

## Residential Tenancy Application Form

Proposed Property \_\_\_\_\_ Rent per Week: \$ \_\_\_\_\_

Lease commencement date?			Lease Term?		How many people will normally occupy the property?	
Day	Month	Year	Years	Months	Adults	Children
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### APPLICANT 1

#### 1. Please outline your details

Mr  Ms  Miss  Mrs  Dr

Given name/s

Surname

Date of Birth

Car registration no. & State

Drivers licence/Passport no. Licence state/ Passport country Expiry Date

Pension no. (if applicable)

Pension type (if applicable)

Home phone no.

Mobile phone no.

Work phone no.

E-mail address

What is your current address?

### APPLICANT 2

#### 1. Please outline your details

Mr  Ms  Miss  Mrs  Dr

Given name/s

Surname

Date of Birth

Car registration no. & State

Drivers licence/Passport no. Licence state/ Passport country Expiry Date

Pension no. (if applicable)

Pension type (if applicable)

Home phone no.

Mobile phone no.

Work phone no.

E-mail address

What is your current address?

### UTILITY CONNECTIONS

**Direct Connect** This is a free service that connects all your utilities

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. Direct Connect is a utility one stop connection service.

Please tick utilities as required

☐ Electricity ☐ Gas ☐ Phone ☐ Internet ☐ Insurance ☐ Removalist ☐ Cleaning Service

**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

PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F: 1300 664 185. www.directconnect.com.au

Property manager name:

Application faxed to Direct Connect (if required)

## Applicant 1

### 2. How long have you lived at your current address?

Years   Months

Please tell us about this rented property  
Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

\$

Why are you leaving this address?

### 3. What was your previous residential address?

Please give us further information about this rented property  
Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

\$

How long did you live at this address?

Years   Months

Why did you leave this address?

### 4. Please provide your employment/financial details

What is your occupation?

Employer's name (inc. accountant if self employed or institution if a student)

Employer's address

Contact name

Phone no.

Length of employment

Years   Months

Weekly income

\$

### 5. Next of kin details (not residing with you)

Surname

Given name/s

Home no.

Work/mobile

Relationship to you

### 6. Please provide two personal references (not related to you) Please ensure that each contact has agreed for you to nominate them as a referee and names must be given that can be contacted during business hours

1. Surname

Given name/s

Home no.

Work/mobile

2. Surname

Given name/s

Home no.

Work/mobile

## Applicant 2

### 2. How long have you lived at your current address?

Years   Months

Please tell us about this rented property  
Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

\$

Why are you leaving this address?

### 3. What was your previous residential address?

Please give us further information about this rented property  
Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

\$

How long did you live at this address?

Years   Months

Why did you leave this address?

### 4. Please provide your employment/financial details

What is your occupation?

Employer's name (inc. accountant if self employed or institution if a student)

Employer's address

Contact name

Phone no.

Length of employment

Years   Months

Weekly income

\$

### 5. Next of kin details (not residing with you)

Surname

Given name/s

Home no.

Work/mobile

Relationship to you

### 6. Please provide two personal references (not related to you) Please ensure that each contact has agreed for you to nominate them as a referee and names must be given that can be contacted during business hours

1. Surname

Given name/s

Home no.

Work/mobile

2. Surname

Given name/s

Home no.

Work/mobile

**7. Full names and ages of all OTHER persons who will reside at the property**

Names	Ages
1.	
2.	

**8. Please provide details of any pets**

Breed/type	council registration number
1.	
2.	

**9. Registration, make & model of all vehicles permanently kept at the property**

1.
2.

**10. Payment details**

Property rental

\$	Per week OR	\$	per month
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First payment of rent two weeks in advance

\$
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Rental bond of 4 weeks / (6 weeks if rent more than \$252 per week)

\$
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**DECLARATION**

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

1. I have inspected the property located at \_\_\_\_\_
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.
4. (i) I have been informed, understand and agree that the rental for the said property is to be paid every fortnight and is to be 2 weeks in advance at all times.
4. (ii) I have been informed, understand and agree that lessor/agent will carry out an inspection on the property on a quarterly basis and further warrant that I will co-operate fully to allow this inspection to be carried out on a quarterly basis.
5. I have been informed, understand and agree that the bond for the aforesaid property will be \$\_\_\_\_\_ (4 weeks rent/if rent over \$252 per week then 6 weeks is required), and I further authorize 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 to me
7. I further consent to the agent disclosing all personal information that they may hold for the purpose of enforcing or 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.
8. I agreed to pay for the supply charge and all water charges should they be applicable.
9. 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 and reason for the rejection of this application.
10. I confirm that I have read and understand the Privacy Policy that the lessor/agent has made available to me.
11. I have been informed, understand and consent to the Agent supplying all necessary information, as may be required, to any Tenancy Data Base/s that they use, subject to the Tenancy Data Base/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 Base/s they use and that the agent will supply these contacts should I request the contact details.

Signature of Applicant 1 \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature of Applicant 2 \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Identification is required for us to process this application. You will need to provide us with 100 Points of Identification (we will only accept 1 of each form of Identification below in establishing 100 points):**

Current Australian Issued Photo Driver's License	50 points
Current authorised Photo Passport	50 points
Government Issued Proof of Age Card	50 points
Current University or School Student Photo ID Card	50 points
Copy of Gas/Water/Electricity/Phone/Internet Account	30 points
Copy of a Current Mobile Phone Account	20 points
Copy of Medicare Card	20 points
Concession or Pension Card	10 points

# PRIVACY POLICY OF PROFESSIONALS – Tripodi & Associates

## OUR OFFICE COMMITMENT TO YOUR PRIVACY

Maintaining privacy of information you supply is an important issue to this office. This real estate office has a policy of openness in the way that personal information is handled. In particular we comply completely with the requirements of the National Privacy Principles, the Act, and as such our information handling practices have been reviewed to ensure that they are privacy friendly.

As part of this office's commitment to the protection of your right to privacy, we list below an explanation of our information handling practices.

## COLLECTION, USE AND DISCLOSURE

The type of personal information that this office holds is contained in the tenancy application form that you would complete at the time you make an application for a residential tenancy. A copy of the tenancy form is available for your perusal upon request. This office will not accept tenancy application forms completed by third parties.

This office does not hold any information that would be classed as Sensitive Information under the Act.

The primary purpose for the collection of the information contained within the tenancy application form is for the assessing of an application for a residential tenancy.

Should at any time you need to view your personal information you may do so by contacting this office by telephone on (08) 8352 3444 and make an appointment with the privacy officer to view and or obtain a copy of the information kept. You should be aware that this office uses the services of any one of a number residential tenancy data bases to confirm –

- (a) any previous tenancy default history;
- (b) certain details contained within the tenancy application.

And as such some or all of the information may be disclosed to these data bases.

These data bases have confirmed that they also comply with the requirements of the Act.

The contact details of the data bases used are available to you upon request.

You should further be aware that we act as an agent for the landlord/lessor of the property that you have applied to rent, and as such the landlord/lessor has the right to select the most appropriate tenant for their property. To assist the landlord/lessor in this decision we may supply some or all of the information contained in the tenancy application form to the landlord/lessor. All of our landlord/lessors have signed a statement confirming their compliance with the Act.

## ANONYMITY AND CONSEQUENCES

The provision of your personal information as requested in the tenancy application form is voluntary. However if the tenancy application form is not completed in full we may not be able to process your application for tenancy or it may put you at a disadvantage compared to an applicant who has supplied all information requested in the tenancy application form.

## SECURITY, ACCESS AND FURTHER INFORMATION

This office policy in relation to the security of the information held is set out below-

- 1) All information is contained within a separate file opened at the commencement of the tenancy.
- 2) These files are kept locked in a dedicated file storage area or cabinet, as may be necessary.
- 3) Access to these files is strictly restricted to the staff of the property management area only and only referred to for specific reasons
- 4) Any hard copy information that is not required to be kept at the end of the tenancy is disposed of by way of shredding or similar destructive means.
- 5) Information held on our computer system is protected by a hierarchy pass wording that only allows authorised personnel access for approved purposes.

At any time should you have a concern regarding a possible breach of privacy please contact our office on telephone number (08) 8352 3444 and ask to speak to the privacy officer.

You have the right to have access to your personal information that this office holds.

This office policy in relation to the handling of requests for information are set out below-

- 1) Any request for information not made in person must be accompanied with a stamped self addressed envelope.
- 2) Request for general information will be handled at the time of request at no charge.
- 3) Written requests to supply copies of information will be handled within a 14 day period of the written request being received by this office, and a charge of \$2 per page for copying will apply.

Further details on your rights can be obtained from the Privacy Commission at [www.privacy.gov.au](http://www.privacy.gov.au)