

**PROPERTY APPLIED FOR:** \_\_\_\_\_

Preferred start date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Preferred lease term: \_\_\_\_\_ months Rent per week: \$ \_\_\_\_\_ Bond: \$ \_\_\_\_\_

Number of occupants - Adults: \_\_\_\_\_ Children: \_\_\_\_\_ Ages of children: \_\_\_\_\_

I/we have inspected the above property (internally) on: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ with Property Manager: \_\_\_\_\_

**I/we accept the property in its current condition:**  Yes  No Please list any required alterations / repairs below: *(subject to landlord approval)*

\_\_\_\_\_

**APPLICATION CHECKLIST**

All applicants over 18 years of age will need to submit an application form and sign each section of the application.

**NOTE: INCOMPLETE OR UNSIGNED APPLICATIONS WILL NOT BE PROCESSED**

**Identification**

You will need to provide two of the following:

- Drivers licence
- Proof of age card
- Passport
- Medicare card

**Tenant History**

We will require:

- Tenant ledger - Issued by your existing managing agent or if you have a private agreement a letter is required stating the term of residency and the weekly rental amount

**Proof of Income**

Please provide two of the following:

- A bank statement (*essential*); **AND**
- 3 current pay slips; OR
- A letter from your employer stating income, position and length of employment; OR
- A letter from your accountant if self employed

**Proof of Current Address**

Please provide one of the following:

- Rates notice
- Electricity, gas, telephone bill etc

**References**

For each applicant we will require two references, listed on page 3.

**FURTHER INFORMATION**

If your application is approved you are required to pay a holding deposit which is equivalent to one week rent. This must be paid by either Bank cheque or Money Order made payable to Marc Matthews & Associates.

After we receive the holding deposit we will arrange a time to sign the lease. Please note: the holding deposit is **non-refundable** and if you withdraw your application will be lost.

**When signing the lease we require the Bond (4 weeks rent) and 2 weeks rent by Money order or Bank Cheque. Bank transfer is available, however funds must be CLEARED before keys can be handed over.**

Thank you and good luck with your application  
**Note: copies will incur a \$1.00 charge per sheet**

**Applicant Details**

Full Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Marital Status: \_\_\_\_\_ Do you smoke?  Yes  No Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_ Land line: \_\_\_\_\_  
Do you have pets?  Yes  No Breed / Type: \_\_\_\_\_ Council registration no: \_\_\_\_\_  
Name of applicant on lease: \_\_\_\_\_  As above

**Current/Previous Housing Details**

**Current Address:** \_\_\_\_\_  
Are you the:  Owner  Tenant  Boarding  Rent per week: \$ \_\_\_\_\_ Length of tenancy: \_\_\_\_\_  
Real estate agents/landlords name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Reason for leaving? \_\_\_\_\_  
Bond refunded?  Yes  No  N/A – If no, please explain: \_\_\_\_\_  
**Previous Address:** \_\_\_\_\_  
Were you the:  Owner  Tenant  Boarding  Rent per week: \$ \_\_\_\_\_ Length of tenancy: \_\_\_\_\_  
Real estate agents/landlords name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Reason for leaving? \_\_\_\_\_  
Bond refunded?  Yes  No  N/A – If no, please explain: \_\_\_\_\_

**Employment Details**

Current occupation: \_\_\_\_\_ Company name: \_\_\_\_\_  
Length of employment: \_\_\_\_\_  Full-time  Part-time  Casual Net Income per week: \$ \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Contact name: \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_  
**IF EMPLOYED LESS THAN 12 MONTHS**  
Previous occupation: \_\_\_\_\_ Company name: \_\_\_\_\_  
Length of employment: \_\_\_\_\_  Full-time  Part-time  Casual Net Income per week: \$ \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Contact name: \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_

**Emergency Contact**

Mr  Mrs  Miss  Ms Full Name: \_\_\_\_\_  
Relation: \_\_\_\_\_ Land line: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Address: \_\_\_\_\_

**Please Provide Two (2) Referees**

Mr  Mrs  Miss  Ms    Full Name: \_\_\_\_\_

Relation: \_\_\_\_\_ Land line: \_\_\_\_\_ Mobile: \_\_\_\_\_

Address: \_\_\_\_\_

Mr  Mrs  Miss  Ms    Full Name: \_\_\_\_\_

Relation: \_\_\_\_\_ Land line: \_\_\_\_\_ Mobile: \_\_\_\_\_

Address: \_\_\_\_\_

**Utility Connections**



ONCE WE HAVE RECEIVED YOUR APPLICATION WE WILL CALL YOU TO CONFIRM YOUR DETAILS

- 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.



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**

\_\_\_\_\_

\_\_\_\_\_

**Terms of Application**

**Declaration**

The applicant/s declares that:

- all of the details completed in this application are true and correct (to provide false or misleading information is an offence under section 51 of the Residential Tenancies Act 1995)
- is not bankrupt or insolvent

**Agreement**

The applicant agrees that:

- They have inspected the premises applied for in this application and accept its current condition.
- The applicant will sign the Tenancy Application forthwith upon presentation of the same by agent.
- This Tenancy Application, unless accepted created no contractual or legal obligations between the parties.
- The applicant understands that the Agent / Landlord is not required to give an explanation to the Applicant for any application not approved.
- On acceptance of this Application by the landlord being notified to the Applicant verbally or in writing, the Applicant will rent the premises from the Landlord under a Tenancy Agreement, pay the Bond and Rent amount in item (1) by a method acceptable to the Agent. Such payments to be Cleared Funds prior to occupancy.

On signing the Tenancy Application the applicant agrees that:

- The agent is authorised to make enquiries and verify the information contained in the item schedule with relevant tenancy databases including databases of the applicants previous letting Agents.

**Privacy Statement**

The Agent collects and uses personal information provided by you as the applicant/s to assess your application for a residential tenancy and provide services required by you or on your behalf. You as the applicant acknowledge the agent may, subject to the Privacy Act 1988 (CTH) (where applicable), collect, use and disclose your personal information as follows.

- To the principle of the premises to which the Tenancy Application applies; and/or
- Administration; and/or
- Legislative, regulatory and insurance requirements relating to administration of the premises and use of the Agents services; and/or
- In order to facilitate the carrying out of works with respect to the premises by trades people engaged by the agent or landlord

If you have opted to use Direct Connect, you consent to the disclosure of the information contained in this application to Direct Connect for the purpose of enabling the connection and/or disconnection of your services.

Without provision of certain information the agent may not be able to act effectively or at all on the principles behalf as a result of which your application may not contain sufficient information to be acceptable to the property owner. The applicant has the right to request the agent to provide details such as information and also correct or inaccurate or out of date information.

**TICA STATEMENT**

As TICA may collect personal information about you, the following information about TICA is provided in accordance with the National Privacy Principles in the Privacy Act 1988. TICA default Tenancy Control is a database that records tenants personal information from its members including tenancy application enquiries and tenancy history. In accordance with the National Privacy principles you are entitled to have access to any personal information that we may hold on any of our databases.

TICA collects information from its members on tenancy related matters and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. TICA does not provide any information that it collects to any other individual or organization for any other purpose other than assessing tenancy application or risk management system other than government departments or agencies allowed by the law to obtain information from TICA.

**Name (print)**

**Signature**

**Date**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_