

# Residential Application Form

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



<b>A. AGENT DETAILS</b>				
<b>Dalton Partners New Lambton</b>				
<b>Address:</b>	75A Regent Street, New Lambton NSW 2305			
<b>Phone Number:</b>	(02) 4956 3033			
<b>Fax Number:</b>	(02) 4956 3055			
<b>Email:</b>	<a href="mailto:macklin@daltonpartners.com.au">macklin@daltonpartners.com.au</a>			
<b>Web:</b>	<a href="http://www.daltonpartners.com.au">www.daltonpartners.com.au</a>			
<b>B. PROPERTY DETAILS</b>				
1. I wish to apply for the below property in its present condition				
<input type="text"/>				
<input type="text"/> Postcode				
2. Lease commencement date?				
<input type="text"/> Day	<input type="text"/> Month <input type="text"/> Year			
3. Lease term?				
<input type="text"/> Years	<input type="text"/> Months			
4. How many tenants will occupy the property?				
<input type="text"/> Adults	<input type="text"/> Children			
N.B. Each adult will need to complete an application form				
5. Rental Amount	Please indicate whether you will be paying your rent;			
<input type="text"/> \$	per week / per fortnight / per month			
6. Please provide details of any pets				
Breed/type	Council registration / number			
<input type="text"/>	<input type="text"/>			
<input type="text"/>	<input type="text"/>			
<b>C. PERSONAL DETAILS</b>				
7. Please give us your details				
Mr <input type="checkbox"/>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Mrs <input type="checkbox"/>	Other <input type="checkbox"/>
Surname		Given Name/s		
<input type="text"/>		<input type="text"/>		
Date of Birth	Driver's licence number			
<input type="text"/>	<input type="text"/>			
Driver's licence expiry date	Driver's licence state			
<input type="text"/>	<input type="text"/>			
Car Registration				
<input type="text"/>				
Passport no.	Passport country			
<input type="text"/>	<input type="text"/>			
Pension no. (if applicable)	Pension type (if applicable)			
<input type="text"/>	<input type="text"/>			
8. Please provide your contact details				
Home phone no.		Mobile phone no.		
<input type="text"/>		<input type="text"/>		
Work phone no.		Fax no.		
<input type="text"/>		<input type="text"/>		
Email address				
<input type="text"/>				
9. What is your current address?				
<input type="text"/>				
<input type="text"/>				
<input type="text"/> Postcode				

<b>D. UTILITY CONNECTIONS</b>	
This is a free service that connects all your utilities	
<b>Direct Connect</b>	
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.	
<b>Please tick utilities as required</b>	
<input type="checkbox"/> Electricity	<input type="checkbox"/> Gas <input type="checkbox"/> Phone
<input type="checkbox"/> Internet	<input type="checkbox"/> Pay TV <input type="checkbox"/> Insurance
<b>DECLARATION AND EXECUTION:</b> 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 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.	
Signature	Date
<input type="text"/>	<input type="text"/>
PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F:1300 664 185. <a href="http://www.directconnect.com.au">www.directconnect.com.au</a>	
<b>E. DECLARATION</b>	
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.	
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.	
I authorise the Agent to obtain personal information from:	
(a) The owner or the Agent of my current or previous residence;	
(b) My personal referees and employer/s;	
(c) Any record listing or database of defaults by tenants;	
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.	
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	
(b) prepare lease/tenancy documents	
(c) allow tradespeople or equivalent organisations to contact me	
(d) lodge/claim/transfer to/from a Bond Authority	
(e) refer to Tribunals/Courts & Statutory Authorities (where applicable)	
(f) refer to collection agents/lawyers (where applicable)	
(g) complete a credit check with NTD (National Tenancies Database)	
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 that I may access personal information on the contact details above.	
Signature	Date
<input type="text"/>	<input type="text"/>
Application Fax to <input type="checkbox"/> Direct Connect (If Required) <input type="checkbox"/> Fax: 1300 664 185	

**F. APPLICANT HISTORY****10. How long have you lived at your current address?**

<input type="text"/>	Years	<input type="text"/>	Months
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Please tick

Private  Agent  Home Owner **11. Why are you leaving this address?****12. Landlord/Agent details of this property (if applicable)**

Name of landlord or agent

Landlord/agent's phone no.

Landlord/agent's fax no.

Weekly Rent Paid

\$ **13. What was your previous residential address?**

Postcode

**14. How long did you live at this address?**

<input type="text"/>	Years	<input type="text"/>	Months
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**15. Landlord/Agent details of this property (if applicable)**

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

\$ **G. EMPLOYMENT HISTORY****16. Please provide your employment details**

What is your occupation?

What is the nature of your employment?  
(FULL TIME/PART TIME/CASUAL)

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

Employer's address

Postcode

Contact name

Phone no.

Length of employment

<input type="text"/>	Years	<input type="text"/>	Months
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Net Income

\$  per week / per fortnight / per month**17. Please provide your previous employment details (if less than 12 months with current employer)**

Occupation?

Employer's name

Length of employment

Net Income

<input type="text"/>	Years	<input type="text"/>	Months
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\$ **H. CONTACTS/REFERENCES****18. Please provide a contact in case of emergency**

Surname

Given name/s

Relationship to you

Phone no.

**19. Please provide 2 personal references (not related to you)**

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

**I. OTHER INFORMATION**

We require the following information to be provided along with your application before we can begin processing:

- Photo ID (Driver's licence, proof of age, passport)
- Proof of income (Last 3 current payslips, letter from employer confirming employment on company letter head)
- Rental history (Ledger from agent, written reference from agent/landlord, last three current rent receipts)
- Council or water rates notice (if owner occupier)
- Current bill with name & address

Please have copies of these items ready with your application as we do not provide this service. Should you need us to copy these for you, there may be a cost involved.

The agent will endeavour to advise you whether or not your application is successful within a 24 hour period. Please note the agent is under no obligation to give a reason should your application not be successful.

If your application is not approved, you can organise to collect it along with your documentation from our office. We do not hold onto unsuccessful applications as they contain personal information which we arrange to be shredded.

If your application is approved, you will need to adhere to the following:

- make payment of a holding deposit at our office within 24 hours of your approval. The holding deposit consists of one week's rent and the \$15.00 lease preparation fee;
- be able to sign a Tenancy Agreement prepared by the agent within seven (7) days of your approval (unless advised otherwise by the agent);

Please note that our office has a "No Cash" policy for security reasons. All initial payment will need to be made by 'bank cheque' or 'money order' from Australia Post made out to 'Dalton Partners'. Once the initial payments are made, you will be required to make rent payments to our office on or before the due date using the following payment options:

- Direct deposit
- Centrepay
- At the office by bank cheque or money order
- Deposit book