

## TENANCY APPLICATION FORM

This office is a member of TICA (default tenancy control system) and ALL applications are processed through it.

We require the following documents in support of your Tenancy Application. **Please note that incomplete or unsigned applications will NOT be processed.**

Please provide as many of the following as you can to accompany your application:

**1.) PROOF OF IDENTIFICATION:** (including Photo ID )

- Birth Certificate and/or Passport; and one or more of the following:
- Drivers License
- Medicare Card &/or Passport
- Credit or Bank Card
- Identification Card

**2.) RENTAL HISTORY:** including

- Four previous rental receipts (if direct deposit copy of your bank statement).
- References from previous landlord(s) or agent(s)
- A copy of the Lease Agreement
- Tenant Ledger- this can be obtained from your managing agent  
If you do not have a rental history (i.e. your have previously owned your own home) please provide proof of ownership such as council rates.

**3.) PROOF OF RESIDENTIAL ADDRESS:**

Phone, water, electricity or gas bills

- Current motor vehicle registration papers.

**4.) PROOF OF INCOME:**

- Two previous payslips
- If you are self employed please include a copy of the business registration and Tax Returns from the last two years

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If you are the successful applicant, you will be required to pay a minimum of:

- Rental Bond (the sum of four weeks rent)
- Two weeks/ One month rent

All monies may be paid either by Bank Cheque, Money Transfer or Direct Deposit.

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## CHECKLIST FOR APPLICANTS

1.) I have completed ALL sections of the application form: YES ☐ NO ☐

2.) During my tenancy I will be paying rent on the due date: YES ☐ NO ☐

3.) I have provided a tenant ledger: YES ☐ NO ☐

4.) I agree to rent the property in its current condition YES ☐ NO ☐

5.) Please note any modifications that you wish to be made to the property (before you will move in) here:

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# Residential Application Form

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



## A. AGENT DETAILS

### Guardian Realty

**Address:** 534 Old Northern Road, Dural NSW 2158  
**Phone Number:** (02) 9651 1666  
**Fax Number:** (02) 9651 1555  
**Email Address:** [rentals2@guardianrealty.com.au](mailto:rentals2@guardianrealty.com.au)  
**Web:** [www.guardianrealty.com.au](http://www.guardianrealty.com.au)

**Property Manager**

## B. PROPERTY DETAILS

### 1. What is the address of the property you would like to rent?

|  |          |
|--|----------|
|  |          |
|  | Postcode |

### 2. Lease commencement date?

|  |     |  |       |  |      |
|--|-----|--|-------|--|------|
|  | Day |  | Month |  | Year |
|--|-----|--|-------|--|------|

### 3. Lease term?

|  |       |  |        |
|--|-------|--|--------|
|  | Years |  | Months |
|--|-------|--|--------|

### 4. How many tenants will occupy the property?

|  |        |  |          |  |                  |
|--|--------|--|----------|--|------------------|
|  | Adults |  | Children |  | Ages of Children |
|--|--------|--|----------|--|------------------|

## C. PERSONAL DETAILS

### 5. Please give us your details

Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Other ☐

Surname

Given Name/s

|  |  |
|--|--|
|  |  |
|--|--|

Date of Birth

|  |
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|--|

Driver's licence number

|  |
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Driver's licence expiry date

|  |
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|  |
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Driver's licence state

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|--|

Passport no.

|  |
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Passport country

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Pension no. (if applicable)

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Pension type (if applicable)

|  |
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BSB

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Account Number

|  |
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### 6. Please provide your contact details

Home phone no.

|  |
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Mobile phone no.

|  |
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Work phone no.

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Fax no.

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Email address

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### 7. What is your current address?

|  |          |
|--|----------|
|  |          |
|  | Postcode |

### 8. How did you find out about this property?

- |                                 |                                       |  |
|---------------------------------|---------------------------------------|--|
| <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) |  |

## D. UTILITY CONNECTIONS

This is a free service that connects all your utilities

# Direct Connect

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"/> Pay TV | <input type="checkbox"/> Insurance |

**DECLARATION AND EXECUTION:** 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; 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**

|  |
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|  |
|--|

**Date**

|  |
|--|
|  |
|--|

PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F: 1300 664 185. [www.directconnect.com.au](http://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:

- (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**

|  |
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|--|

**Date**

|  |
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|  |
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Application Fax to  
Direct Connect (If Required)

☐

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

Contact name

Phone no.

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

First payment of rent in advance (2 weeks rent)

\$ 

Rental Bond (4 weeks rent):

\$ 

Sub Total

\$ 

Less: Holding deposit (see below)

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

The holding fee can only be accepted after the application for tenancy is approved.

The holding fee (not exceeding 1 week's rent) of ..... keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement).

In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:

(i) The application for tenancy has been approved by the landlord; and  
(ii) The premises will not be let during the above period, pending the making of a residential tenancy agreement;  
and

(iii) If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee;

and

(iv) If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.

(v) The whole of the fee will be refunded to the prospective tenant if:

(a) the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period

(b) the landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

**Signature of Landlords agent****Date****Signature of Applicant****Date**

## **100 POINT IDENTIFICATION CHECK**

|                            |    |                                  |    |
|----------------------------|----|----------------------------------|----|
| Drivers Licence            | 40 | Vehicle Registration Certificate | 20 |
| Passport                   | 40 | Bank Statement                   | 20 |
| Other Photo ID             | 20 | Telephone Account                | 20 |
| Current Wage Advice        | 30 | Electricity Account              | 20 |
| Previous Tenancy Reference | 20 | Gas Account                      | 20 |

### **Declaration:**

I acknowledge that this is an application to lease this property and that my application is subject to the owners' approval and the availability of the premise on the due date. 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 2010.

I acknowledge that I will be required to pay rental in advance and a rental bond, and that this application is subject to approval from 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 details of my credit worthiness from the owner or agent of my current or previous residence, my personal referees, any record, listing or database of defaults by tenants. If I default to any person whom the Agent reasonably considers has an interest receiving such information.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_