

RESIDENTIAL TENANCY APPLICATION INFORMATION

**Applications Will Not Be Processed Unless All Information Is
Supplied and the Authority and Privacy Disclaimer Signed
Each applicant must complete a separate Application**

PROPERTY MANAGEMENT DEPARTMENT HOURS

Our property management office is open Monday to Friday 9.00am - 5:00pm.

PHOTO IDENTIFICATION

When returning your application, you **must** submit a form of photo identification.

REQUIRED SUPPORTING DOCUMENTS

You will be required to submit supporting documents with your application. Your application will not be processed if all documents are not given. Our office will require you to submit a minimum of 100 points for your application to be considered.

100 point check - Should you be unable to meet the 100 point check criteria, please speak with the property manager

- 50 points Photo Identification (Driver's License, Proof of Age Card) **OR**
- 50 points Current Passport

PLUS

- 20 points Birth Certificate
- 10 points Student I.D Card
- 10 points Current Motor Vehicle Rego Papers
- 10 points Proof of Current Address (bank statement, copy of phone or electricity Account)
- 10 points Other Identification (Medicare card or bank card)
- REQUIRED Proof of Income

NAMES ON LEASE

If the lease is to be on multiple names, each applicant must complete a separate tenancy application form. These forms must be submitted together and advised to the property manager that the lease will be in joint names. Additional income support from others can only be accepted if their name is to be on the lease.

PROCESSING AN APPLICATION

In most instances, we are able to process your application within 48 hours and advise you by telephone. If we are unable to contact all of your referees, this process may take longer.

SECURING THE PROPERTY - PAYMENT OF SECURITY DEPOSIT

Once the application has been approved you will be required to pay one month's rent and security deposit equivalent to one month's rent to secure the property. This must be paid by Money Order or Bank Cheque, payable to the R.T.B.A. (Personal cheques and cash will not be accepted when paying the initial monies).

PAYMENT OF FIRST MONTHS RENT

Prior to taking possession of the property, we require one month's rent to be paid by either bank cheque or money order, payable to Bafto Holdings Pty Ltd (Personal cheques and cash will not be accepted when paying the initial monies).

PAYMENT OF RENT

It is our company policy that all rental payments are to be made via cheque, money order or direct deposit by your preferred banking institution. **Strictly no cash** payments of any bond or rent monies is accepted. This will be discussed with you further, should your application proceed.

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.

Residential Application Form

Rent Per Week \$

1. What is the Address of the property you would like to rent? Inspected property? Yes / No

P/Code:

2. Lease Commencement date?

<input type="text"/> Day	<input type="text"/> Month	<input type="text"/> Year
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3. Lease Term

<input type="text"/> Year(s)	<input type="text"/> Month(s)
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3(a). Application type

SINGLE / JOINT

4. How many Tenants will occupy the property

<input type="text"/> Adults	<input type="text"/> Children	<input type="text"/> Ages
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5. Your Personal Details

Mr Ms Miss Mrs Other

Surname

Given Name(s)

Date of Birth

Driver's License Number

Driver's License Expiry Date

Driver's License State

Passport Number

Passport Country

Pension Number

Pension Type

Home Phone Number

Mobile Phone Number

Work Phone Number

Fax Number

Email Address

6. Current Residential Address

7. Please provide 100 Points of ID (This is mandatory)

- 50 points Photo Identification (Drivers License, Proof of Age Card)
- OR
- 50 points Current Passport PLUS
- 20 points Birth Certificate
- 10 points Student I.D Card
- 10 points Current Motor Vehicle Rego Papers
- 10 points Proof of Current Address (bank statement, copy of phone or electricity Account)
- 10 points Other Identification (Medicare card or bank card)

8. How did you find out about this property?

- | | | |
|---------------------------------------|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> The Internet | <input type="checkbox"/> Referral | <input type="checkbox"/> Local Paper |
| <input type="checkbox"/> Board | <input type="checkbox"/> Counter List | <input type="checkbox"/> Other |

9. Contact References

Please provide a contact not living with you in case of an emergency.

Surname

Given Name(s)

Relationship to you

Phone Number

Please provide next of kin

Surname

Given Name(s)

Relationship to you

Phone Number

Address

10. Other Information

Please specify the number of vehicles to be kept at the property: REGO # _____

- Cars Boat Trailer Motorcycle Other

11. Please provide details of any pets

1.
2.
3.

Residential Application Form

**12. How long have you lived at your current address?
If you have not been a tenant in Australia before,
please proceed to question 15.**

<input type="text"/>	Years	<input type="text"/>	Months
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13. Why are you leaving this address?

14. Landlord/Agent details of this property? (if applicable)

Name of Landlord or Agent

Landlord/Agent's Phone Weekly Rent Paid

<input type="text"/>	\$ <input type="text"/>
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Have you ever had a bond not refunded in full? If yes,
reason?

YES / NO	<input type="text"/>
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15. What was your previous residential address?

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

16. What was your reason or leaving?

17. How long did you live at this address?

<input type="text"/>	Years	<input type="text"/>	Months
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18. Please provide your employment details.

What is your occupation?

What is the nature of your Employment?

Full Time / Part Time / Casual / Other
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Employers Name (include accountant if self-employed
or institution if student)

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

(Employment details- continued)

Employers Address

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

Contact Name

Phone Number

<input type="text"/>	(0) <input type="text"/>
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Length of Employment

Net Monthly Income

<input type="text"/>	Years	<input type="text"/>	Months	\$ <input type="text"/>
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19. Please provide details of any additional income.

Amount

Source

\$ <input type="text"/>	<input type="text"/>
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\$ <input type="text"/>	<input type="text"/>
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20. If self-employed please provide the following.

Business Name

Business Address

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

Business A.B.N

Business Phone Number

Business Email

Accountant Name

Accountant Phone

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

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

21. If student please provide the following.

Institution Name

Institution Address

P/CODE

Course being undertaken

Course Length

Currently undertaking Year

Student Number

Campus Contact

Source of Income

Parents Scholarship Other

If other please specify

Income per week

Notes:

Utility Connections – This is a free service that connects all your utilities.



Please tick utilities requested

Electricity Gas Phone Internet Pay TV Insurance Water

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 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 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.

Signature

Date

PO Box 1519, Box Hill, Victoria 3128.

P: 1300 664 185.

www.directconnect.com.au

I, the applicant, do solemnly and sincerely declare that the information provided is true and correct and has been supplied at my own free will. I, the applicant understand that you as the agent for the Landlord have collected this information for the specific purpose of checking identification, character, credit worthiness and determining if the applicant will be a suitable tenant for the property. **I have inspected the rental property and accept it in its present condition.**

It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant's credit worthiness. I understand that you, as the agent are bound by the Privacy Act and the National Privacy Principles and **authority** is hereby given to the agent to check credit references, employment details, previous rental references, database agencies, personal references and any other searches which may verify the information provided by me. I also **authorise** the agent to give information to the lessor of the property, credit providers, insurance providers, other agents, salespeople, database agencies, references named in this application or any other third party who would have a beneficial interest relating to a tenancy matter and understand this can include information about my tenancy, credit worthiness, credit standing, credit history or credit capacity. Once a tenancy agreement has been entered into the tenant **agrees** that should they fail to comply with their obligations under the agreement, the failure to comply may be disclosed to third party operators of tenant default registry agents and or other agents.

Once the application has been approved I agree to pay the Security deposit to secure the property. **THE PROPERTY WILL NOT BE HELD UNTIL THE SECURITY DEPOSIT & THE TENANCY DOCUMENTATION HAS BEEN SIGNED BY ALL PARTIES AND RECEIVED BY THE AGENCY.**

I, the applicant, **accept** that if the application is rejected, the agent is not legally obliged to give a reason.

Applicants Signature

Date

Office Use Only-Property Manager

Date Received