



Tenancy Application Form

For your application to be processed you must answer all questions (including reverse side). An application form is required for all adults who wish to live at the property.

A. AGENCY DETAILS

Matthews Real Estate

Address: 678 Ipswich Rd, Annerley, Qld, 4103
 Phone: 07 3848 0655
 Fax: 07 3848 0172
 Email: reception@matthewsrealestate.com.au
 Web: www.matthewsrealestate.com.au

B. PROPERTY DETAILS

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

Postcode

Lease Commencement Date?

Lease Term?

 / / Months

How many tenants will occupy the property?:

 Adults Children

Ages of Children

Rent per week

Bond

 \$ \$

C. PERSONAL DETAILS

Please give us your details

Mr Ms Miss Mrs Other

Surname

Given Name/s

Date of Birth

Driver's licence number

Passport no.

Proof of Age/18+ number

Please provide your contact details

Home phone no.

Mobile phone no.

Work phone no.

Smoker?

 Yes No

Email address

What is your current address?

Postcode

WE ONLY ACCEPT COMPLETE APPLICATION FORMS. PLEASE ENSURE ALL DOCUMENTS ARE PHOTOCOPIED IN ADVANCE AS WE DO NOT PHOTOCOPY DOCUMENTS.

OFFICE USE ONLY

YES NO

Sign Up - Date

Time

Applicants Notified

Direct Connect lodged

D. UTILITY CONNECTIONS

This is a FREE service that connects all your utilities and other services.

Direct Connect can help arrange for the connection or provision of the following utilities and other services:

Electricity	Cleaners
Gas	Insurance
Phone	Removalist
Internet	Truck or van hire
Pay TV	



MAKES MOVING EASY

Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.



We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect 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 your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

1. Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
2. Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
3. Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
4. Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
5. Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
6. Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature

Date

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

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.

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 TICA (Tenancy Information Centre Australia)

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

F. APPLICANT HISTORY

How long have you lived at your current address?

Years	Months
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Why are you leaving this address?

Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

\$

Landlord/agent's fax no.

What was your previous residential address?

How long did you live at this address?

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

Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

\$

Landlord/agent's fax no.

Was bond refunded in full?

If not why not?

G. EMPLOYMENT HISTORY

What is your occupation?

What is the nature of your employment?

FULL TIME/ CASUAL/ PART TIME

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

Employer's address (accountant if self employed or institution if student)

Contact name

Phone no.

\$

Length of employment

Net Weekly Income

Years	Months	\$
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Please provide other employment details if any

Occupation?

What is the nature of your employment?

FULL TIME/ CASUAL/ PART TIME

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

Employer's address (accountant if self employed or institution if student)

Contact name

Phone no.

\$

Length of employment

Net Weekly Income

Years	Months	\$
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H. OTHER INCOME

Do you receive any Government benefits

YES/NO

Please provide Details

Amount per fortnight

\$

I. OTHER INFORMATION

Car Registration

Please provide details of any pets

Breed/type	Gender	Desexed?	Council registration / number
1.		Y / N	
2.		Y / N	

J. CONTACTS/REFERENCES

EMERGENCY CONTACTS

Surname

Given name/s

\$	\$
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Relationship to you

Phone no.

\$	\$
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Surname

Given name/s

\$	\$
----	----

Relationship to you

Phone no.

\$	\$
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K. IDENTIFICATION CHECK

REQUIRED DOCUMENTS: (mandatory to have proof of income and photo ID)

1. Photo ID (passport/driver's licence)	YES	NO
2. Proof of Income (payslips/centrelink)	YES	NO
3. Last FOUR Rent Receipts	YES	NO
4. Previous Bills (Telstra/AGL etc)	YES	NO
5. Current Vehicle Registration Papers	YES	NO

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L. OFFICE USE ONLY

TICA Checked

\$	Date: <input type="text"/>
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Rental reference Checked

\$	Date: <input type="text"/>
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Employment Checked

\$	Date: <input type="text"/>
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RP Data Checked

\$	Date: <input type="text"/>
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