

# Residential Application Form

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

# Shields Gillman

WE KNOW REAL ESTATE

## A. AGENT DETAILS

### Shields Gillman Real Estate

**Address:** Suite 4, 61A "The Centre" Darley St Forestville NSW 2087  
**Phone:** (02) 9451 8844  
**Email:** [sally@shieldsgillman.com.au](mailto:sally@shieldsgillman.com.au)  
**Web:** [www.shieldsgillman.com.au](http://www.shieldsgillman.com.au)

## B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

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
----------------------	--------	----------------------	----------

## C. PERSONAL DETAILS

5. Please give us your details

Mr  Ms  Miss  Mrs  Other   
Surname Given Name/s

--	--

Date of Birth

--

Driver's licence number

--

Driver's licence expiry date

--

Driver's licence state

--

Passport no.

--

Passport country

--

Pension no. (if applicable)

--

Pension type (if applicable)

--

6. Please provide your contact details

Home phone no.

--

Mobile phone no.

--

Work phone no.

--

Fax no.

--

Email address

--

7. What is your current address?

Postcode	

## D. Paying Rent

RESERVATION FEE PAYMENT Method (Cash / Credit Card) Card Type (MasterCard / Visa / Bankcard)

Name on Card \_\_\_\_\_ Card Number \_\_\_\_\_

Expiry Date \_\_\_/\_\_\_/\_\_\_ CCV \_\_\_\_\_ Amount (equivalent to one weeks rent) \$ \_\_\_\_\_

Card Holders Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

## E. UTILITY CONNECTIONS

This is a FREE service that connects all your utilities

Provided by:

**EnergyQuotes.com.au**  
FAST, FREE AND EASY

If you wish for Energy Quotes to contact you for a confidential discussion on the connection of any of the following services (Electricity, Gas, Pay TV, Phone & Internet) please tick the below box and a representative will make all reasonable efforts to contact you within 24 hours (business days) of receiving this application to explain the details of the services available to you for FREE and with no obligation. If necessary you can contact us on our company details below.

8. CONTACT ME REGARDING CONNECTIONS:  (tick box)

**Declaration:** I consent to the disclosure of this page for the purpose of enabling Energy Quotes Pty. Ltd. A.C.N. 155 739 441 to offer the connection and disconnection services to me. Where Energy Quotes is requested to arrange for the provision of the services, I consent to Energy Quotes disclosing personal information it collects about me to utility service providers for the purpose of and to obtain confirmation of the connection or disconnection. I consent to Energy Quotes disclosing confirmation details (including NMI, MIRN, and above information) to the Agent. I authorise Energy Quotes to contact me via these means even if the telephone numbers supplied are listed on the 'Do Not Call Register'. I acknowledge that the agent listed on this application form or its employees may receive a fee/benefit in relation to the connection of a utility service. I acknowledge that neither Energy Quotes nor Agent accepts any responsibility for: any delay in or failure to arrange or provide for; any connection or disconnection of a utility, or for any loss in connection with such delay or failure. This is independent of your Real Estate agency and there is no obligation to use Energy Quotes. This is a FREE service, however standard service provider connection fees and charges still apply.

**Privacy policy:** We respect our customer's privacy. Under the Privacy Act you have the right to access our records of your information. We will not release any of your personal information to any third party other than for the purposes outlined above of connecting the nominated utility and additional services, unless required under law or government order.

Address: Level 1, 286 Mt Alexander Road, Ascot Vale, VIC, 3032  
Phone: 1300 697 868 Website: [www.energyquotes.com.au](http://www.energyquotes.com.au)  
Fax: 03 8370 1400 Email: [enquiries@energyquotes.com.au](mailto:enquiries@energyquotes.com.au)

Signature

--

Date

--

## F. 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.

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

--

Property Manager Name

--

Application Fax to Direct Connect (if required)

<input type="checkbox"/>
--------------------------

**G. APPLICANT HISTORY**

9. How long have you lived at your current address?

	Years		Months
--	-------	--	--------

10. Why are you leaving this address?

11. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

 \$

12. What was your previous residential address?

Postcode

13. How long did you live at this address?

	Years		Months
--	-------	--	--------

14. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

 \$

Was bond refunded in full?

If not why not?


**H. EMPLOYMENT HISTORY**

15. 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

Net Income

	Years		Months
--	-------	--	--------

 \$

16. Please provide your previous employment details

Occupation?

Employer's name

Length of employment

Net Income

	Years		Months
--	-------	--	--------

 \$
**I. CONTACTS/REFERENCES**

17. Please provide a contact in case of emergency

Surname

Given name/s



Relationship to you

Phone no.



18. 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.


**J. OTHER INFORMATION**

19. Car Registration

20. Please provide details of any pets

Breed/type

Council registration / number

1.	
----	--

**K. PAYMENT DETAILS**

Property Rental

\$  per week\$  per month

Rental Bond (4 weeks rent):

 \$

First payment of rent in advance

 \$

Tenants share of cost of preparing tenancy agreement:

 \$

Sub Total

 \$

Less: deduct Reservations Fee (see below)

 \$
**Amount payable on signing tenancy agreement  
(bank cheque or money order only)**
 \$
**L. RESERVATION**

Complete this section if you wish to reserve the property for a period of time:

Reservation Fee

Reservation Period

 \$

 Days

The Landlords Agent undertakes:

- a) The premises will not be let during the Reservation Period, pending the agreement of a residential tenancy agreement;
- b) The whole fee will be refunded if the Landlord does not decide to enter into a residential tenancy agreement for the premises for the Reservation Period;
- c) The whole fee will be refunded if the Landlord does not carry out (during the Reservation Period) repairs or other work on which it is a condition to enter into a residential tenancy agreement;
- d) If the applicant decides not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Reservation Period, the Landlord may retain the portion of the fee representing the rent that would have been paid during the Reservation Period (based upon the proposed rent), but must refund the remainder;
- e) If a residential tenancy agreement is entered into, the fee is to be contributed towards rent for the premises.

Signature of Landlords Agent

Date