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Email: [property@mclachlanpartners.com.au](mailto:property@mclachlanpartners.com.au)  
Web: [www.mclachlanpartners.com.au](http://www.mclachlanpartners.com.au)  
453 The Entrance Road , Long Jetty NSW 2261

Name: .....

Phone:.....

Property Address: .....

**OFFICE USE ONLY**

DATE APP RECEIVED:     /     /

## IMPORTANT INFORMATION ABOUT YOUR APPLICATION

Thank you for your application. Please note there may be a number of applicants for this property. Should your application be unsuccessful you will be **advised by text or email.**

### \* PLEASE NOTE \*

**We endeavour to process all tenancy applications within 7 days. This time may be required due to difficulties contacting referees, confirming previous rental/home details or contacting the property owner.**

### TENANT CHECKLIST **PLEASE COMPLETE**

To process your application please ensure the following checklist is completed and all relevant documents are attached before handing it in. **PLEASE NOTE Your application will NOT be processed until these documents are received.**

- |   |                     |
|---|---------------------|
| <input type="checkbox"/> Current Rent Ledger / Tenancy History  | *20 Points          |
| <input type="checkbox"/> Photo ID (Drivers License , Proof of Age Card or Passport)   | *30 Points          |
| <input type="checkbox"/> Pay Advice / Proof of Income   | *15 Points          |
| <input type="checkbox"/> Supporting Documentation for the required 100 Point Check<br>(Please refer to pg 1 of Application) | at least *35 Points |
| <input type="checkbox"/> I/We have read, accept AND HAVE SIGNED the Disclaimer Authority (Pg 3)                             |                     |
| <input type="checkbox"/> I/We have signed the Application (pg 2)  |                     |
| <input type="checkbox"/> I/We would like to use the FREE services of Direct Connect for our Utility Connections             |                     |

**PLEASE NOTE Your application will NOT be  
processed until these documents are received.**



Central Coast Real Estate since 1924

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453 The Entrance Road, Long Jetty 2261

Po Box 6080, Long Jetty NSW 2261

## INFORMATION FOR PROSPECTIVE TENANTS

**Thank you for your interest in this property and we wish you every success with your Application.**

### **Processing Tenancy Applications**

We endeavour to process all tenancy applications **within 7 days**. This time may be required due to difficulties contacting referees, confirming previous rental/home details or contacting the property owner

**Should you be unsuccessful in your Application we will advise you by text or email.**

**We are unable to process applications that have not been completed in full and signed by all applicants. No application can be accepted until all required information has been supplied.**

#### **100 POINTS PER PERSON, ARE REQUIRED TO PROCESS THE APPLICATION:**

**(All applicants must provide at least one of the items with " \* " next to the points)**

Photo Identification – Driver's Licence/Passport or Proof of Age	30 points *
Tenancy History Ledger	20 points
Pay Advice/Proof of Income	15 points *
Motor Vehicle Registration	15 points
Telephone/Electricity or Gas Account	15 points
Bank or Credit Card Statements	15 points
Council Rates or Water Rates – if owned	15 points
Birth Certificate or Health Care/Medicare Card	10 points

### **Bond & Rental Payments**

Once your application is approved we require payment of a reservation fee equal to 1 week rent. Once the required forms are signed we do require a payment of a security bond equal to 4 weeks rent + first 2 weeks rent (or 1 week if a reservation fee has been paid).

**You may pay this by eftpos, money order or bank cheque only**

**CASH NOT TAKEN AT THIS OFFICE**

**\*WE CANNOT ACCEPT PRIVATE CHEQUES WHEN SIGNING LEASES**

### **Privacy ACT 1988**

McLachlan Partners Real Estate respects your right to privacy. As an organisation that discloses personal information to third parties for a benefit, service or advantage, we are bound by the Principles contained in the Privacy Act 1988. Those Principles regulate most of our activities with respect to personal information collected, stored, used and disclosed by us.

Personal information collected by us in the course of a tenancy application and any subsequent tenancy is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information about you collected in the application and during the course of the tenancy, including through property inspection reports, may be disclosed to other parties as permitted by the Privacy Act 1988 including to the landlord, referees, other agents and operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to us. If you fail to comply with your obligations under the tenancy agreement, that fact may also be disclosed to the landlord, other agents and operators of tenancy reference databases.

APPLICATION FOR PROPERTY AT \_\_\_\_\_

1. Surname \_\_\_\_\_ Given Names \_\_\_\_\_

2. Surname \_\_\_\_\_ Given Names \_\_\_\_\_

Children \_\_\_\_\_ Pets \_\_\_\_\_

Office Use Only	Date Application Received ____/____/____
Period _____ weeks/months commencing ____/____/____	Rental \$ _____ per week
First payment of rent in advance	\$ _____
Rental Bond (equal to 4 weeks rent)	\$ _____
Total Due upon Signing Agreement	\$ _____
Reservation Fee ( <b>payable by eftpos, money order or bank cheque only – NO PRIVATE CHEQUES</b> )	\$ _____
Balance Payable	\$ _____
Additional Monies Paid	\$ _____
<b>( CASH NOT TAKEN AT THIS OFFICE )</b>	
Databases Checked Rpdata _____ Tica _____ Barclays _____	

### Reservation Fee

Where a Reservation Fee has been paid by the Applicant(s) it is agreed that:

- i) the premises will not be let during the above period, pending the making of a Residential Tenancy Agreement; and
- ii) if the Landlord has not decided to enter into a residential tenancy agreement in the agreed terms for the residential premises concerned during that period, the whole of the fee will be refunded; and
- iii) if the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period, the whole of the fee will be refunded; and
- iv) if the applicant(s) decide(s) not to enter into such an agreement, and the premises were not let or otherwise occupied during the period they were reserved, the landlord may retain so much of the fee as is equal to the amount of rent that would have been paid during the period the premises were reserved (based on the proposed rent) but is required to refund the remainder (if any) of the fee; and
- v) if a residential tenancy agreement is entered into, the fee is to be paid towards rent for the residential premises concerned.

**I HEREBY ACKNOWLEDGE I HAVE INSPECTED THE PROPERTY AND APPLY  
FOR SAME IN ITS CURRENT STATE AND CONDITION**

Applicants Signature(s) 1. \_\_\_\_\_ Date \_\_\_\_\_

Applicants Signature(s) 2. \_\_\_\_\_ Date \_\_\_\_\_

## **DISCLAIMER/AUTHORITY**

I, the said applicant, do solemnly and sincerely declare that the information contained in this application is true and correct and that all of the information was given of my own free will. I further consent to the lessor/agent contacting and/or conducting any enquiries and/or searches with regard to the information and references supplied in this application.

I, the said applicant, do solemnly and sincerely declare that I am over 18 years of age and have read and understand the contents of this agreement and have the competence and capacity to enter into this agreement.

I further confirm and declare that:-

1. I have inspected the property located at \_\_\_\_\_  
**and have satisfied myself as to the present state and condition of the property.**
2. I have of my own accord decided that I wish to rent the aforementioned property commencing \_\_\_\_/\_\_\_\_/\_\_\_\_ for a period of \_\_\_\_\_.
3. I have been informed, understand and agree that the rental for the said property is to be \$\_\_\_\_\_ per week and is within my means of support and is to be paid every week and is to be paid by the due date at all times.
4. I have been informed, understand and agree that the lessor/agent will carry out an inspection on the property on a 3 or 6 months basis and I further warrant that I will co-operate fully to allow this inspection to be carried out.
5. I have been informed, understand and agree that the bond for the aforesaid property will be \$\_\_\_\_\_ and I further authorise the letting agent to attend to all details regarding the lodgement of the said rental bond with the appropriate authority.
6. I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from information supplied on the fully completed Tenancy Application submitted by me. I consent to the agent carrying out any enquiries necessary to process my application for tenancy. I further consent to the agent contacting all or any of the references or parties contained in the application and make all such inquiries as may be reasonably necessary to process this application for tenancy.
7. I have been informed, understand and agree should there be a requirement to commence proceedings for the recovery of rent, repairs and/or damage to the aforesaid property during the term or at the expiration of the agreement, all costs associated with these proceedings shall be able to be recovered from me.
8. I further consent to the agent disclosing all personal information that they may hold for the purpose of
  - (a) listing my name with a data base as a result of a tribunal order or multiple breach notices.
  - (b) Enforcing a tribunal order,
  - (c) Commencing recovery action in relation to any debt owed as a result of outstanding rent, repairs and/or damage that occurred or occurs during my period of tenancy.
9. I have been informed and understand that this property may be covered by a Landlord Assistance Plan and in this case, I further consent to the agent supplying my personal information to Barclay M.I.S.
10. I have been informed, understand and agree that should this application not be accepted, the agent is not required or obligated to disclose why or supply any reason for the rejection of this application unless the application is declined as a result of my name being listed with a tenancy data base.
11. I have been informed, understand and consent to the agent supplying all necessary information, as may be required, to any Tenancy Data Bases/s that they use, subject to the Tenancy Data Bases/s complying with the provisions of the Privacy Act.
12. I have been informed, understand and acknowledge that the agent has the contact details for the Tenancy Data Bases/s they use and the agent will supply these contacts should I request the contact details.
13. **I ACKNOWLEDGE THAT MANY PROPERTIES IN THE CENTRAL COAST AREA MAY HAVE CONTAINED ASBESTOS AT SOME TIME. I UNDERSTAND THAT McLACHLAN PARTNERS CANNOT GUARANTEE THAT THIS PROPERTY MAY OR MAY NOT STILL CONTAIN ASBESTOS.**

APPLICANT NAME \_\_\_\_\_ APPLICANT SIGNATURE \_\_\_\_\_

APPLICANT NAME \_\_\_\_\_ APPLICANT SIGNATURE \_\_\_\_\_

### **APPLICANT/S PERSONAL DETAILS:**

**FIRST APPLICANT:** Surname \_\_\_\_\_

Given Names \_\_\_\_\_

Contact Numbers (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Driver Licence Number \_\_\_\_\_ State \_\_\_\_\_

Type of Vehicle \_\_\_\_\_ Rego \_\_\_\_\_ Owned or Financed? \_\_\_\_\_

Occupation \_\_\_\_\_ Income \_\_\_\_\_ Medicare No. \_\_\_\_\_

Email Address \_\_\_\_\_

**SECOND APPLICANT:** Surname \_\_\_\_\_

Given Names \_\_\_\_\_

Contact Numbers (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Driver Licence Number \_\_\_\_\_ State \_\_\_\_\_

Type of Vehicle \_\_\_\_\_ Rego \_\_\_\_\_ Owned or Financed? \_\_\_\_\_

Occupation \_\_\_\_\_ Income \_\_\_\_\_ Medicare No. \_\_\_\_\_

Email Address \_\_\_\_\_

**JOINT DETAILS:** Number of Occupants Adults \_\_\_\_\_ Children \_\_\_\_\_ Ages \_\_\_\_\_

### **The Following Questions MUST be answered**

1. Has your tenancy ever been terminated by a landlord or agent Yes/No  
If yes give details \_\_\_\_\_
2. Have you ever been refused a property by any landlord or agent Yes/No  
If yes give details \_\_\_\_\_
3. Are you in debt to another landlord or agent Yes/No  
If yes give details \_\_\_\_\_
4. Have any deductions ever been made from your rental bond Yes/No  
If yes give details \_\_\_\_\_
5. Is there any reason known to you that would effect your future rental payments Yes/No  
If yes give details \_\_\_\_\_
6. I acknowledge that the landlord and landlord's agent will rely on the truth of the above answers in assessing the application for tenancy.

APPLICANT 1 NAME \_\_\_\_\_ APPLICANT SIGNATURE \_\_\_\_\_

APPLICANT 2 NAME \_\_\_\_\_ APPLICANT SIGNATURE \_\_\_\_\_

**IF YOU ARE EMPLOYED: 1<sup>st</sup> applicant**

Employers Name \_\_\_\_\_ Phone No \_\_\_\_\_

Address \_\_\_\_\_

Length of Employment \_\_\_\_\_ Nett Wkly Income (Excl. overtime) \_\_\_\_\_

If employed there for less than 6 months, previous employers name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

**2<sup>nd</sup> applicant**

Employers Name \_\_\_\_\_ Phone No \_\_\_\_\_

Address \_\_\_\_\_

Length of Employment \_\_\_\_\_ Nett Wkly Income (Excl. overtime) \_\_\_\_\_

If employed there for less than 6 months, previous employers name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

**IF YOU ARE A STUDENT:**

Name of Institution \_\_\_\_\_ Faculty/Dept \_\_\_\_\_

Student Union Number \_\_\_\_\_ Student ID Number \_\_\_\_\_

Income Source \_\_\_\_\_ Nett Weekly Income \_\_\_\_\_

**IF YOU RECEIVE A CENTRELINK PAYMENT:**

Type of payment \_\_\_\_\_ Customer Reference No \_\_\_\_\_

**YOUR RENTAL HISTORY:**

Present Address \_\_\_\_\_ For How Long \_\_\_\_\_

Agent/Landlord \_\_\_\_\_ Phone No \_\_\_\_\_

Reason For Leaving \_\_\_\_\_ Rent Paid \_\_\_\_\_

Bond Refunded? & If Not, Why? \_\_\_\_\_

**Previous Address** \_\_\_\_\_ For How Long \_\_\_\_\_

Agent/Landlord \_\_\_\_\_ Phone No \_\_\_\_\_

Reason For Leaving \_\_\_\_\_ Rent Paid \_\_\_\_\_

Bond Refunded? & If Not, Why \_\_\_\_\_

**Applicant 1**

**Person to Contact in Emergency** \_\_\_\_\_ **Phone No** \_\_\_\_\_

**Applicant 2**

**Person to Contact in Emergency** \_\_\_\_\_ **Phone No** \_\_\_\_\_

## **Your References: Applicant 1**

Complete all 5 reference blocks below. Your Five (5) references are to include:

- (1) Your parents or guardians
- (2) Your nearest relative not living with you (other than parent/guardian);
- (3) At least 2 permanent residents of Australia, other than those above.
- (4) If self employed, at least one (1) established trade or business reference.

#1 Name of Parent or Guardian \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Work Phone Number \_\_\_\_\_

Relationship & Known For How Long \_\_\_\_\_ Mobile No \_\_\_\_\_

#2 Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Work Phone Number \_\_\_\_\_

Relationship & Known For How Long \_\_\_\_\_ Mobile No \_\_\_\_\_

#3 Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Work Phone Number \_\_\_\_\_

Relationship & Known for How Long \_\_\_\_\_ Mobile No \_\_\_\_\_

#4 Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Work Phone Number \_\_\_\_\_

Relationship & Known For How Long \_\_\_\_\_ Mobile No \_\_\_\_\_

#5 Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Work Phone Number \_\_\_\_\_

Relationship & Known For How Long \_\_\_\_\_ Mobile No \_\_\_\_\_

**Other people who will reside at the property?** List full Names & dates of birth

**Do You have any Pets?** Yes/No **Type** \_\_\_\_\_ **Breed** \_\_\_\_\_

**Are they Registered?** Yes/No **Registration Details** \_\_\_\_\_

**Do You Own a Lawnmower?** Yes/No

## **Your References: Applicant 2**

Complete all 5 reference blocks below. Your Five (5) references are to include:

- (5) Your parents or guardians
- (6) Your nearest relative not living with you (other than parent/guardian);
- (7) At least 2 permanent residents of Australia, other than those above.
- (8) If self employed, at least one (1) established trade or business reference.

#1 Name of Parent or Guardian \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Work Phone Number \_\_\_\_\_

Relationship & Known For How Long \_\_\_\_\_ Mobile No \_\_\_\_\_

#2 Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Work Phone Number \_\_\_\_\_

Relationship & Known For How Long \_\_\_\_\_ Mobile No \_\_\_\_\_

#3 Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Work Phone Number \_\_\_\_\_

Relationship & Known for How Long \_\_\_\_\_ Mobile No \_\_\_\_\_

#4 Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Work Phone Number \_\_\_\_\_

Relationship & Known For How Long \_\_\_\_\_ Mobile No \_\_\_\_\_

#5 Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Work Phone Number \_\_\_\_\_

Relationship & Known For How Long \_\_\_\_\_ Mobile No \_\_\_\_\_

**Other people who will reside at the property?** List full Names & dates of birth

**Do You have any Pets?** Yes/No **Type** \_\_\_\_\_ **Breed** \_\_\_\_\_

**Are they Registered?** Yes/No **Registration Details** \_\_\_\_\_

**Do You Own a Lawnmower?** Yes/No



## McLachlan Partners

**Address:** 453 The Entrance Road, Long Jetty NSW 2261  
**Phone Number:** 02 43320771  
**Fax Number:** 02 43321155  
**Email Address:** rentals@mclachlanpartners.com.au  
**Web:** www.mclachlanpartners.com.au



MAKES MOVING EASY

### Your Free No Obligation Utility Connection Service

Step 1	Step 2	Step 3
Select the utilities you would like connected by ticking the relevant boxes below.	Fill out the relevant details on this form, sign it and lodge it with your property manager.	We will call you within 24 hours (except on weekends and public holidays), to confirm your details and connection timings.

Please tick utilities as required

Electricity ☐ Internet ☐ Gas ☐ Phone ☐ Pay TV ☐ Insurance ☐

#### A. CONNECTION DETAILS

##### 1. Address for connection

Postcode

Date for connection? \_\_\_\_/\_\_\_\_/\_\_\_\_ Move in Date? \_\_\_\_/\_\_\_\_/\_\_\_\_ Lease Period? \_\_\_\_\_ Months

#### B. APPLICANT DETAILS

##### 2. ID Details

Title	Given name	Surname
Date of Birth	Driver's licence no. & State	Driver's licence expiry date
Passport no. (If applicable)	Passport Expiry Date	Email Address

##### 3. Contact Details

Home phone no.	Work phone no.	Mobile phone no.
What is your current address?		Postcode

**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.

Signature:

Date:

**P: 1300 664 715**

**F: 1300 664 185**

**W: www.directconnect.com.au**