

# Tenancy Application Form

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Please be advised, this application will only be processed once ALL details have been completed and all copies of all supporting documents attached. Each applicant must submit an individual form.

## PROPERTY DETAILS

Address of Property:		
Lease commencement date: <small>*Subject to current tenant Vacating</small>	Lease Term:	
No. of people who will be occupying the property:	How many children:	Children ages:

## PERSONAL DETAILS

Given Name(s):	Surname:	
Home Phone:	Mobile:	
Work Phone:	Fax:	
Email:	Date of Birth:	
Drivers Licence No:	Drivers Licence State:	Expiry:
Passport No:	Passport Country:	
Pension Number: (if applicable)	Pension Type: (if applicable)	

## NEXT OF KIN (In case of Emergency)

Given Name(s):	Surname:	
Relationship:		
Address:		
Phone:	Mobile:	Email:

## CURRENT TENANCY DETAILS

Current Address:		
Reason for leaving:	Rent Paid:	
Length of time at current address:		
Name of Landlord / Agent:	Phone:	

## PREVIOUS RENTAL HISTORY 1

Previous Address:		
Length of time at above address: From	to	Rent Paid:
Name of Landlord / Agent:	Phone:	

## CURRENT EMPLOYMENT

Occupation:	
Current Employer:	
Employers Address:	
Contact Name:	Contact Number:
Length of Employment:	Net Income: <span style="float: right;">Per:</span>

## SELF EMPLOYMENT DETAILS

Company Name:	
Business Address:	
Business Type:	ABN:
Accountant Name:	Phone:
Net Income:	

## PREVIOUS EMPLOYMENT

Occupation:	Previous Employer:
Employers Address:	
Contact Name:	Contact Number:
Length of Employment:	Net Income: <span style="float: right;">Per:</span>

## PERSONAL REFERENCES (Not related to you)

Name:	Relationship:
Phone:	Mobile:
Name:	Relationship:
Phone:	Mobile:

## OTHER INFORMATION:

Do you have any pets?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Breed/Type:	Council Registration Number:	
Breed/Type:	Council Registration Number:	
Car Registration:	Make:	Model
Do you allow smoking in your home?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## DIRECT CONNECT - This is a free service that connects all your utilities



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

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

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



### ***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

## PRIVACY DISCLOSURE STATEMENT OF ALLDIS & COX

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current or previous employer and your referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the landlord's insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our privacy officer (see contact details above). If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

I the Applicant acknowledge that I have read the Privacy Notice of Alldis & Cox. I authorise Alldis & Cox to collect information about me from:

1. My Previous letting agents and/or landlord
2. My personal referees and employers;
3. Any Tenancy Default Database which may contain personal information about me. I also authorise Alldis & Cox to disclose details about and defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).

I authorise Alldis & Cox to disclose the personal information it collects about me to the owner of the property even if the owner is resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, body corporates, other agents and tenancy default databases.

Tenant Name

Signature

Date

### Application Subject to Consent

Processing of this application will not commence unless all sections have been completed and relevant documentation provided at the time of submission of the application to the agency.

## HOLDING DEPOSIT

**The Holding Deposit is equivalent to one week's rent and is only to be paid once the application has been approved by the Landlord**

The Landlord's Agent undertakes:

- The whole fee will be refunded if the landlord does not carry out repairs or other work upon which is a condition to entry into a residential tenancy agreement
- If the Applicant decides not to enter into a residential tenancy agreement, the landlord will retain the entire Holding Deposit
- If a residential tenancy agreement is entered into, the fee is to be contributed towards rent for the premises.
- All or any refunds of a Holding fee will be made by the way of the Trust Account - Cheque only.

Tenant Name

Signature

Date

## DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay the following amounts:

First payment of rent in advance: (2 x weeks)	\$
Rental Bond: (4 x weeks)	\$
Sub total:	\$
Less (Holding Fee):	\$
Amount payable on Signing Tenancy Agreement:	\$

Please tick this box if you request to pay rent per calendar month  (to be approved by landlord)

**I acknowledge that this application is subject to the approval of the landlord/s. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property.**

<b>Tenant Name</b>	<b>Signature</b>	<b>Date</b>
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## 100 POINT IDENTIFICATION CHECK

The following identification has been photocopied and is attached to this application. **At least one of the Items marked with \*\* must be provided with this application, You MUST also provide us with a bank statement, tenancy reference as well as photo ID**

Item	<input type="checkbox"/>	Points	Initial		<input type="checkbox"/>	Points	Initial
Drivers Licence**	<input type="checkbox"/>	40		Vehicle Registration Certificate	<input type="checkbox"/>	20	
Passport**	<input type="checkbox"/>	40		Bank Statement	<input type="checkbox"/>	20	
Other Photo ID	<input type="checkbox"/>	20		Telephone Account	<input type="checkbox"/>	20	
Current Payslip	<input type="checkbox"/>	30		Electricity Account	<input type="checkbox"/>	20	
Previous Tenancy Reference	<input type="checkbox"/>	20		Gas Account	<input type="checkbox"/>	20	
Previous 2 Rent Receipts	<input type="checkbox"/>	20		ATO Tax Return	<input type="checkbox"/>	20	

## OFFICE USE ONLY

Item	<input type="checkbox"/>	Initial		<input type="checkbox"/>	Initial
Personal Reference Checked (at least 1)	<input type="checkbox"/>		Current Agent Checked	<input type="checkbox"/>	
Employment Checked	<input type="checkbox"/>		Applicant Approved	<input type="checkbox"/>	
Date of Approval			Deposit Paid	<input type="checkbox"/>	
Start Date			Length of Lease		
Date of signing			Rent Frequency		
Successful Applicant Completed	<input type="checkbox"/>				

<b>Agent</b>	<b>Signature</b>	<b>Date</b>
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