

# APPLICATION FOR TENANCY

MARKETING YOUR PROPERTY YOUR WAY

106/227 Flemington Road FRANKLIN ACT 2913

P: 02 6188 3860 | E: [applications@instyleagents.com.au](mailto:applications@instyleagents.com.au)

## PROPERTY DETAILS

Property Address:		
Date Required:	Rental Amount:	Length of lease:

## MAIN APPLICANT DETAILS

Surname:		Given Name:	
Phone (W)	Phone (M)	Phone (H)	
Date of Birth:		Email:	
Driver License No:		Car Registration No:	
Car Make:		Number of Cars/motorbikes/boats:	
Do you require a Defence or Diplomatic Clause? Y/N (please circle)			

## WHO ELSE WILL OCCUPY THE PROPERTY?

Please list children's details. If in a group situation, all tenants must complete an application.

<input type="checkbox"/> Single	<input type="checkbox"/> Couple	<input type="checkbox"/> Family	<input type="checkbox"/> Group	<input type="checkbox"/> Other	
Full Name	DOB	Phone Number	On Lease? Yes or No	Driver License Number	
1.					
2.					
3.					
4.					

## RENTAL HISTORY

Address of Premises	Period Rented	Rent Paid Per Week	Real Estate It was rented through	Agent/Landlord Name and Contact Number
1.				
2.				
3.				

## OCCUPATION DETAILS

Employer	Position in Organisation
Contact Name	Contact Number
Duration of Employment	Annual Income

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**PREVIOUS EMPLOYMENT HISTORY**

Application for tenancy

Name	Position	Length of employment	Contact Number
1.			
2.			

**PETS**

<input type="checkbox"/> Yes	<input type="checkbox"/> No	How Many	<input type="checkbox"/> Inside <input type="checkbox"/> Outside <input type="checkbox"/> Both	Type Plus Breed	Age	Council #	Size

(PLEASE NOTE: Pets are not permitted in unit or townhouses unless written authorisation is provided by both the body corporate and the owner)

**ADDITIONAL INCOME**

Do you have any other additional income?

Source of Income	Amount Per: Week/fortnight/month (please circle)	Contact Details
1.		
2.		

**PERSONAL REFERENCE**

Name	Relationship	Contact Details
1.		
2.		

**NEXT OF KIN (Not living with you)**

Name/Relationship	Address	Phone

**SMOKING**

Do you Smoke?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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**IF THE PROPERTY WAS VACANT, DID YOU FIND IT IN A CLEAN AND ACCEPABLE STATE?**

<input type="checkbox"/> Yes	<input type="checkbox"/> No	If no, please state:
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**DATE OF VIEWING:**

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**ADDITIONAL NOTES FOR PROPERTY MANAGER:**

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## Application for tenancy

The following must be completed before your application can be processed. Please initial to confirm you understand the following:

I will make no claim or demand nor commence litigation against the owner or InStyle Estate Agents should the premises be found to be unavailable due to occupation by another occupier Initial \_\_\_\_\_

I give permission for InStyle Estate Agents to conduct application reference checks for the sole purpose of establishing my credentials and suitability to enter into a tenancy agreement Initial \_\_\_\_\_

I am aware that "The Renting Book" is available for my reference as a guide to the rights and responsibilities as a tenant, property owner or Real Estate Agent form the ACT office of Fair Trading. (ACT Applicants only) Initial \_\_\_\_\_

I solemnly and sincerely declare that I am not bankrupt or an undischarged bankrupt Initial \_\_\_\_\_

If the property has lawns or gardens I understand that it is my responsibility to maintain them including watering and lawn mowing Initial \_\_\_\_\_

I am aware that all rent in advance, after the initial payment, will be accepted by Direct Debt only. I will complete and sign a request for Direct Debit form at the execution of the tenancy and understand that any arrangements with my bank need to be made prior to this Initial \_\_\_\_\_

**InStyle Estate Agents Privacy Act 1988 Collection Notice**

The personal information the prospective tenant provides in this application or collected from the sources 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 the Applicant in this application and during the course of the tenancy if the application is successful may be disclosed of the purpose for which it was collected to parties including the lessor, referees, and other agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to the Agent and or Lessor. Should InStyle Estate Agents find details of a prospective tenant on a database we will advise the tenant of those details in writing within seven days. If the applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement that fact and the other relevant personal information collected about the applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of the tenancy reference databases and or other agents.

If the applicant would like to access the personal information the Agents hold, they can do so by contacting InStyle Estate Agents at [info@instyleagents.com.au](mailto:info@instyleagents.com.au) or 02 6198 3330. The Applicant can also correct this information if it is inaccurate, incomplete or out of date. If the information is not provided, the Agency may not be able to process the application and manage the tenancy.

I have read and understood the above Privacy Collection Notice issued by InStyle Estate Agents Initial \_\_\_\_\_

If approved, I will require a clause to be included on the tenancy agreement allowing me to end the tenancy early by providing four weeks written notice to InStyle Estate Agents if I am posted outside of the Canberra region for my employment Initial \_\_\_\_\_

I confirm that I attended the exhibition/s of the premises and if approved I accept the property in the current condition Initial \_\_\_\_\_

The Property was viewed on my behalf by:

I confirm that the rent to be paid is within my means. I undertake to pay rent in advance, initial payment will be as either by bank cheque or money order, and all following payments will be direct debit. The security bond will be paid by bank cheque or money order at the time of signing the tenancy agreement. All monies must be receipted prior to the commencement of the Tenancy Agreement. (Cash and personal cheques cannot be accepted) Initial \_\_\_\_\_

I have read, understood and agree to the above

Signature of Applicant:	Name:	Date:
In the presence of:	Name:	Date:

**You are required to include evidence of your salary** (which could consist of your most recent pay advice, a letter from your employer, a bank account statement or other financial evidence) **and 100 points of identification with your application.**

Drivers licence	40 points	Passport	40 points	Other photo ID	40 points	Birth certificate	40 points
Medicare card	20 points	Previous 2 rent receipts	20 points	Current wage advice	20 points	Bank statement	10 points
Electricity account	10 points	Motor vehicle registration	10 points	Telephone account	10 points	Gas account	10 points

Please submit your application by email or in person. Your application must be fully complete and all necessary attachments included before it can be processed.

Email [applications@instyleagents.com.au](mailto:applications@instyleagents.com.au)  
 In person Level 1, The Realm, 18 National Circuit BARTON ACT 2600

**UTILITY CONNECTION- This is a FREE service that connects all your utilities**

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



MAKES MOVING EASY



- Electricity       Gas       Phone       Internet       Pay TV
- Removals       Truck or van hire       Cleaner       Insurance

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:

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 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
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 of Applicant :** \_\_\_\_\_ **Date...../...../.....**      **Application sent to Direct Connect (if required)**