

## OFFICE USE ONLY

YES  NO Sign Up – Date  Time   
 Applicants Notified  Direct Connect lodged

## Tenancy Application Form

FOR YOUR APPLICATION TO BE PROCESSED YOU MUST ANSWER ALL QUESTIONS (INCLUDING THE REVERSE SIDE). AN APPLICATION FORM IS REQUIRED FOR EACH ADULT WHO WISHES TO LIVE AT THE PROPERTY. WE ONLY ACCEPT COMPLETE APPLICATION FORMS. PLEASE ENSURE ALL DOCUMENTS ARE PHOTOCOPIED IN ADVANCE AS WE DO NOT PHOTOCOPY DOCUMENTS.

### A. AGENCY DETAILS

#### About Property Management

**Address:** PO Box 328, Moorooka, QLD, 4105  
**Phone:** (07) 3040 1900  
**Email:** info@aboutpropertymanagement.com.au  
**Web:** www.aboutpropertymanagement.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 

### C. PERSONAL DETAILS - Please give us your details

Mr Ms Miss Mrs Other  
 Surname Given name/s

 

Date of birth

Driver's Licence or Proof of Age no.

Expiry: State:

Passport no.

Passport country

Pension no. (if applicable)

Pension type (if applicable)

Please provide your contact details:

Home phone no.

Mobile phone no.

Work phone no.

Fax no.

E-mail address

What is your current address?

  
 Postcode

How did you find out about this property?

- Newspaper  Internet  
 Local Paper  Referral Sign Board at Property  
 Other (Specify)

### 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	



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:

- Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
- 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
- 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.
- Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
- 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.
- 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. APPLICANT HISTORY

How long have you lived at your current address?

 Years  Months

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

 \$

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

 \$

Was bond refunded in full?

If not, why not?

**F. 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 [ ] Years [ ] Months Net weekly income \$ [ ]

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 [ ] Years [ ] Months Net weekly income \$ [ ]

**G. OTHER INCOME**

Do you receive any government benefits? YES NO  
Please provide details Amount per fortnight  
[ ] \$ [ ]

**H. OTHER INFORMATION**

Car Registration(s)  
[ ]

Please provide details of any pets  
Breed / type Council registration / number

- 1. [ ]
- 2. [ ]

**I. REFERENCES**

1. Surname [ ] Given name/s [ ]

Relationship to you [ ] Phone no. [ ]

2. Surname [ ] Given name/s [ ]

Relationship to you [ ] Phone no. [ ]

**J. EMERGENCY CONTACTS**

Surname [ ] Given name/s [ ]

Relationship to you [ ] Phone no. [ ]

**K. PAYMENT DETAILS**

Property Rental \$ [ ] per week OR \$ [ ] per month

Rental Bond (4 weeks rent): \$ [ ]

First payment of rent in advance (2 weeks rent) \$ [ ]

Sub Total \$ [ ]

Amount payable on signing tenancy agreement \$ [ ]

**L. IDENTIFICATION CHECK**

We require 100 Points of ID.  
You must have:  
1. A current drivers Licence or other photo ID  
2. Current proof of income  
3. Current rent ledger (if renting)  
Application without 100 Points of ID will not be accepted.

Your 100 Point Check

Drivers Licence	40 Points
Passport	40 Points
Birth Certificate/Extract	30 Points
Other PhotoID	30 Points
Current proof of income	20 Points
Previous Landlord Reference	20 Points
Rent Ledger from other Agent	20 Points
Motor Vehicle Registration Certificate	10 Points
Bank Statement / Bank Card	10 Points
Phone / Electricity/ Gas Account	10 Points
Pension Card	20 Points
Medicare / Health Care Card	10 Points
Rates Notice (Proof of Ownership)	20 Points

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**M. OFFICE USE ONLY**

TICA Checked Date: [ ]  
 Rental reference checked Date: [ ]  
 Employment checked Date: [ ]

Note:  
[ ]  
[ ]

**N. 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 such as NTD, TICA or TRA for the purpose of checking your tenancy history;  
I am aware that I may access my personal information by contacting -  
• NTD: 1300 563 826  
• TICA: 1902 220 346  
• TRA: (02) 9363 9244

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 NTD (National Tenancies Database)

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.

Signature [ ] Date [ ]