

# Residential Application Form

For your application to be processed you must answer all questions (including the reverse side)



<b>A. AGENT DETAILS</b>		
Sarah Lorden Real Estate		
Address:	222 Darling Street, Balmain NSW 2041	
Phone Number:	(02) 9555 7755	
Fax Number:	(02) 9555 2613	
Email:	<a href="mailto:info@sarahlorden.com.au">info@sarahlorden.com.au</a>	
Web:	<a href="http://www.sarahlorden.com.au">www.sarahlorden.com.au</a>	
Property Manager	<input type="text"/>	
<b>B. PROPERTY DETAILS</b>		
1. What is the address of the property you would like to rent?		
<input type="text"/>		
<input type="text"/>		
Postcode <input type="text"/>		
2. Lease commencement date?		
<input type="text"/> Day	<input type="text"/> Month <input type="text"/> Year	
3. Lease term?		
<input type="text"/> Years	<input type="text"/> Months	
4. How many tenants will occupy the property?		
<input type="text"/> Adults	<input type="text"/> Children <input type="text"/> Ages of Children	
<b>C. PERSONAL DETAILS</b>		
5. Please give us your details		
Mr <input type="checkbox"/>	Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Other <input type="checkbox"/>	
Surname <input type="text"/>	Given Name/s <input type="text"/>	
Date of Birth <input type="text"/>	Driver's licence number <input type="text"/>	
Driver's licence expiry date <input type="text"/>	Driver's licence state <input type="text"/>	
Passport no. <input type="text"/>	Passport country <input type="text"/>	
Pension no. (if applicable) <input type="text"/>	Pension type (if applicable) <input type="text"/>	
6. Please provide your contact details		
Home phone no. <input type="text"/>	Mobile phone no. <input type="text"/>	
Work phone no. <input type="text"/>	Fax no. <input type="text"/>	
Email address <input type="text"/>		
7. What is your current address?		
<input type="text"/>		
<input type="text"/>		
Postcode <input type="text"/>		
<b>HOW DID YOU FIND OUT ABOUT THIS PROPERTY?</b>		
<input type="radio"/> Newspaper	<input type="radio"/> The Internet	<input type="radio"/> Local Paper
<input type="radio"/> Office	<input type="radio"/> Office Window	<input type="radio"/> Sign Board at property
<input type="radio"/> Referral	<input type="radio"/> Other (specify) <input type="text"/>	

<b>D. UTILITY CONNECTIONS</b>	
This is a free service that connects all your utilities	
<b>Direct Connect</b>	
Once we have received this application we 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 the information on this Application and explain the details of the services offered. Direct Connect is a utility one stop connection service.	
Please tick utilities as required	
<input type="checkbox"/> Electricity	<input type="checkbox"/> Gas <input type="checkbox"/> Phone <input type="checkbox"/> Internet
<input type="checkbox"/> Insurance	<input type="checkbox"/> Pay TV <input type="checkbox"/> Removals
<b>DECLARATION AND EXECUTION:</b> By signing this application, I/we consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below, declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue [for a period of 1 year from the date of our/my execution of this application/until [28] days after we/I disconnect the last of the services in respect of which this application is made]; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect 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 the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services. By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.	
Signature <input type="text"/>	Date <input type="text"/>
PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F: 1300 664 185 <a href="http://www.directconnect.com.au">www.directconnect.com.au</a>	
<b>E. DECLARATION</b>	
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; 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 TICA (Tenancy Information Centre Australia)	
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.	
Signature <input type="text"/>	Date <input type="text"/>
Application Fax to <input type="checkbox"/> Direct Connect (if Required) <input type="checkbox"/> Fax: 1300 664 185	

**F. APPLICANT HISTORY**

9. How long have you lived at your current address?

Years	Months
-------	--------

10. Why are you leaving this address?

11. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

 \$

12. What was your previous residential address?

  
 Postcode

13. How long did you live at this address?

Years	Months
-------	--------

14. 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?

**G. EMPLOYMENT HISTORY**

15. Please provide your employment details

What is your occupation?

What is the nature of your employment?  
(FULL TIME/PART TIME/CASUAL)

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

Employer's address

  
 Postcode

Contact name

Phone no.

Length of employment

Years	Months
-------	--------

Net Income

 \$

16. Please provide your previous employment details

Occupation?

Employer's name

Length of employment

Years	Months
-------	--------

Net Income

 \$
**H. CONTACTS / REFERENCES**

17. Please provide a contact in case of emergency

Surname

Given name/s

Relationship to you

Phone no.

18. Please provide 2 personal references (not related to you)

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

**I. OTHER INFORMATION**

19. Car Registration

20. Please provide details of any pets

Breed/type

Council registration / number

1.	
2.	

**J. PAYMENT DETAILS**

Property Rental

 \$ per week Or  \$ per month

Rental Bond (4 weeks rent):

 \$

First payment of rent in advance (2 weeks rent)

 \$

Tenants share of cost of preparing tenancy agreement:

 \$

Sub Total

 \$

Less: deduct Reservations Fee (see below)

 \$
Amount payable on signing tenancy agreement  
(bank cheque or money order only)
 \$
**K. RESERVATION**

Complete this section if you wish to reserve the property for a period of time:

Reservation Fee

Reservation Period

 \$

 Days

The Landlords Agent undertakes:

- The premises will not be let during the Reservation Period, pending the agreement of a residential tenancy agreement.
- The whole fee will be refunded if the Landlord does not decide to enter into a residential tenancy agreement for the premises for the Reservation Period.
- The whole fee will be refunded if the Landlord does not carry out (during the Reservation Period) repairs or other work on which it is a condition to enter into a residential tenancy agreement.
- If the applicant decides not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Reservation Period, the Landlord may retain the portion of the fee representing the rent that would have been paid during the Reservation Period (based upon the proposed rent), but must refund the remainder.
- If a residential tenancy agreement is entered into, the fee is to be contributed towards rent for the premises.

Signature of Landlords Agent

Date

100 Point Check

In order for your application to be processed you must provide 100 points (minimum) of identification, one of which must be photo ID. The following documents are acceptable:

<input type="checkbox"/> Drivers Licence	40 points	<input type="checkbox"/> Employment Reference (on letterhead)	20 points
<input type="checkbox"/> Passport	40 points	<input type="checkbox"/> Motor vehicle registration	10 points
<input type="checkbox"/> Birth certificate (certified copy)	30 points	<input type="checkbox"/> Bank statement	10 points
<input type="checkbox"/> Other photo ID	30 points	<input type="checkbox"/> Phone account	10 points
<input type="checkbox"/> Current wages advice	20 points	<input type="checkbox"/> Electricity/gas account	10 points
<input type="checkbox"/> Previous landlord reference	20 points	<input type="checkbox"/> Business certificate of registration*	10 points
<input type="checkbox"/> Previous 2 rent receipts	20 points	<input type="checkbox"/> Financial statement (if self employed)	10 points

\* A copy of your Business Certificate of Registration is compulsory if you are self employed.

RESERVATION FEE CONDITIONS:

- The Applicant has paid a Reservation Fee of \$ \_\_\_\_\_ equivalent to \_\_\_\_\_ days rent to reserve the premises in favour of the Applicant for a period of \_\_\_\_\_ days (calculated on the basis that one day reserved equals one day's rent, subject to a maximum of seven days rent). NOTE: An application and reservation fee does not guarantee tenancy. All applications are subject to the landlord's approval. All reservation fees must be cash or bank cheque only.
  - If the landlord decides not to enter into a Residential Tenancy Agreement on the agreed terms for the residential premises concerned during the reservation period, the whole fee will be refunded;
  - If the entering into of the Residential Tenancy Agreement is conditional on the landlord carrying out repairs or other works specified below and the landlord does not carry out the repairs or other work during the reservation period, the whole of the fee will be refunded;
  - If the prospective tenant decides not to enter into such an Agreement and the premises were not let or otherwise occupied during the period they were reserved, the landlord may retain so much of the fee as is equal to the amount of rent that would have been paid during the period the premises were reserved (based on the proposed rent) but is required to refund the remainder (if any) of the fee: AND
  - If a Residential Tenancy Agreement is entered into, the reservation fee is to be paid towards rent for the residential premises concerned;
  - Entry fees must be paid by bank cheque prior to the lease commencement.
- DETAILS OF ANY REPAIRS OR OTHER WORKS TO BE CARRIED OUT BY THE LANDLORD IN ACCORDANCE WITH CONDITION 3 ABOVE:

\_\_\_\_\_

Signature of Applicant:

Date:

Trading Reference Australia Disclosure

I understand this agent is a member of Trading Reference Australia Pty. Ltd (TRA) and may conduct a reference check with that organisation. I authorise this agent to provide any information about me to TRA, landlord and Video store for the purpose of that check and I acknowledge that such information may be kept and recorded by TRA.

I acknowledge that if I am currently listed as a defaulter with TRA, this agency/landlord has the authority to reject my application. I understand that I am under no obligation to sign this consent form, but that failure to do so may result in my application being refused.

I acknowledge that if I default on my tenancy/rental obligations in the future, I may be listed as a defaulter with TRA, until such time as the problem giving rise to the listing is resolved to the satisfaction of the agent/landlord and I hereby authorise this agent to provide information about me to TRA and my default to TRA in connection with that listing.

I acknowledge that information provided to TRA by these authorities given by me may be available to:

- Real estate agents and landlords to assist them in evaluating applications for lease
- Video stores to evaluate applications for membership
- Real estate agents, landlords, video stores and other persons or institutions for the purpose of locating me.

Should this agent transfer its agency business to another person, I consent to the new agent (and any further person whom that business may be transferred) taking any step which the former agent could have taken. (If more than one applicant "I" means "we" in this form).

TRA may be contacted during business hours regarding any records kept about you.

Tenancy Database

Primary Purpose

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested and if the risk is considered acceptable, to provide you with the lease/tenancy of the premises.

I have read and understand the Trade Reference Australia Disclosure and the Tenancy Database sections above.

Signature of Applicant:

Date:

I acknowledge receipt of an agency signed copy this form. Signature of Applicant:

Date:

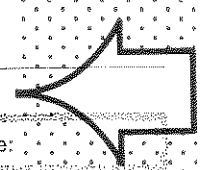
OR that a copy of this application has been sent to the applicants.

Name:

Address:

Agents Signature:

Date:



**SIGN  
HERE**