

# Residential Application Form

Name: \_\_\_\_\_ Property: \_\_\_\_\_

Thank you for your interest in one of our available properties. To consider your application we require you to:

- Fill in completely and sign the application form with all relevant information, reference details and all persons wishing to reside clearly indicated
- Read and sign the Privacy Act Acknowledgment Form
- Each applicant is to complete a separate form and provide identification as outlined below
- **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

## proof of identification required

Each applicant is required to provide at least 1 from each section below

### Identification Required per Applicant

Proof of Income (compulsory)

\*\*\*\*\*

Current Agent Rent History Ledger / Record  
(compulsory if currently renting)

\*\*\*\*\*

Current Driver's Licence (with photo)

Passport

Proof of Age Card (with photo)

\*\*\*\*\*

Latest Telephone Account (Landline Only)

Latest Electricity or Gas Account (With Address)

Bank Statement

\*\*\*\*\*

Medicare Card

Pension Card

Health Care Card

Birth Certificate

## processing & application acceptance / non acceptance

- Your application will be processed with the information provided and checked against national databases (TICA & BarclayMIS) then submitted to the landlord for their acceptance or non-acceptance for tenancy.
- Your application can only be processed on the understanding that you have inspected the property and accept the property in its current state.
- On approval of your application, you will need to pay a holding fee (1 week rent) which will be forfeited if you choose not to sign the lease. This will secure the property exclusively for 7 days.
- On lease signing you will be required to pay bond (4 weeks rent) and 1 additional week rent. This must be paid at lease signing via bank cheque or money order and show proof of a recurring payment set up to pay your rent, prior to us releasing the keys for the property to you.
- It is the tenant's responsibility to arrange connection of electricity, telephone and gas supply to the property. By completing page 4 of this application, we can help get this started for you.

**NOTE: The applicant agrees to the agent verifying all references in this application**

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## property details

Address of the property you would like to rent? \_\_\_\_\_

Preferred lease start date? \_\_\_\_\_

Preferred lease term? \_\_\_\_\_

How many tenants will occupy the property? \_\_\_\_\_ Adults / \_\_\_\_\_ Children – ages \_\_\_\_\_

List names and ages of any adults and/or dependents to reside in the property not named as a tenant on the lease:

\_\_\_\_\_

**Pets:** Yes / No – if you wish to have pets at the property, a pet application form must also be completed

Do you own a lawnmower? YES / NO

During my inspection of this property I found it to be in a reasonably clean condition YES / NO

If 'no', I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the landlords approval:

\_\_\_\_\_

## employment details

Your current occupation \_\_\_\_\_ FULL TIME / PART TIME / CASUAL

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

\_\_\_\_\_

Employer's address \_\_\_\_\_

Contact name \_\_\_\_\_ Phone number \_\_\_\_\_

Length of employment \_\_\_\_\_ Weekly Net Income \$ \_\_\_\_\_

**CENTRELINK PAYMENTS \$ \_\_\_\_\_ per week / fortnight**

### Your previous employment details

Occupation \_\_\_\_\_ Employer's name \_\_\_\_\_

Length of employment \_\_\_\_\_ Weekly Net Income \$ \_\_\_\_\_

## personal references

Person to contact in emergency \_\_\_\_\_

Relationship to you \_\_\_\_\_ Phone number \_\_\_\_\_

### 2 personal references (not related to you)

1. Surname \_\_\_\_\_ Given Name/s \_\_\_\_\_

Relationship to you \_\_\_\_\_ Phone number \_\_\_\_\_

2. Surname \_\_\_\_\_ Given Name/s \_\_\_\_\_

Relationship to you \_\_\_\_\_ Phone number \_\_\_\_\_

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## personal details

Mr / Ms / Miss / Mrs / Other \_\_\_\_\_ Marital Status \_\_\_\_\_  
Surname \_\_\_\_\_ Given Name/s \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Driver's licence number \_\_\_\_\_  
Passport number \_\_\_\_\_ Passport country \_\_\_\_\_  
Pension number (if applicable) \_\_\_\_\_ Pension type (if applicable) \_\_\_\_\_  
Home phone \_\_\_\_\_ Mobile phone \_\_\_\_\_  
Work phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

## rental history

**Your current address** \_\_\_\_\_

How long have you lived at your current address? \_\_\_\_\_

Why are you leaving this address? \_\_\_\_\_

Landlord/Agent details of this property (if applicable)

Name of landlord/agent \_\_\_\_\_ Landlord/agent's phone \_\_\_\_\_

Weekly Rent Paid \$ \_\_\_\_\_ Landlord/agent's fax \_\_\_\_\_

**What was your previous residential address?** \_\_\_\_\_

How long did you live at this address? \_\_\_\_\_

Reason for leaving this address: \_\_\_\_\_

Landlord/Agent details of this property (if applicable)

Name of landlord/agent \_\_\_\_\_ Landlord/agent's phone \_\_\_\_\_

Weekly Rent Paid \$ \_\_\_\_\_ Landlord/agent's fax \_\_\_\_\_

Was the bond refunded in full? \_\_\_\_\_

## 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 is true, 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 contact any of the referees I have given in this application to carry out a credit check on me

I agree to setup a recurring rent payment to ensure my payments come through by the due date

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:

- \* communicate with the owner and select a tenant
- \* prepare lease/tenancy documents
- \* allow tradespeople or equivalent organisations to contact me
- \* lodge / claim / transfer to / from a Bond Authority
- \* refer to Tribunals/Courts & Statutory Authorities (if applicable)
- \* refer to collection agents / lawyers (if applicable)
- \* complete credit checks with TICA (Tenancy Information Centre Australia) & Barclay MIS debt collectors

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.

Signed \_\_\_\_\_ Date \_\_\_\_\_

# Residential Application Form

Utility Connection Service

**integrity**  
real estate

## myconnect

enquiry@myconnect.com.au

www.myconnect.com.au

Ph: 1300 854 478

Fx: 1300 854 479

### WHO ARE WE?

MyConnect is an easy to use, free service for connecting your Electricity, Gas, Telephone, Internet and Pay TV. We work with a wide range of service providers so we can help you find the best option to suit your needs.

- Receive great rates and substantial savings on bonds and connection fees
- Choose no minimum term agreements so you're not locked in
- Don't spend hours doing it yourself - let us connect you in one quick phone call!
- We speak any language!



**Yes, Please Contact Me**

### DECLARATION

Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 34121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect 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 services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities.

Tick here to opt out