

Application for Residential Tenancy

Firstly, thank you for your interest in leasing a Stanley & Martin residential property. Secondly, we hope to make this process as quick and as seamless as possible for you. To enable this to happen, we will need some further detail from you, therefore, it would be greatly appreciated if you could kindly complete the attached forms and provide photocopies of the supporting documents in our list below.

Completion of Application Checklist	<input checked="" type="checkbox"/>
1. You have viewed the property	<input type="checkbox"/>
2. All parts of the application applicable to you have been completed truthfully	<input type="checkbox"/>
3. Supporting documentation is attached	<input type="checkbox"/>
4. You have signed the privacy statement on page 2	<input type="checkbox"/>

Supporting Documents	<input checked="" type="checkbox"/>
1. Primary Identification – Drivers Licence or Passport	<input type="checkbox"/>
2. Secondary Identification – Bank Card, Medicare Card or Healthcare Card	<input type="checkbox"/>
3. Proof of Income – Bank Statement, Pay Slips (x 2), Centrelink Statement	<input type="checkbox"/>
4. Proof of Current Address – ie. Bill / Account from your current address	<input type="checkbox"/>
5. Rental Ledger from your current rental property (where applicable)	<input type="checkbox"/>
6. If you have owned your home – provide details of the agent you sold your home through, or if you currently own a property, supply your council rates/water rates	<input type="checkbox"/>

Our Residential Property Management Team will make every effort to process your tenancy application within 2 business days of receiving the completed application. However, in the instance that additional supporting documents are required, or we are unable to speak with your referees, this time may be extended.

Upon completion of your application, please forward to us at:

Suite 2, 647 Dean Street, Albury
PO Box 665 Albury NSW 2640
T: 02 6023 8900
F: 02 6023 8999
rentals@stanleyandmartin.com.au

T: 02 6023 8900
F: 02 6023 8999

Suite 2 | 647 Dean Street Albury NSW 2640
www.stanleyandmartin.com.au

This office is a member of the following Tenancy Database:

→ Tenant Information Centre of Australia (TICA)

PRIVACY DECLARATION

Applicant Name:

I hereby offer to rent the property referred to in this document, from the Owner, under a lease to be prepared by the Agent. I acknowledge that this application is subject to the approval of the Owner/Landlord. Should this application be accepted by the Landlord, I agree to enter into a Residential Tenancy Agreement.

I declare that all information provided by me in this application is true and correct and that I have inspected the premises referred to in this document and that I am not bankrupt. I authorise the Agent to obtain personal information from:

1. The Owner of the Agent of my current or previous residence;
2. My personal referees and employer/s;
3. TICA a tenancy history database used for the purpose of checking my tenancy history. I am aware that I may access my personal information by contacting TICA on 1902 220 346. If TICA reveals a listing of your personal information, we will advise you within 7 days, in writing that the information is listed on the database, the name of each person who has listed the information and how you can have the information removed or amended.
4. If I default under a rental agreement, I also agree that the Agent may disclose details of any such default to a tenancy default database and also to future Agents / Landlords of properties that I may apply for in the future.
5. 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 and from a Bond Authority;
 - e. Refer to Tribunals / Courts and Statutory Authorities (where applicable);
 - f. Complete a tenancy check with TICA;
 - g. Transfer water account details into my name.
6. I am aware that if all of the information required is not provided or I do not consent to the proposed use of my personal information above, the Agent cannot process my application for the premises. I am aware that I may access my personal information by contacting Stanley & Martin on 02 6023 8900.

Sign: **Date:**

Application for Residential Tenancy

Application Submitted Date: Time: am / pm

Rental Property

Property Address:			
Lease Start Date:	Lease Term:	Rent Per Week: \$	Bond: \$
Number of adults who will live at the property? 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> <small>All adult applicants must complete an application regardless of who is the Lessee</small>		Children (Under 18) names and ages:	
Where did you find out about the property?			
Newspaper <input type="checkbox"/> realestate.com <input type="checkbox"/> Vacancy List <input type="checkbox"/> Our Website <input type="checkbox"/> Domain Website <input type="checkbox"/> Signboard <input type="checkbox"/> Referral <input type="checkbox"/> Other <input type="checkbox"/>			
Pets Owned (Age, Breed, Inside/Outside Pet etc):			

Personal Details:

Mr/Ms/Mrs/Miss:	Given Name/s:	Surname:
(T):	(M):	D.O.B.
(W):	(E):	
Car Make/Model:	Registration:	Drivers Licence No:

Address Details:

CURRENT ADDRESS:		
Name of Agent / Landlord:		Phone No:
Rent Paid:	Period Rented:	Fax No:
Reason For Leaving:		

PREVIOUS ADDRESS:		
Name of Agent / Landlord:		Phone No:
Rent Paid:	Period Rented:	Fax No:
Reason For Leaving:		

PREVIOUS ADDRESS:		
Name of Agent / Landlord:		Phone No:
Rent Paid:	Period Rented:	Fax No:
Reason For Leaving:		

Employment Details

CURRENT EMPLOYER:	
Contact Name:	Phone No:
Length of Employment:	Weekly Income:

PREVIOUS EMPLOYER:	
Contact Name:	Phone No:
Length of Employment:	Weekly Income:

References (Not Related To You)

Full Name:		Relationship:
(T):	(M):	(E):

Full Name:		Relationship:
(T):	(M):	(E):

Next of Kin (Not Residing With You)

Full Name:		Relationship:
Address:		
(T):	(M):	(E):

Office Use Only:

TICA Checked:	<input type="checkbox"/> YES <input type="checkbox"/> NO:
References Checked:	<input type="checkbox"/> YES <input type="checkbox"/> NO:

Details:

Advised:	Date: / /	Approved By:
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The Stanley & Martin Residential Property Management Team



Marissa Coelli
Property Management Representative
T: 02 6023 8900

Marissa joins Stanley & Martin as a highly qualified, energetic and enthusiastic Residential Property Manager after relocating from Leeton to Albury. She brings with her more than 12 years of valuable knowledge and hands on experience in all facets of real estate.

Marissa prides herself on attention to detail and is determined that our Landlord Investment Portfolios are preserved to an excellent standard, ensuring maximum return on investment.

Please do not hesitate to contact Marissa with any query you may have, she is a fabulous communicator and will do her very best to respond to your requirements.



Sarah Stewart
Property Management Coordinator
T: 02 6023 8900

Sarah commenced her career in the Real Estate Industry in 2007 as a Receptionist before moving into a role in Leasing. After a move to Western Australia she returned to the industry in 2010 as an Assistant Property Manager.

Her desire to provide clients with exceptional service & dedication saw her promoted to Property Manager & then to Trust Administrator. After a move back to Victoria in 2012 and some travelling, Sarah joined Stanley & Martin in 2014 as our Residential Property Management Coordinator.

Sarah really enjoys all aspects of her position and prides herself on her strong work ethic, communication, and attention to detail.



Lisa Groves
Property Management Coordinator
T: 02 6023 8900

Lisa joins the rapidly expanding, Residential Property Management Team at Stanley & Martin as a highly organised and passionate Residential Property Coordinator.

With a recent move from Yass to Albury, Lisa was previously employed as an effective and dedicated Assistant Property Manager with a real desire for Real Estate.

She brings with her a wealth of knowledge, and thrives on completing challenges and achieving effective outcomes in all areas of property management. Lisa prides herself on excellent verbal and written communication skills and providing a prompt, thorough and respectful service to clients.

This is a free service that connects all your utilities

Direct Connect

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 requested

Water Electricity Gas Phone Internet Pay TV Insurance

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, unauthorized 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 / s

Date

POBox 1519 BOX HILL.VICTORIA 3128 T 1300 664 715 F 1300 664 185 www.directconnect.com.au