****Reservation Period** Days

The Landlords Agent undertakes:

a) The premises will not be let during the Reservation Period, pending the agreement of a residential tenancy agreement:

b) The whole fee will be refunded if the Landlord does not carry out (during the Reservation Period) repairs or other work on which it is a condition to enter into a residential tenancy agreement:

d) If the applicant decides not to enter into a residential tenancy agreement, the Landlord will retain the entire holding fee

e) If a residential tenancy agreement is entered into, the holding fee is to be contributed towards rent for the premises.

Signature of Landlords Agent

Date

MAKES MOVING EASY

**DIRECT CONNECT PROVIDES A FREE SERVICE THAT TAKES THE HASSLE OUT OF MOVING.**

Simply complete the form below, select the services you would like organised and return this form to your Agent. Direct Connect will then contact you to confirm your details and service request.

## SERVICES WE *connect*

								
ELECTRICITY	GAS	INSURANCE	INTERNET	PHONE	PAY TV	REMOVALISTS	CLEANING	TRUCK 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.

PERSONAL DETAILS		
Title		Given Name
Surname		Date of Birth
Mobile phone	Home phone	Work phone
Email Address		

ADDRESS DETAILS	
New address connection details - Address you are moving to	Connection date (if known)



**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:

1. Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
2. 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 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.
3. 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.
4. Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
5. 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.
6. 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

### L H Brown & Co Belmore

Address: 356 Burwood Road Belmore NSW 2192

Phone: 02 9759 8811

Web: [www.lhbrown.com.au](http://www.lhbrown.com.au)

Email: [chris@lhbrown.com.au](mailto:chris@lhbrown.com.au)