

# Tenancy Application Form

- Please be advised that this application will only be processed once ALL details have been completed and all copies of supporting documents are attached.
- Each applicant must submit an individual form.
- Multiple applicants for the same property should submit as a group.



*Peace of mind* IN PROPERTY MANAGEMENT

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## Property Details

Address of Property:	
Preferred lease commencement date:	Preferred lease term:
Rent per week:	Number and type of pets:
Names of all other adult occupants for the property:	
Names and ages of any children to occupy the property:	

## Personal Details

Given Name(s):	Surname:
Current Address:	
Home Phone:	Work Phone:
Mobile:	Fax:
Email:	Date of Birth:
Drivers License Number:	Drivers License State:
Passport Number:	Passport Country:

## Current Tenancy Details

Length of time at current address:	Weekly Rent Paid:	
Reason for leaving:		
Name of Agency:	Phone:	Fax:
Name of Landlord / Property Manager:		
Landlord / Property Manager Email:		

Living Here **Asset Management** *asset management is our obsession*

Providing peace of mind in property management to the Gold Coast and Northern NSW, from Burleigh to Kingscliff/Casuarina

### Previous Rental History 1

Previous Address:		
Length of time at above address: From	To	Weekly Rent Paid:
Name of Agency:	Phone:	Fax:
Name of Landlord / Property Manager:		
Landlord / Property Manager Email:		
Was bond refunded in full? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If No, specify reasons why:		

### Previous Rental History 2 (if current tenancy is less than 6 months)

Previous Address:		
Length of time at above address: From	To	Weekly Rent Paid:
Name of Agency:	Phone:	Fax:
Name of Landlord / Property Manager:		
Was bond refunded in full? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If No, specify reasons why:		

### Current Employment History

Occupation:	Current Employer:	
Employer's Workplace Address:		
Contact Name (Payroll / Manager):	Phone:	Fax:
Length of Employment:	(Circle) Casual / Part Time / Full Time / Self Employed	
	Net weekly income \$	

### Self Employment Details (if applicable)

Company Name:	Business Type:	
Business Address:		
Position Held:	ABN:	
Accountant Name:	Phone:	Fax:
Accountant Address:	Email:	
	Net weekly income \$	

### Other Income (Investment / Government pension or allowance etc)

Source(s) / Type of other income:
Net weekly income \$
Total net weekly income \$

*Previous Employment (if current employment is less than 6 months)*

Occupation:	Current Employer:
Employer's Workplace Address:	
Contact Name (Payroll / Manager):	Contact Number:
Length of Employment: From                      To	Net Weekly Income:


**Next of Kin**

Given Name(s):		Surname:
Relationship:		
Address:		
Phone:	Mobile:	Email:

**Referees**

Business referee:	Relationship:
Phone:	Mobile:
Personal referee:	Relationship:
Phone:	Mobile:


**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:

<input type="checkbox"/> Electricity	<input type="checkbox"/> Gas	<input type="checkbox"/> Phone	<input type="checkbox"/> Internet	<input type="checkbox"/> Pay TV
<input type="checkbox"/> Insurance	<input type="checkbox"/> Cleaning	<input type="checkbox"/> Removals	<input type="checkbox"/> Truck or van hire	

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 of applicant:** \_\_\_\_\_ **Date...../...../.....**      **Application sent to Direct Connect (if required)**

### Declaration

I, the Applicant, hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be approved, I acknowledge that I will be required to pay the following amounts:

\$ \_\_\_\_\_ rent per week

First payment of rent (2 weeks rent):	\$
Rental Bond (equivalent of 4 weeks rent):	\$
Tenant's share of cost of preparing tenancy agreement (if applicable):	\$
Amount payable upon signing Tenancy Agreement:	\$

I acknowledge that this application is subject to the approval of the owner. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property.

Applicant Name

Signature

Date

### Privacy Statement & Consent

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 my 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)
- h) transfer water account details into my name.

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.

Applicant Name

Signature

Date

### Applicant Checklist

Prior to submitting your application, please check that you have attached all of the required documents listed below:

#### 100 Point Identification Check

- Include photocopies only
- Include one Primary Identification document only and the balance from the Secondary Identification list.

Item - Primary Identification	Points	Item - Secondary Identification	Points
Passport (current or expired < 2 yrs)	<input type="checkbox"/> 70	Australian govt. issued license/ID with photograph (back & front)	<input type="checkbox"/> 40
Birth Certificate	<input type="checkbox"/> 70	Social Security, Health Care or Pension card; TAFE/University ID Card	<input type="checkbox"/> 40
Citizenship Certificate	<input type="checkbox"/> 70	Utility Statement/Bill (phone, gas, electricity, rates, water)	<input type="checkbox"/> 25
		Bank Issued Card/Statement; Medicare Card; Foreign Driver's License	<input type="checkbox"/> 25

### Submission Checklist

- |  |  |
|--|--|
| <input type="checkbox"/> Completed all details on the application form | <input type="checkbox"/> Attached proof of all income declared including:                      |
| <input type="checkbox"/> Signed the Privacy Statement Consent          | <input type="checkbox"/> 4 weeks payslips  |
| <input type="checkbox"/> Completed and signed the Declaration          | <input type="checkbox"/> or, Centrelink income statements with latest bank statement (30 days) |
| <input type="checkbox"/> Attached photocopies of 100 Points of ID      | <input type="checkbox"/> or, letter from employer  |
|  | <input type="checkbox"/> or, if self-employed, a letter from your accountant                   |