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



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A. AGENT DETAILS	D. UTILITY CONNECTIONS	
Better Buildings Management	This is a free service that connects all your utilities <b>Direct Connect</b>	
Address: Level 1, 23 Wentworth Street,	Once we have received this application we will call you to confirm your details.	
Parramatta NSW 2150  Phone Number: (02) 9893 7788	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	
FaxNumber: (02) 9893 7887	of the services offered. Direct Connect is a utility one stop connection service.	
B. PROPERTY DETAILS	Please tick utilities as required Electricity Gas Phone	
1. What is the address of the property you would like to rent?		
	Internet Pay TV Insurance  DECLARATION AND EXECUTION: By signing this application, I/we: consent to Direct Connect	
Postcode	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	
2. Lease commencement date?	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	
Day Month Year  3. Lease term?	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	
Years Months	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	
4. How many tenants will occupy the property?	under the heading "Utility Connections" above even if we/l 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	
Adults Children Ages of Children	n Direct Connect to contact us/me even if the telephone numbers listed on this application form are	
C. PERSONAL DETAILS	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	
5. Please give us your details	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	
Mr Ms Miss Mrs Other	number); declare and undertake to be solely responsible for all amounts payable in relation to the	
Surname Given Name/s	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	
Date of Birth Driver's licence number	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	
Driver's licence expiry date  Driver's licence state	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	
Diver 3 hourse expiry date	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	
Passport no. Passport country	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	
Pension no. (if applicable)  Pension type (if applicable)	set out in this application form on behalf of all applicants listed in this application form.  Signature  Date	
6. Please provide your contact details		
Home phone no. Mobile phone no.	PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F:1300 664 185. www.directconnect.com.au	
Mobile priorie no.	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.	
Work phone no. Fax no.		
	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.	
Email address	I authorise the Agent to obtain personal Information from:	
	(a) The owner or the Agent of my current or previous residence;	
7. What is your current address?	(b) My personal referees and employer/s; (c) Any record listing or database of defaults by tenants;	
Thurst by your ourrons addressed	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.	
Postcode	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	
PLEASE PROVIDE US WITH 100 POINTS OF IDENTIFICATION	(b) prepare lease/tenancy documents (c) allow tradespeople or equivalent organisations to contact me	
Before any application will be considered, each applicant must achieve a	(d) lodge/claim/transfer to/from a Bond Authority (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)	
minimum of 100 check points. Should you not be able to meet the 100 (f) refer to collection agents/lawyers (where applicable)		
needs to be photocopied prior to submitting the application or else	(g) complete a credit check with TICA (Tenancy Information Centre Australia)	
copies will be charged at \$1.00 each. Four last rent receipts 50 Points	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	
Photo Drivers License 40 Points	that I may access personal information on the contact details above.	
Passport 30 Points Other Photo ID 30 Points	Signature Date	
Proof of Income - Pay Slips/Centrelink 20 Points		
Min 2 References from Landlord/Agents 20 Points Motor Vehicle Rego Papers 10 Points		
Bank Statement 10 Points	Application Fax to	
Phone, Electricity or Gas Account 10 Points Copy of Birth Certificate 10 Points	Direct Connect (If Required) Fax: 1300 664 185	
	· · · · · · · · · · · · · · · · · · ·	

F. APPLICANT HISTORY		H. CONTACTS / REFEREI	NCES (Cont.)
9. How long have you lived at your current address?		18. Please provide 2 personal r	
No are Months		1. Surname	Given name/s
Years Months			
10. Why are you leaving this address?		Relationship to you	Phone no.
		Treationship to you	There he.
11. Landlord/Agent details of this property (if a	unnlicable)		
Name of landlord or agent	ipplicable)	2. Surname	Given name/s
Tvarie of landiord of agent			
		Relationship to you	Phone no.
Landlord/agent's phone no. Weekly Re	nt Paid	Treationship to you	
\$			
12. What was your previous residential addres	•3	I. OTHER INFORMATION	
12. What was your previous residential addres	<b>5</b> f	19. Car Registration	
Postco	de		
		20. Please provide details of an Breed/type	ny pets  Council registration / number
13. How long did you live at this address?			Council registration / Humber
Years Months		1.	
14. Landlord/Agent details of this property (if a	applicable)	2.	
Name of landlord or agent			
		J. PAYMENT DETAILS	
Landland and the plant of the p	-t D-id	Property Rental	
Landlord/agent's phone no. Weekly Re	III raiu	\$ per week	\$ per month
Was bond refunded in full? If not why r	not?	Rental Bond (4 weeks rent):	\$
		First payment of rent in advance	\$
		That payment of fent in davance	
G. EMPLOYMENT HISTORY		Sub Total	\$
15. Please provide your employment details		Less: deduct Holding Fee (see bel	low)
What is your occupation?			Ψ
		Amount payable on signing tena (bank cheque or money order or	
		(bank cheque or money order of	(IIIY)
What is the nature of your employment?		K. FINANCIAL INSTITUTION	ON DETAILS
(FULL TIME/PART TIME/CASUAL)		Bank or Building Society	
Employer's name (inc. accountant if self employed or i	nstitution if student)		
Employer's address		Branch	Account Number
Employer's address			
		Note: The applicant acknowledges ar	nd consents to the agent verifying personal
Postco	de	and employment references and tena	
Contact name Phone no.		Signature	Date
Thore no.			
		I HOLDING TEE	
Length of employment	Net Income	L. HOLDING FEE	
Years Months	<b> \$</b>		after the application for tenancy is approved.
16. Please provide your previous employment	details	premises off the market for the prospe	k's rent) ofkeeps the ective tenant for 7 days (or longer by
Occupation?	dotano	agreement).	, , , , ,
·		In consideration of the above holding landlord's agent acknowledges that:	fee paid by the prospective tenant, the
		(i) The application for tenancy has been	
Employer's name		(ii) The premises will not be let during residential tenancy agreement;	the above period, pending the making of a
		(iii) If the prospective tenant(s) decide	not to enter into such an agreement, the
Length of employment	Net Income	landlord may retain the whole fee; (iv) If a residential tenancy agreement	is entered into, the holding fee is to be paid
		towards rent for the residential premis	ses concerned.
Years Months	\$	(v) The whole of the fee will be refund	
			tenancy agreement is conditional on the work and the landlord does not carry out the
47. Places manifely a contest in sees of amountains		repairs or other work during the specif	fied period
			failed to disclose a material fact(s) or made
	e/s	misrepresentation(s) before entering i	nto the residential tenancy agreement.
	e/s	misrepresentation(s) before entering i Signature of Landlords agent	nto the residential tenancy agreement.  Date
Surname Given nam	e/s		
	e/s	Signature of Landlords agent	Date
Surname Given nam	e/s		

# Office Use Only

LANDLORD DETAILS		
Date of Application:	Date Landlord Notified of Application:	
Date Landlord Approved Application:	Date Tenant Notified of Approval/Disapproval of Application:	
Address:		
Address.		
Postcode		
Applicant:	Landlord:	
On a sight transfer and		
Special Instructions:		
Is Landlord happy with Application:		
Dental Amount Agreed To	Derived of Tananay Agreed to 2	
Rental Amount Agreed To	Period of Tenancy Agreed to?	
Is This A New Management		
EMPLOYMENT C	ONFIRMATION	
Contact Person	Contact Date	
How Long Have They Worked There	Is Employment Secure	
What is Their Take Home Pay		
PREVIOUS AGEN	IT CONFIRMATION	
Agent:	Property Manager	
Phone Number	Fax Number	
Would you rent again to the applicant?		
, , , , , , , , , , , , , , , , , , ,		
Reason For Vacating		
Did They Pay Their Pent On Time?	What is Their Current Paid to Date?	
Did They Pay Their Rent On Time?	viriat is Their Guiterit Faid to Date?	
Have any Termo's Been Issued?	Is Property Kept in Good Condition	
When Was The Last Inspection	Lengh of Time Renting Through You?	
which was the Last hispection	Longit of time (Venting Tillough Tou)	

#### TRA DISCLOSURE

I understand this agent is a member of Trading Reference Australia Pty. Ltd. (TRA) and may conduct a reference check with that organisation on myself and the company whose name appears on the lease. I authorise this Agent to provide any information about me or the company to TRA / Landlord for the purpose of the check and I acknowledge that such information may be kept and recorded by TRA. I realise that if a search is performed on the TRA database and my identification and the company whose name appears on the lease with the label "Refer to Agent" beside my name and the company name, the agency who conducted the search as a matter of procedure will call the listing agency to exchange information and establish why my name and the company's details have been entered on the register and in turn provide my contact details to the listing agency for the purpose of resolution and the removal of my name and the company details from the database. The agency that searched will then inform me of the listing / listings, the listing agency name and contact details giving me right of reply. I accept that if I and the company whose name appears on the lease are currently listed as a defaulter with TRA, this Agency / Landlord has the authority to reject my application. I understand that I am under no obligation to sign this consent form, but that failure to do so may result in my application being refused. I acknowledge that if I default on my tenancy / rental obligations in future, which means in breach of my contract / lease agreement for residential or commercial property and / or in accordance with the current legislation. I and the company whose name appears on the lease may be listed with TRA, until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent / Landlord or in accord with the new regulations. The same applies to me if I am a Commercial Tenant and or Holiday Tenant and in breach of my contract whatever the stipulations are within that contract with the said agency. I hereby authorise this agent to provide information about me to TRA and my default to TRA in connection with that listing. I will not hold TRA accountable for the inaccurate keying in of information by TRA members therefore delivering an incorrect search as I understand mistakes can be made within this process due to human error. It is also understood that technical failure can cause errors and I do not hold TRA or the Agent responsible for same. I understand that if the said eventuates I may question the source and understand this will be thoroughly investigated and corrected immediately. Furthermore I authorise the agent to contact my employers past and present to confirm my employment history and my previous Landlord / Agency to verify details of my tenancy. I also authorise the agent to contact two personal referees to establish my identification / location and concede that those referees have given permission for me to use them. I recognize that my photo id may be scanned onto TRA for absolute identification. I, the tenant, do acknowledge that information provided to TRA and / or the agent by these authorities given by me may be available to: a) Real Estate Agents, Landlords, Trades Persons, Emergency Contacts, Housing NSW, Compass Housing, Video Stores, Dentists to assist them in evaluating applications, for the purpose of managing the property and requirement of the tenant/s during their tenure with this agency and b) Real Estate Agents, Landlords, Dentists, Video stores, Banks, Utility companies, Commercial Agents, organizations, or any other members for the reason of locating me for any lawful purpose and I hereby consent to such use and disclosure of that information for that reason. Should this Agent transfer its agency business to another person, I consent to the new agent (and any further person to whom that business may be transferred) taking any step which the former agent could have taken. (If more than one applicant, "I" means "We" in this form). "I have read and I understand the above information"

Print Name of Tenant	
Signature of Tenant	. Date
Print Name of Tenant	
Signature of Tenant	. Date

TRA adheres strictly to requirements of the Privacy Laws and therefore does not use the information supplied by the tenant for advertising purposes. Trading Reference Australia may be contacted at the above address during business hours 9-5 Monday to Friday regarding any records kept concerning you. To validate and correct inaccurate information we require a signed Personal Disclosure form and photo id. An urgent confirmation of your records can be done immediately by credit card payment using the secure section on our web page.

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### Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants

This form provides information about how we the below named agent handle your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application.

Member Name	Better Buildings Realty	
Address	Level 1, 23 Wentworth Street, Parramat	ta, NSW
Ph	02 9893 7788	Fax <u>02 9893 7887</u>
Email	info@betterbuildings.com.au	

As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office on the above numbers or addresses.

#### **Primary Purpose**

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property.

In order to assess your application we disclose your personal information to

- The Lessor / Owners for approval or rejection of your application.
- TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application.
- Referees to validate information supplied in your application
- Other Real Estate Agents to assess the risk to our clients.

We may also take into account any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

# Secondary Purpose

During and after the tenancy we may disclose your personal information to

- Tradespeople to contact you for repairs and maintenance of the property.
- Tribunals or Courts having jurisdiction seeking orders or remedies.
- Debt Collection Agencies, Credit Providers and related persons to permit them to contact or locate you.
- TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Lessors / Owners insurer in the event of an insurance claim.
- Future rental references to other asset managers / owners.

If you fail to provide your personal information and do not consent to the uses set out above we cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently we cannot provide you with the property you requested to rent.

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### **TICA Statement**

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the National Privacy Principles in the Privacy Act 1988.

TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history.

TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries.

In accordance with the National Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by any of the following ways

Phone: 190 222 0346 calls are charged at \$5.45 per minute including GST (higher from mobile or pay phone)
Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$14.30

#### **Primary Purpose**

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group.

The personal information that the TICA Group may hold is as follows

Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

# **Further Information About TICA**

Signed By the Applicant

Full details about TICA can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy Policies or by contacting The TICA Group on our Helpline 190 222 0346 calls charged at \$ 5.45 per minute including GST (higher from mobile and pay phones)

If you're personal information is not provided to The TICA Group the member may not proceed with assessing your application and you may not be provided with the rental property.

Signature	Print Name
Signature	Print Name
Date	Witness

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