

RENTAL APPLICATION FORM

PROPERTIES TO BE LEASED AS PER YOUR INSPECTION – APPLICANT MUST VIEW PROPERTY PRIOR TO SUBMITTING APPLICATION

PROPERTY: _____**FIRST PERSON:**

Name: _____ D.O.B: _____ Phone: _____

Email: _____ Mobile: _____

Address: _____ Lived There For: _____

Agent/Landlord: _____ Phone: _____ Current Rental Rate: _____

Why Are You Leaving? _____

Previous Address: _____ Lived There For: _____

Occupation: _____ Wage: _____ Employed For: _____

Employer: _____ Address: _____ Phone: _____

Previous Employer: _____ Employed For: _____

Identification: Driver Lic. No. _____ Car Reg: _____ Model: _____

Next Of Kin: Someone that won't
be living with you _____ Relationship To You: _____

Address: _____ Phone: _____

SECOND PERSON:

Name: _____ D.O.B: _____ Phone: _____

Email: _____ Mobile: _____

Address: _____ Lived There For: _____

Agent/Landlord: _____ Phone: _____ Current Rental Rate: _____

Why Are You Leaving? _____

Previous Address: _____ Lived There For: _____

Occupation: _____ Wage: _____ Employed For: _____

Employer: _____ Address: _____ Phone: _____

Previous Employer: _____ Employed For: _____

Identification: Driver Lic. No. _____ Car Reg: _____ Model: _____

Next Of Kin: _____ Relationship To You: _____

Address: _____ Phone: _____

NUMBER OF PEOPLE TO OCCUPY: ADULTS: _____ **CHILDREN (incl ages):** _____**PLEASE ANSWER THE FOLLOWING:** • DO YOU HAVE ANY PETS? YES/NO IF YES, WHAT TYPE? _____

• IF APPROVED, WHEN CAN YOU MOVE IN ____ / ____ / ____

• LEASE PERIOD _____

I hereby declare that the above information is true and correct to the best of my knowledge and agree that the agent may conduct independent evaluation checks and use the information supplied in assessing this application. This application is accepted subject to the availability of the premises on the due date and the owner's approval. I consent that this information may be accessed by contractors, landlords, valuers service utilities and other person's required to perform services/maintenance on the property.

SIGNED: _____ **DATE:** _____

OFFICE USE – RENT: \$	BOND: \$	CONFIRMED MOVE IN DATE: ____ / ____ / ____
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TENANCY PRIVACY STATEMENT

Due to recent changes in the Privacy Laws, from December 21, 2001 all property managers must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional property managers. Please take the time to read this Privacy Statement carefully, and once completed, return it to this office with your tenancy application. As professional property managers, we collect personal information about you. To ascertain what personal information we have about you, you should contact:

PRIMARY PURPOSE

As professional property managers, we collect your personal information to access the risk in providing you with the lease/tenancy of the premises you have requested and if the risk is considered acceptable, to provide you with the lease/tenancy of the premises.

To carry out this role & during the term of your tenancy, we usually disclose your personal information to;

- The Landlord
- The Landlord's Lawyer
- Referee's you have nominated
- Residential Tenancies Bond Authority
- Your Employer/Payroll
- The Landlord's Mortgage
- Collection Agents
- Organization/Tradespeople required to carry out maintenance to the premises
- Other Real Estate Agents & Landlords
- Your Employer/Payroll
- Residential Tenancy Tribunal/Courts

SECONDARY PURPOSES

We also collect your personal information to:

- Enable us, or the Landlord's lawyers, to prepare the lease/tenancy Documents for the premises
- Allow organizations/trades to contact you in relation to maintenance matters relating to the premises
- Pay/release rental bonds to/from Rental Bond Authorities (where applicable)
- Refer to Tribunals, Courts and Statutory Authorities (where necessary)
- Refer to Collection Agents/Lawyers (where default/enforcement action is required)
- Provide confirmation details for organizations contacting us on your behalf
I.e. Banks, Utilities (Gas, Electricity, Water, Phone), Employers etc.

If your personal information is not provided to us and you do not consent to the users to which we put your personal information, we cannot properly assess the risk to our client, or carry out our duties as professional property managers. Consequently, we then cannot provide you with the lease/tenancy of the premises.

I, the Applicant acknowledge that I have read the Privacy Notice of Collings Real Estate and authorise Collings Real Estate to collect information about me from:

- (a) My previous Real Estate Agents and/or Landlords*
- (b) My Employer, next of kin & personal referees*
- (c) Any Tenancy Default Database which may contain personal information about me.*

I authorise Collings Real Estate to disclose the personal information it collects about me to the owner of the property

SIGNED BY THE APPLICANT(S): _____ PRINT NAME: _____

PROPERTY: _____ DATE: _____

REFERENCES TO SUPPORT YOUR APPLICATION

POINTS 1 AND 2 ARE NECESSARY

- 1. PHOTO ID:** Drivers Licence or Passport
- 2. INCOME:** Wage Slip or Centrelink Statement
- 3. CURRENT BANK STATEMENT**
- 4. WORK REFERENCES** – Written reference if Wage Slip not available (must include contact name & telephone)
- 5. RENTAL REFERENCES** – Written reference from current Agent/Landlord (must include contact name & telephone)
- 6. CHARACTER REFERENCES**

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 upon receipt to confirm the information on this application and explain the details of the services offered.



Electricity
Removalist

Gas
Insurance

Phone
Pay TV

Internet

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

APPLICANT DETAILS:

Family / Surname: _____

Given Name(s): _____

Date of Birth: _____ Home Number: _____

Work Number: _____ Mobile Number: _____

Email Address: _____

Driver's Licence Number: _____ State: _____ Expiry: _____

Passport No: *(if applicable)* _____ Country: _____ Expiry: _____

Concession No: *(if applicable)* _____ Type: _____ Expiry: _____

Property Manager: _____



This is a FREE service that connects all your 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