

## Application For Residential Tenancy

### Application Checklist

All applicants over 18 years of age will need to submit an application form and sign each section of the application.

#### Identification

You will need to provide two of the following:

- Drivers licence
- Passport
- Proof of age card
- Medicare card

#### Proof of Income

Please provide one of the following:

- 2 current pay slips
- A letter from your employer stating income, position and length of employment
- A letter from your accountant if self employed
- Bank statement – with the applicants name on it

#### Proof of Current Address

Please provide one of the following:

- Bank statement
- Electricity, gas or telephone bill – with the applicants name on it

#### Utility Connections

- Direct Connect provides a free service to connect your utilities and can also assist with quotes on removalist, truck hire and contents insurance. Direct Connect will make contact with you to discuss your connection options unless you choose otherwise below.

- Your application will be processed by this office & submitted to the Landlord within 48 hours of receipt of all relevant information.
- **You MUST provide a Tenancy History Report from your current Agent.**
- We are unable to give a reason for NON ACCEPTANCE of this application.
- Should your application be accepted, we require one weeks rent as a reservation fee, this fee is non-refundable should you change your mind & will account for 1 weeks rent.
- Rental Bond is 4 weeks rent with an additional one weeks rent (plus reservation fee), are payable upon signing of the Residential Tenancy Agreement.

### A. AGENT DETAILS

**guaranteedrent.com.au**

1/4 Bounty Close, Tuggerah NSW 2259

Ph: 1300 322 311 Fax: 1300 322 355

Email: [info@guaranteedrent.com.au](mailto:info@guaranteedrent.com.au)

**B. PROPERTY DETAILS**

- 1. What is the address of the property you would like to rent  
.....
- 2. Lease commencement date  
.....
- 3. Lease term  
.....
- 4. How many tenants will occupy the property  
Adults.....Children.....Age of Children .....
- Pets: YES / NO (please circle one) Type:..... Age:.....
- Smoker: YES / NO

**C. PERSONAL DETAILS AND HISTORY**

- 5. Please give us your details  
 Mr  Ms  Mrs  Miss  
Surname: ..... Given name(s).....  
DOB: ..... Drivers Licence No: .....Licence expiry ..... Licence State .....
- Vehicle registration No:.....Passport No: ..... Passport Country: .....
- Bank/Building Society: ..... BSB: ..... Account No: .....
- Home Ph: ..... Mobile: .....
- Work Ph: .....
- Email: .....
- Current address: .....
- .....
- 6. How long have you lived at your current address?  
.....Years .....Months
- 7. Why are you leaving this address?  
.....
- 8. Landlord/Agent details of this property (if applicable)  
Name: .....  
Phone No.: .....Weekly Rent: \$.....
- 9. What was your previous residential address?  
.....
- 10.How long did you live at this address?  
.....Years .....Months
- 11.Landlord/Agent details of this property (if applicable)  
Name: .....  
Phone No.: .....Weekly Rent: \$.....

**D. EMPLOYMENT HISTORY**

- Current Occupation: ..... Date Commenced: .....
- Employers name: .....
- Address: .....
- Ph Work: ..... Mobile: ..... Fax: .....
- Email: .....
- Previous Employer's name: .....
- Address: .....
- Ph Work: ..... Mobile: ..... Fax: .....
- Period of Employment: ...../...../..... to ...../...../.....

**E. PERSONAL REFERENCES**

Referee 1 – Name: .....

Ph: ..... Mobile: .....

Email: .....

Referee 2 – Name: .....

Ph: ..... Mobile: .....

Email: .....

**F. EMERGENCY CONTACT**

Name: .....

Address: .....

Ph: ..... Mobile: .....

Email: .....

**G. PAYMENT DETAILS**

Type of Premises: HOUSE / UNIT / TOWNHOUSE

Unfurnished: YES / NO

Rent: \$..... per week / month

Residential Tenancy Agreement signed on ...../...../..... at .....am/pm

**INITIAL PAYMENT:**

Rental Bond \$.....

Rent: \$.....months/weeks .....days to ...../...../.....

Residential Tenancy Agreement preparation fee: \$.....

Reservation fee: .....

**Initial payment must be made by bank/building society/credit union cheque or direct deposit into [guaranteedrent.com.au](http://guaranteedrent.com.au) trust account****H. APPLICATION**

I, the Applicant hereby apply for approval by the owner of the Premises referred to in this form to become the tenant of those Premises on the terms and conditions contained in this form and in the Residential Tenancy Agreement to be drawn up by the owner's Real Estate Agent and request that pending consideration of my application, the Premises be reserved in my favour.

**Reservation Fee Conditions:**

In accordance with clause 12 of the Residential Tenancies Regulation 2006, it is hereby acknowledged that the taking of the Reservation Fee referred to in this Application for Tenancy Form is subject to the following conditions:

1. The Applicant has paid a Reservation Fee of \$..... equivalent to ..... days rent to reserve the Premises in favour of the Applicant for a period of ..... days from ...../...../..... to ...../...../..... (the Reservation Fee is calculated on the basis that one day reserved equals one days rent subject to a maximum of seven days rent)
2. The Premises will not be leased during the reservation period pending the making of a Residential Tenancy Agreement.
3. If the Landlord decides not to enter into a Residential Tenancy Agreement on the agreed terms for the residential Premises concerned during the reservation period, the whole of the fee will be returned.
4. If the entering into of the Residential Tenancy Agreement is conditional on the Landlord carrying out the repairs or other work specified below and the Landlord does not carry out the repairs or other work during the reservation period, the whole of the fee will be refunded.

This form provides information about how guaranteedrent.com.au handle your personal information, as required by the National Privacy Policy Principles in the Privacy Act 1988 and seek your consent to disclose to TICA Default Tenancy Control Pty Ltd in specified circumstances. If you do not consent to the disclosure of your personal information to TICA, we CANNOT process your application for tenancy.

**Member Name: Guaranteedrent.com.au**  
**Address: PO Box 3643, Tuggerah, 2259**  
**Phone: 1300 322 311 Fax: 1300 322 355 Email: [rentals@guaranteedrent.com.au](mailto:rentals@guaranteedrent.com.au)**

As a professional Property Manager we collect personal information about you. The information we collect can be accessed by you by contacting our office on the above numbers.



Direct Connect can help arrange for the connection or provision of the following utilities and other services:

- |             |          |          |                   |        |
|-------------|----------|----------|-------------------|--------|
| Electricity | Gas      | Phone    | Internet          | Pay TV |
| Insurance   | Cleaning | Removals | Truck or van hire |        |



***This is a FREE service that connects all your utilities and other services.***

**Please tick this box if you would not 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:

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.

**TICA Statement:** As TICA may collect personal information about you, the following information about TICA is provided in accordance with the National Privacy Principles in the Privacy Act 1988.

TICA Default Tenancy Control Pty Ltd (ABN 84087400379) is a tenancy database that records tenants personal information from it's members including tenancy application enquiries and tenancy history. In accordance with the National Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from TICA, proof of identity will be required and can be made by any of the following ways:

Ph: 1902 220 346 calls are charged at \$5.45 per minute including GST (higher from mobile & pay phones)

Mail: TICA Public Enquiries – PO Box 120, Concord, 2137 (\$14.30 is required +a self-addressed envelope)

TICA collects information from it's members on tenancy related matters and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. TICA does not provide any information it collects to any other individual or organisation for any other purpose other than assessing a tenancy application or risk management system other than Government departments and or Agencies allowed by law to obtain information from TICA.

The personal information TICA may hold is as follows: Name, date of Birth, Drivers Licence No., Proof of Age Card No., Passport No., comments made by TICA members in relation to your tenancy, which members you rented through & which members you applied to.

If your personal information is not provided to TICA the member may not proceed with assessing your application & you may not be provided with the rental property.

Signature:.....Print Name:.....

Date:.....Agent:.....