

TENANCY APPLICATION FORM

Please note that an incomplete or unsigned application will NOT be processed.

This office is a member of TICA (Australia's largest tenancy database) and ALL applications are processed through it.

We require the following documents in support of your Tenancy Application:

1. PROOF OF CURRENT IDENTIFICATION: Please provide 100 points of ID

Passport	70 points	Council Rates	35 points
Birth Certificate	70 points	Foreign Driver Licence	25 points
Drivers Licence	40 points	Medicare Card	25 points
ID Cards	40 points	Rental Agreement	25 points

2. RENTAL HISTORY: Please provide:

- Current Tenant Ledger: this can be obtained from your current agent (if less than 12 months please provide previous ledger).
- If you do not have a rental history (i.e. you have previously owned your own home) please provide proof of ownership such as council rates.

3. PROOF OF INCOME:

- Two current payslips
- If you are self-employed, please include a copy of your ATO Tax Return for previous financial year
- Centrelink statement

CHECKLIST FOR APPLICANTS (Before submitting)

- | | | |
|--|------------------------------|-----------------------------|
| 1. All sections of the application are completed | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Tenant Ledger is attached | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. 100 points of ID is attached | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. An application is completed for each adult on the lease | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Signed privacy statement (see back page) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Please note your application will not be processed without all of the above being sent with your application.

If you require any assistance completing this form, please contact our Leasing Consultant on 9651 1666.

Should there be more than one applicant, a separate application form should be completed for each applicant.

AGENT DETAILS

Guardian Realty

Address: 534 Old Northern Road, Dural NSW 2158
Phone Number: (02) 9651 1666
Email Address: applications@guardianrealty.com.au
Web: www.guardianrealty.com.au

LEASE TERM: _____ **START DATE:** _____ **RENT:** \$ _____ per week

PREMISES: Address of the property applying for:

Suburb: _____ Postcode: _____

APPLICANT PERSONAL DETAILS

Title: Mr Mrs Miss Ms Other Date of Birth: _____

Given Name: _____ Last Name: _____

Current Address: _____

Postcode: _____

Phone: Mobile: _____ Work: _____ Email: _____

EMPLOYMENT HISTORY

Current Employment Details

Occupation of Applicant: _____ Length of Employment: _____

Net Income per week: \$ _____ Full-time Part-time Casual

Employer: _____

Employer's Address: _____

Postcode: _____

Contact Name: _____ Phone: _____

Previous Employment Details

Previous Occupation of Applicant: _____ Length of Employment: _____

Previous Net Income per week: \$ _____ Full-time Part-time Casual

Previous Employer: _____

Previous Employer's Address: _____

Postcode: _____

Contact Name: _____ Phone: _____

EMERGENCY CONTACT

Name: _____

Relationship to You: _____ Mobile: _____

TENANCY HISTORY

Current Tenancy Details

Name of Current Landlord/Agent: _____

Phone: Work: _____ Mobile: _____

Email: _____

Reason for Leaving: _____

Length of Time at Current Address: _____ Current Weekly Rent Paid: \$ _____

Previous tenancy details

Name of Previous Landlord/Agent: _____

Phone: Work: _____ Mobile: _____

Email: _____

Reason for Leaving: _____

Address of the Previous Property Rented: _____

Postcode: _____

Was bond refunded in full? Yes No If No, why not? _____

OCCUPANT(S) DETAILS

Number of Persons who will Occupy the Property: Adult(s): _____ Children: _____

Ages of Children: _____

Pet(s): Yes No If Yes, Number of Pets and Age/Type: _____

Please review and sign the following pages where required.

HOLDING FEE

Property Rental: \$ _____ per week

If approved a holding fee of one weeks rent will be required to secure the property.

The holding fee can only be accepted after the application for tenancy is approved. If the applicant has paid a holding fee, the landlord must not enter into a Residential Tenancy Agreement for the residential premises with any other person within 7 days of payment of the fee unless the tenant notifies the landlord that the tenant no longer wishes to enter into the Residential Tenancy Agreement.

A holding fee may be retained by the landlord only if the tenant enters into the Residential Tenancy Agreement or refused to enter into the Residential Tenancy Agreement. A holding fee must not be retained by the landlord if the tenant refuses to enter into the Residential Tenancy Agreement because of a misrepresentation or failure to disclose a material fact by the landlord or landlord's agent. If a Residential Tenancy Agreement is entered into after payment of a holding fee, the fee must be paid towards rent.

Signature of Applicant: _____

Date: _____

PRIVACY STATEMENT

In accordance with the National Privacy Principals Act we require you to read and sign the Acknowledgment and Consent form. We

are an independently owned and operated business. This Acknowledgment outlines how our business will handle your personal information. If you do not sign and complete this Acknowledgment, we may elect not to accept or proceed with processing this application. If you do not provide sufficient information for us to adequately process your application, we may elect not to accept or proceed with processing this application.

Acknowledgment

The primary purpose for collecting your personal information on this application form is to accurately assess your suitability for a tenancy in the nominated property. The information we collect about you from your previous landlords/letting agents, your current/previous employer and tenancy default databases including

TICA, may be disclosed to the owner and/or owner's representatives of the property to which this application relates, even if the owner/ owners representative resides outside Australia.

If this application is accepted, the secondary purpose for maintaining your personal information provided on this application and collected throughout your tenancy, is to responsibly manage the property and your tenancy. The information we hold about you may be disclosed to other parties, including, but not limited to, other landlords/lettings agents, registered valuer, sales consultants from licensed real estate agencies, contractors/trades people, Body Corporate, Strata Managers, debt collection agencies, tenancy default databases including TICA, insurance companies and government departments.

If this application is declined, and you wish to collect the personal information you supplied with this application, you can do so within 7 days of this application being lodged. After this 7 day period, Guardian Realty will take all reasonable steps to destroy all information collected during the application process including this application form and any information from previous landlords/letting agents, your current/previous employer, your references and any information received from tenancy default database's including TICA.

Consent Form

I, the said applicant declare that I give my permission to Guardian Realty to confirm any personal information provided in this application as well as collect and pass on such information as outlined in the above acknowledgment if this application is accepted. I do solemnly and sincerely declare that the information contained in this application is true and correct and that all information has been given of my own free will. I authorise Guardian Realty to contact and/or conduct any inquiries or searched with regard to the information supplied on this application.

Signature: _____

Date: _____

UTILITY CONNECTION SERVICE

This is an optional, free service that connects all your utilities.



Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working of the services offered. Direct Connect is a utility one stop connection service.

Please tick utilities if required:

- | | | |
|--------------------------------------|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Gas | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Pay TV | <input type="checkbox"/> Insurance | <input type="checkbox"/> Phone |

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; 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 to the services; acknowledge that, to the extent permitted by law, Direct Connect shall not be liable for 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: _____

Date: _____

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