

Tenancy Application Form

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. It is the applicants responsibility to photocopy all documents prior to submitting them to the office.

A. AGENCY DETAILS

One Agency Port Macquarie - Wauchope

Address: 14 High Street, Wauchope, NSW 2446

Phone: 02 6585 2000

Fax: 02 6559 7022

Website: www.oneagency.com.au

B. PROPERTY DETAILS

1. Address of Property:

2. Lease Commencement Date:

	Day		Month		Year
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3. Lease Term:

	Years		Months
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4. How many tenants will occupy the property?:

Adults	Children	Ages of Children
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C. PERSONAL DETAILS

5. Please give us your details

Mr Ms Miss Mrs Dr Other

Surname Given Name/s

Date of Birth Driver's licence number

Driver's licence expiry date Driver's licence state

Passport no. Passport country

Pension no. (if applicable) Pension type (if applicable)

6. Please provide your contact details

Home phone no. Mobile phone no.

Work phone no. Fax no.

Email address

7. What is your current address?

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. 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:

- The owner or the Agent of my current or previous residence;
- My personal referees and employer/s;
- 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 tenancy 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:

- communicate with the owner and select a tenant
- prepare lease/tenancy documents
- allow tradespeople or equivalent organisations to contact me
- lodge/claim/transfer to/from a Bond Authority
- refer to Tribunals/Courts & Statutory Authorities (where applicable)
- refer to collection agents/lawyers (where applicable)
- 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.

LJ Hooker is not obliged to provide applicants with a reason should this application be unsuccessful.

Signature Date

F. APPLICANT HISTORY

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

Years	Months
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9. Are you the home owner? If so, please attach Rates Notice

Yes No

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/fax no.

Weekly Rent Paid

\$

12. Do you make regular loan repayments?

Yes No

13. What was your previous residential address?

14. How long did you live at this address?

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

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

Name of landlord or agent

Landlord/agent's phone/fax no.

Weekly Rent Paid

\$

Was bond refunded in full?

If not why not?

G. EMPLOYMENT HISTORY

16. Please provide your employment details

What is your occupation?

What is the nature of your employment? (circle)

FULL TIME	PART TIME	CASUAL	CENTRELINK
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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.

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Length of employment

Net Income

Years	Months	\$
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17. Please provide your previous employment details

Occupation?

Employer's name

Length of employment

Net Income

Years	Months	\$
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H. CONTACTS/REFERENCES

18. Please provide a contact in case of emergency

Surname

Given name/s

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Relationship to you

Phone no.

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19. Please provide 1 Business reference & 1 Personal reference

1. Surname

Given name/s

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Relationship to you

Phone no.

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2. Surname

Given name/s

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Relationship to you

Phone no.

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I. OTHER INFORMATION

20. How many vehicles will be kept on the premises?

21. Please provide details of any pets

Breed/type

Council registration / number

1.	
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2.	
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22. Are they kept inside, or outside?

J. PAYMENT DETAILS

Property Rental

\$	per week
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Rental Bond (4 weeks rent):

\$

First payment of rent in advance (2 weeks rent)

\$

Sub Total

\$

Amount payable on signing tenancy agreement (bank cheque or money order only)

\$

K. 100 Points of ID Required

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

Your last 4 rent receipts or rent ledger's	50 points
Drivers Licence	40 points
Passport	30 points
2 written references from previous landlords / agents	30 points
Photo ID	20 points
Proof of income	20 points
Current motor vehicle Registration papers	20 points
Birth Certificate	20 points
Copy of Phone, Electricity, Gas & Bank Statement	10 points

Signature of Landlords Agent

Date

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