

## NOTICE TO ALL TENANCY APPLICANTS 100 POINT IDENTIFICATION

Prior to any Tenancy Application being considered **each** applicant is required to produce sufficient identification which totals at least **100** points & **attach photocopies of identification to your application**. Should you have difficulties in providing this identification please advise us prior to completing the form.

<b>ONLY ONE OF THESE</b>	<b>DRIVER LICENCE</b> .....	<b>40 POINTS *</b>
	<b>PASSPORT</b> .....	<b>40 POINTS *</b>
	<b>PROOF OF AGE CARD</b> .....	<b>40 POINTS *</b>

<b>MUST HAVE ALL OF THESE</b>	<b>TENANCY HISTORY LEDGER</b> .....	<b>20 POINTS</b>
	<b>PAY ADVICES\OR</b> .....	<b>20 POINTS (Last 2)</b>
	<b>BANK or CREDIT CARD STATEMENT</b> .....	<b>20 POINTS (Last 2)</b>

<b>LAST PAID:  EITHER ONE OF THESE</b>	<b>TELEPHONE ACCOUNT</b> .....	<b>20 POINTS</b>
	<b>ELECTRICITY ACCOUNT</b> .....	<b>20 POINTS</b>
	<b>GAS ACCOUNT</b> .....	<b>20 POINTS</b>

<b>MOTOR VEHICLE REGISTRATION</b> .....	<b>20 POINTS</b>
<b>PENSION/HEALTH CARE CARD</b> .....	<b>20 POINTS</b>
<b>COUNCIL or WATER RATES</b> .....	<b>20 POINTS</b>
<b>MEDICARE CARD</b> .....	<b>20 POINTS</b>
<b>BIRTH CERTIFICATE</b> .....	<b>20 POINTS</b>
<b>PREVIOUS TENANCY AGREEMENT</b> .....	<b>20 POINTS</b>
<b>RENTAL BOND RECEIPT</b> .....	<b>20 POINTS</b>

‘\*’ - Highly desirable

**HAVE YOU ATTACHED PHOTOCOPIES OF YOUR  
IDENTIFICATION – APPLICATIONS WILL NOT BE  
ACCEPTED WITHOUT COPIES**



## Residential Tenancy Application

All pages of this application **must** be completed in full and **signed** or your application will not be processed.

**ADDRESS OF PROPERTY APPLYING FOR:** \_\_\_\_\_

**APPLICANT DETAILS:** (All persons over the age of 18, residing at the premises, must complete an application form)

Name:	D.O.B.
Contact No: Home:	Work: Mobile:
Email Address:	Fax No:
No of persons to reside in property:	(You must list ALL persons names below)
Drivers License No:	Car Rego:
Passport No:	Other ID:
Pets(check with Agent if permitted):	Yes No Number: Type and breed:
Are You A Smoker?	Yes No

Name of all persons under 18 years of age also living at premises:

\_\_\_\_\_

### CURRENT RENTAL DETAILS

Address:	Rented	\$	per week	Owned
Name of Real Estate or Landlord:				
Address:	Phone:			
Period of Occupancy:	Reason for leaving:			
Do you expect the bond to be refunded in full?	Yes	No	If no why:	Checked

### PREVIOUS RENTAL DETAILS

Address:	Rented	\$	per week	Owned
Name of Real Estate or Landlord:				
Address:	Phone:			
Period of Occupancy:	Reason for leaving:			
Was the bond refunded in full?	Yes	No	If no why:	Checked

### PERSONAL REFERENCES – Does not include relatives (This must be completed in full)

1. Name:	Address:
Phone:	Relationship:
2. Name:	Address:
Phone:	Relationship:

### Name of relative or other person not residing with you to contact in case of Emergency.

Name:	
Address:	Phone:

**NOTE: PLEASE ALLOW 1 WEEK FOR PROCESSING OF APPLICATIONS**

**EMPLOYMENT & INCOME DETAILS**

Occupation:	Period of Employment:	
Employer:	Weekly wage \$	Net/take home
Address:	Phone:	
Full Time	Part Time	Casual (          hours per week)
<i>If employed for less than 6 months previous employment details are required:</i>		
Occupation:	Period of Employment:	
Employer:	Weekly wage \$	Net/take home
Address:	Phone:	
Full Time	Part Time	Casual (          hours per week)
Other Income		
Student (Name of Institution):	Austudy: \$	
Pensioner (Type):	Allowance: \$	
Unemployment Benefit:	Allowance: \$	
Self Employed (Name of Business):	Wage: \$	
Address:	Phone:	
How long business established:	ABN no:	Profit & Loss Statement
Accountant's Name:	Phone:	
Other type of income (Investments etc.) \$	Other Income: \$	

**FURTHER INFORMATION REQUIRED:**

Has your tenancy ever been terminated by landlord or agent?	If yes provide details below	Yes	No
Have you ever been refused a property by landlord or agent?	If yes provide details below	Yes	No
Are you indebt to another landlord or agent?	If yes provide details below	Yes	No
Have you ever been listed with TICA or any other Data Base for rent arrears or damages?		Yes	No
Have deductions ever been made from your rental bond?	If yes provide details below	Yes	No
Have any deductions ever been made from your rental bond?	If yes provide details below	Yes	No
Is there any reason known to you that would affect your future rental payments?		Yes	No

**DECLINED APPLICATIONS:**

Should your application be unsuccessful, the Property Management Department will not enter into any discussions concerning the reasons associated with the Landlord's decision to reject the application. We will however inform the applicant if we discover that they have been listed on TICA or any other Tenancy Data Base for arrears or damages.

**AUTHORITY BY APPLICANT:**

I ..... (print name) authorise the landlord's agent to:

1. Check with my employer, my last or present agent/landlord, and the referees named, as to my suitability as a tenant;
2. To request, supply and receive from / to other real estate agencies TICA and other Tenancy Data Base information regarding my previous tenancies.
3. I acknowledge that the above information is correct and that the landlord / agent will rely on the truth of the above answers in assessing the application for tenancy.
4. I acknowledge that I have understood all questions, statements and requirements herewith requested.

**SIGNED:** ..... **DATE:** .....



Phone: 1300 554 323  
 Fax: 1300 889 598  
 Email: info@connectnow.com.au

**A free service – Connecting Your Utilities Has Never Been Easier**

connectnow is a simple and convenient time saving service assisting you to connect your Electricity, Gas, Phone, Internet and Pay-TV to a choice of Australia's leading providers. connectnow can also assist with discounted quotes for removalists, van/truck hire, cleaning services and insurance and more. No longer do you need to call each service provider individually, wait on hold and repeatedly give your personal details. We take care of it all for you – with the one phone call. This is a value-added service independent of your tenancy application—you are not obligated to use connectnow.

A connectnow representative will make all reasonable efforts to contact you within **One** working day of receiving an application. If connectnow was unable to contact you within this period please contact connectnow on 1300 554 323 to ensure connection is completed. While the connectnow service is **FREE**, standard service provider connection fees and charges still apply. You pay **NO** extra charges as a result of using the connectnow service.

**Declaration:**

Connection of your utilities will only be initiated once a representative has discussed your details with you and obtained your consent to the terms and conditions of supply of the relevant utility service provider(s). The privacy of our customers is of vital importance to connectnow.  
 I consent to the collection of my personal information by Connectnow Pty Ltd ACN 79 097 398 662 for the purposes of arranging for the connection and or disconnection of the nominated moving and connections services and related services, and to providing my personal information contained in this application to the relevant service providers, in accordance with Connectnow's Privacy Policy (which is available for my inspection at [www.connectnow.com.au](http://www.connectnow.com.au)) Connectnow and those service providers may contact me from time to time (including by electronic means) to let me know about new or existing products or services. I understand that I can contact Connectnow at any time if I do not want to receive that information from Connectnow or if I want to update my personal information. I agree that neither connectnow nor the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames, terms and conditions once agreeing to use the chosen service provider. I authorise the obtaining of a National Metering Identifier and or a Metering Installation Registration Number on my residential address to obtain supply details. It is the responsibility of the customer/homeowner to ensure that the electricity main switch is in the 'Off Position' for the required timeframe on the day of connection and that there is easy access to the meters. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that connectnow may be paid a fee by the service provider and may pay a fee to the Agent in respect of the provision of the service provided to me by connectnow.

Call me to connect my utilities  Yes

Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**PRIVACY ACT ACKNOWLEDGEMENTS FOR TENANTS**

In accordance with Privacy Principle 1.3 of the Privacy Act we require you to read and sign this acknowledgement. In order to process a tenancy application a tenancy applicant is required under the National Privacy Principles of Privacy Act to be made aware that an organisation may access a database. In addition a tenancy applicant is entitled to know what will happen to their information when it is passed on to an agent.

In accordance with the National Privacy Principles the database member discloses that in addition to information being supplied to a database company other organisations may receive information from time to time. Other organisations may include debt collection agencies, insurance companies, government departments and other landlords or agents.

I/we the said applicant/s declare that I/we give my/our permission to the agent to collect my/our information and pass such information onto TICA Default Tenancy Control Pty Ltd. I/we further give consent to the member of the Database company to contact any of my/our referees provided by me/us in my/our tenancy application.

I/we agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with a tenancy database my/our information may be recorded as making an inquiry.

I/we agree that in the event of a default occurring under a tenancy agreement I/we give my/our permission to the member of a tenancy database to register any of my details of such breach with a tenancy database. I/we further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company.

I/we understand that TICA Default Tenancy Control Pty Ltd is a database company that allows its members access to information accumulated from members about tenants who have breached their tenancy agreements.

I/we agree and understand that should I fail to provide the database member with the information and acknowledgements required the database member may elect not to proceed with my/our tenancy application. I/we agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my/our ability to obtain future rental accommodation.

**I/we acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 190 222 0346. I/we agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.**

Applicants Name \_\_\_\_\_ Signature \_\_\_\_\_

2<sup>nd</sup> Applicants Name \_\_\_\_\_ Signature \_\_\_\_\_

Signed by Member/Agent \_\_\_\_\_ Dated \_\_\_\_\_