



Tenancy Application

DIRECT CONNECT

Direct Connect will call you, identify your needs, find you the right products, save you time, money and best of all its FREE. Let Direct Connect do all the hard work for you. It's simple and it's free.



connects your:

Electricity Gas Water
Internet Pay TV Telephone

For more information see over, ask your property manager or contact Direct Connect on **1300 400 600** or visit: **yourporter.com.au**

Documentation required to apply

- Each adult who will be residing in the property is required to complete this application
- 100 points of identification are required - this must be photocopied and attached to this application.
(Any photocopying required will be charged at a rate of \$1.00 per page.)

Item			Item			Item		
Current Driver's Licence		50	Minimum of two references from previous landlord		20	Current car registration papers		10
Passport		40	Last four rent receipts (if renting)		20	Current gas, phone or power account in name of applicant		10
Photo ID		40	Centrelink statement		30			
Rates statement (if own home)		40	Copy of birth certificate		10			

Security deposit and rental payments

A security deposit and first month's rent must be paid in advance. The security deposit will be held in trust, and must be made payable to R.T.B.A. (Residential Tenancies Bond Authority).

Additions that will help your application.

- If you have any rental history, please attach rental receipts to help us establish your payment history
- The inclusion of pay slips, bank statements and proof of employment will help us confirm your ability to service the rent
- Ensure you have completed all questions, and submit your application as quickly as possible.

The application process

Once your application has been received, TWB Real Estate's property management department will assess it.

Your application, together with any others received for the property, will then be referred to the owner.

You will then be contacted by the relevant TWB Real Estate property manager and advised of the outcome.

If your application is successful, you will be asked to make an appointment with the property manager to sign leases and make payment of the security deposit and first month's rent.

You will be provided with an information pack containing:

- A document outlining your rights and responsibilities as a tenant
- After-hours emergency maintenance procedures
- A copy of your signed lease agreement, and
- General advice to help you with your move.



Direct Connect

If you require electricity, gas, internet, Pay TV or telephone connection when you move we can help, Just fill out the Direct Connect free utility connection section of the Tenancy Application form. It is best to request connection for one day prior to moving in as electricity connection can occur at any time on the requested day.

Important information regarding electricity connection

Before the electricity can be connected, the main electrical switch at the rental property must be switched to 'OFF' (sometimes a second switchboard is installed inside the property, and this must also be switched to 'OFF'). Connections will not occur if the main power switch is left in the 'ON' position on the day of connection. It is the obligation of the tenant, not the agent, to ensure this has been done.



Tenancy Application Form

Property details you would like to rent if this application is accepted:

Property address _____ P/Code _____

Rent Per Week \$ _____ Bond Amount \$ _____ Length of Tenancy _____ Years _____ Months

Tenancy to Commence ____ / ____ / ____ How many tenants will occupy the property? Adults ____ Children ____ Ages _____

Have you inspected the property? Yes No Do you accept the property in its current condition? Yes No

Comment _____

Pets: Yes No Types _____ Registered? Yes No Breed/s _____ Ages _____

Do you have any other applications or other properties pending? Yes No

Applicant & Contact Details

Title Mr Mrs Ms Dr First Name _____

Last Name _____ Date of Birth ____ / ____ _____

Drivers Licence No. _____ Expiry Date ____ / ____ / ____ Licence State _____ Vehicle Registration _____ State _____

Passport No. _____ Passport Country _____ Pension No. (if applicable) _____ Type _____

Mobile Phone _____ Home Phone _____ Work Phone _____

E-Mail _____

Current Accommodation History

Current Address _____ Suburb _____ P/Code _____

Are you the: Owner Tenant How long at current address? _____ Years _____ Months

Reason for leaving _____

Landlord / Agent _____ Phone _____ Rent \$ _____

Previous Accommodation History

Previous Address _____ Suburb _____ P/Code _____

Were you the: Owner Tenant How long at previous address? _____ Years _____ Months _____

Reason for leaving _____

Landlord / Agent _____ Phone _____ Rent \$ _____

Bond refunded Yes No If not, why? _____

Employment History

Current Occupation _____ Nature of Employment: Full Time Part Time Casual

Employer's Trading Name _____ Contact Name _____ Phone _____

Contact Email _____

Employer's Address _____ Suburb _____ P/Code _____

Length of Employment _____ Years _____ Months Net Income: Weekly \$ _____ Monthly \$ _____

If Self Employed:

Accountant's Name _____ Company Name _____ ABN _____

Phone _____ Email _____



Previous Employment History:

Previous Occupation _____ Nature of Employment Full Time Part Time Casual
 Employer's Trading Name _____ Contact Name _____ Phone _____
 Employer's Address _____ Suburb _____ P/Code _____
 Length of Employment _____ Years _____ Months Net Income: Weekly \$ _____ Monthly \$ _____

If you are a Student:

Institution _____ Department _____ Union No _____ Student ID _____

If you receive a Centrelink Payment:

Type _____ Customer No _____ Amount Per Fortnight \$ _____

Emergency Contact

Name _____ Address _____
 Suburb _____ Home Phone _____ Mobile _____ Relationship to you _____

References

1. Name _____	2. Name _____
Relationship to you _____	Relationship to you _____
Address _____	Address _____
_____	_____
Home Phone _____ Mobile _____	Home Phone _____ Mobile _____

Tenancy Collection Statement (Privacy Act 1988: APP Privacy Policy)

The information on this form is being collected by "TWB Real Estate Group" ("we"/"us"). It is a condition of application for a tenancy for any property managed by us, or in conjunction with other agents that you consent to us collecting and using your personal information. We require this information so we can consider your application to become a preferred tenant and/or rent a property. If you provide us with the personal information of other parties (such as a joint tenant, emergency contact or of your referees), you must make them aware of the matters contained in this collection statement and let them know that their personal information had been provided to us.

We may provide this information and any or all information provided to us by any party to third parties including landlords, landlords' agents and solicitors and various government or statutory authorities in the interests of openness and transparency between all parties concerned. We may also contact personal and credit referees you nominate and exchange personal information according to normal commercial practice. You authorise us to conduct a tenant check with National Tenancy Database ("ntd"). Your information may be listed with ntd and might be made available to other users or the ntd in the future. You may contact ntd directly on 1300 563 826 to verify the accuracy of the information on ntd and request any amendments.

Your personal information will be added to our database and may be used for the secondary purposes of providing you with further information about properties and services marketed by us, and for marketing, planning, product development, research and other commercial purposes. TWB Real Estate Pty Ltd and other Buxton offices will have access to this database and your information.

Your personal information may be disclosed by us to third parties who provide services to us. From time to time we may also share personal information with partner businesses offering complementary products or services that we believe may be of interest to you.

If you do not wish to receive marketing material or information about such complementary products or services please tick the box below.

I do not wish to receive offers from partner businesses.

Your personal information will otherwise be collected, held and disclosed in accordance with TWB Real Estate Pty Ltd privacy policy, and which sets out how to access or correct your personal information and how to complain about the treatment of your personal information as held by us.

Declaration

If the 'property details' section is complete, I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay rental in advance and a security deposit and that this application is subject to the approval of the owner. I declare that I have inspected the premises and should my application be accepted by the owner, I agree to enter into a Residential Tenancies Agreement pursuant to the Residential Tenancies Act 1997.

I/We declare that all information contained in this is true and correct and given of my own free will and I am not bankrupt.

I/we are aware that TWB Real Estate will disclose my personal information to Direct Connect for the purposes of transferring the water account into my name. This will enable Direct Connect to connect all accepted tenants to relevant water boards for water usage.

_____/_____/_____
 Signature Date

Residential Application Form

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



A. AGENT DETAILS

TWB Real Estate

Address: 1190 Dandenong Rd, Murrumbeena Vic 3163

Phone: 03 9568 0188

Email: lisa@twbrealestate.com.au

B. PROPERTY DETAILS

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

 Postcode

2. Lease commencement date?

 Day Month Year

Property Rental

 \$ per week \$ per month

3. Lease term?

 Years Months

4. How many renters 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

Driver's licence state Driver's licence number

Driver's licence expiry date

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?

 Postcode

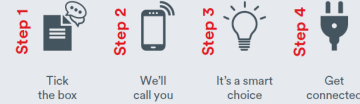
D. UTILITY CONNECTIONS

This is a FREE service that can connect you to the following utilities and services in your new home

- | | |
|---|---|
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Pay TV |
| <input type="checkbox"/> Gas | <input type="checkbox"/> Cleaners |
| <input checked="" type="checkbox"/> Water | <input type="checkbox"/> Phone |
| <input type="checkbox"/> Removalist | <input type="checkbox"/> Truck and Van Hire |
| <input type="checkbox"/> Internet | |



GET CONNECTED IN 4 EASY STEPS



YES

I consent to:

- TWB Real Estate providing my personal information to Direct Connect including name, address, email and phone number.
- Direct Connect contacting me in relation to my utilities and service connections.
- Direct Connect obtaining metering information for the premises I am moving to.

Applicant 1:

Signature Date

Applicant 2 (if applicable):

Signature Date

Name Phone

570 Church Street Cremorne 3121 Victoria P: 1300 664 715 F:1300 664 185. www.directconnect.com.au

E. DECLARATION

I hereby offer to rent the property from the Residential Rental Provider under a lease to be prepared by the Agent. Should this application be accepted by the Residential Rental Provider I agree to enter into a Residential Rental Agreement.

I acknowledge that this application is subject to the approval of the Residential Rental Provider. 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 Residential Rental Provider 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 Renters 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 Residential Rental Agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to Agents/Residential Rental Providers 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 Residential Rental Provider and select a renter
- (b) prepare lease/rental 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 tenancy check with NTD (National Tenancy 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 residential rental agreement/ rental of the premises.

Signature Date

F. APPLICANT HISTORY

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

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

10. Why are you leaving this address?

11. Residential Rental Provider/Agent details of this property (if applicable)

Name of Residential Rental Provider or Agent

Residential Rental Provider/Agent's phone no.

Weekly Rent

	\$
--	----

12. What was your previous residential address?

Postcode

13. How long did you live at this address?

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

14. Residential Rental Provider/Agent details of this property (if applicable)

Name of Residential Rental Provider or Agent

Residential Rental Provider/Agent's phone no.

Weekly Rent

	\$
--	----

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

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.	
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2.	
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PLEASE NOTE

Initial payments must be made by cash, bank cheque or money order within 24 hours after approval of application. No Personal Cheques accepted. Keys will not be handed over until the lease agreement has been signed by all applicants.

This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the residential rental provider and the agent should any circumstances arise whereby the property is not available for occupation on the due date.

HOW DID YOU FIND OUT ABOUT THIS PROPERTY?

- | | | |
|--------------------------------|---------------------------------------|--|
| <input type="radio"/> The Age | <input type="radio"/> The Internet | <input type="radio"/> Local Paper |
| <input type="radio"/> Board | <input type="radio"/> Counter List | <input type="radio"/> Relocation Company |
| <input type="radio"/> Referral | <input type="radio"/> Other (specify) | |

PLEASE PROVIDE US WITH 100 POINTS OF IDENTIFICATION

Driver's Licence	50
Passport	50
Proof of Age Card	50
Student ID Card	50
Copy of Mobile Phone Account	20
Copy of Medicare Card	20
Concession/Pension Card	10
Copy of Gas/Water/Electricity account	30 each

Office Use Only