


APPLICATION FOR TENANCY

OFFICE:

Address: _____ Suburb: _____
 Commencement Date: _____ Term: _____ months
 Rent P/week: \$ _____ P/month: \$ _____ Bond: \$ _____
 Name of other applicants to occupy the property: _____
 Property Manager: _____


PERSONAL DETAILS

Title: _____ Given Name: _____
 Family Name: _____ Date of Birth: _____
 Current Address: _____ Suburb: _____
 Drivers Licence No: _____ Expiry: _____ State of Issue: _____ Car Registration: _____
 Passport No: _____ Expiry: _____ Country of Issue: _____
 Pension Type: _____ Number: _____
 Home Phone: _____ Mobile: _____
 Business Phone: _____ Email: _____
 Occupation: _____



This is a free service that connects all your utilities
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 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. Direct Connect can help arrange for the connection or provision of the following utilities and other services:



Please tick utilities required: Electricity Gas Water Phone Internet Pay TV Removals
 Cleaning Removals Truck or Van hire

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.

By ticking this box, I agree that I have read and understood all of the above terms & conditions

Signed: _____ Date: _____

PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F:1300 664 185. www.directconnect.com.au

CURRENT SITUATION

Do you Rent Own

How long have you lived at this current address: years months

Name of Landlord/Agent (if applicable)

Phone number: Rent paid per month: \$

Reason for leaving:

PREVIOUS RENTAL HISTORY

Did you Rent Own

Previous address: Suburb:

How long have did you live at your previous address:

Name of Landlord/Agent (if applicable)

Phone number: Rent paid per month: \$

Reason for leaving:

Was Bond repaid in full: Yes No (if no please specify)

OTHER INFORMATION

Number of persons occupying property Adults Children

Ages of children:

Do you have pets? Yes No (if yes please specify)

Are you applying for Bond assistance from Director of Housing (DOH): Yes No

NEXT OF KIN (name of relative)

Emergency contact: Relationship:

Address:

Phone: Mobile: Other:

CURRENT EMPLOYMENT DETAILS

Business name & address:

Contact name: Phone:

Term of employment: Position held:

Income per annum: \$

Self employed: Yes No (if Yes complete details below) A.B.N:

Business type:

Accountant name: Phone:

Solicitor name: Phone:

PREVIOUS EMPLOYMENT DETAILS

Business name & address:

Contact name:

Phone:

Term of employment:

Position held:

Income per annum: \$

Self employed: Yes No (if Yes complete details below) A.B.N:

Business type:

Accountant name:

Phone:

Solicitor name:

Phone:

PERSONAL REFEREES

1. Reference name:

Phone:

Relationship:

Occupation:

2. Reference name:

Phone:

Relationship:

Occupation:

3. Reference name:

Phone:

Relationship:

Occupation:

IF A STUDENT PLEASE COMPLETE

Place of Study

Course:

Enrolment number:

Course length:

What year are you in:

Campus contact:

Phone:

Course Co-Ordinator:

Phone:

Parents name(s):

Phone:

Parents address:

Are you receiving financial support Yes No (if Yes, from where?)

SOURCE OF ENQUIRY

Rental List Internet For Lease Board Referral Other (please specify)

TENANCY PRIVACY STATEMENT

The information on this form is being collected by Woodards. By signing this application you consent to the collection and use of this personal information by Woodards. We require this information about you to assess the risk in providing you with the lease/tenancy of the premises you have applied for and if the risk is considered acceptable.

To carry out this role any or all of the information provided to us by you may be disclosed to a third party according to normal commercial practice including but not limited to The Landlord, The Landlords lawyer or Mortgagee, referees/next of kin you have nominated, organisations/tradespeople required to carry out maintenance to the premises, RTBA (rent bond authority) Residential Tenancy Tribunal/courts/statutory authorities, Collection Agents (where applicable) National Tenancy Database Pty Ltd (NTD) (ABN 65 079 105 025), other Real Estate Agents in the interests of openness and transparency between all parties.

Applicants please note that rental payments to Woodards are via Direct Debit Only*

Your personal information will be added to our database and may be used for the secondary purpose of providing you with further information about properties and services offered by Woodards. It is your responsibility to ensure that this information is correct at all times.

To ascertain what personal information we have about you, or provide correct information, you can contact us in the following ways:-

Telephone: 03 9805 1111
Facsimile: 03 9805 1199

Email: nmclean@woodards.com.au
By Mail: 3/277 Camberwell Road Camberwell

To view our full privacy statement please refer to our website www.woodards.com.au

I acknowledge that I have read and understood Woodards Privacy Policy and reason for use.

DECLARATION

THE APPLICANT HEREBY AGREES TO:

1. Woodards policy is that rental payments are made via * Direct Debit * excluding Doncaster, Oakleigh & Carnegie Offices
2. All applicants must complete an application form and provide 100 points of ID.
3. Bond payment must be made in the form of a bank cheque or money order made payable to RTBA (Residential Tenancies Bond Authority). Personal cheques or cash will not be accepted
4. Initial Rent payment must be made in the form of a bank cheque or money order made payable to **Woodards** personal cheques or cash will not be accepted
5. The applicant hereby agrees to a credit check being carried out via the National Tenancy Database (NTD). Applicants can access their personal information by contacting:- **National Tenancy Database (NTD) www.ntd.net.au or 138332**
6. The applicant acknowledges that the rented premises is a "smoke free zone" and will ensure they and their guests do not smoke inside the premises
7. The applicant acknowledges that:
I have inspected the property and it is in a reasonably clean condition and in good repair as inspected.
If this is not the case please indicate any items you would like attended to prior to your tenancy.
Please note that these items are subject to the owner's approval.

- I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997. I further acknowledge that this application to lease this property is subject to the owner's approval AND the availability of the premises on the due date. No action will be taken against the landlord or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason.
- I acknowledge that I will be required to pay rental in advance and a bond. 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 authorise the Agent to obtain details of my credit worthiness from, the owner or Agent of my current or previous residence, my personal referees, any record or listing or database of defaults by tenants. If I default under this rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonable considers has an interest in receiving such information. I confirm that I have been notified of the tenancy database contact details and reason for use.

Should your application be successful you will be notified by phone and/or email and requested to confirm your tenancy. We require **FULL BOND** to be paid and bond lodgement form to be completed within 24 hours of confirmation of your tenancy. Prior to your commencement date all tenants must have signed the tenancy agreement and paid the first months rental (please allow ½ hour for this appointment). The property manager will supply you with these amounts at the confirmation of your tenancy.

Keys will only be handed out when all parties have signed the tenancy agreement, bond lodgement form, all monies have been paid and the tenancy has commenced.

I acknowledge that I have read and understood Woodards Declaration and Privacy Policy and reason for its use.

Applicant: _____ Witness: _____
Signed as acknowledgement of the above privacy statement and declaration

Date: _____ Date: _____