

Tenancy Application Form

Property Address		
Full Name (Mr, Mrs, Miss Please Circle)		D.O.B. / /
Contact No. Home	Work	Mobile
Email Address		Car Rego
Are you a smoker? <input type="checkbox"/> Yes <input type="checkbox"/> No Driver's Licence/18+/Passport Number		
Full Name of all persons over 18 other than applicant wishing to occupy the property- Include Children & their ages.		

You must provide the following 100 points of ID

- 1 form of Photo ID (Passport, Drivers Licence, 18+ Card, Student Card)
- Proof of Income (Bank Statement, 3 latest Payslips or Employment Contract, Centrelink letter)
- 2 other forms of ID (Medicare, Bank Card, Vehicle Registration Papers, Phone/Electricity Account)

**Please also provide any other documents that you feel may support your application
 Applications will not be processed unless all information is supplied**

✓ **Applications are usually processed within 1 working day**

Please ensure that you have provided all the relevant information, including a telephone number that we can use to contact you.

✓ **First two weeks rent & bond**

To secure the property once you have been approved, you must pay two weeks rent in advance. This money must be paid by using the **DEFT** system. Before we can give you the keys to the property, you must pay **4 weeks bond and 2 weeks rent** (including first week's rent already paid). This money can be paid by using the **DEFT** system by transferring the money to us or using your credit card (please note that there are added fees when using your credit card) prior to us sending the lease documents to you.

✓ **Sign-up appointment**

Before you move in you must make an appointment at our office (**Monday – Friday**) to sign the Tenancy Agreement, Bond Lodgement form and various other documents. **Every person moving into the property must be present at the office for this appointment.**

✓ **Paying Rent**

Rent must be received by the due date with no exceptions. Failure to pay by the due date **WILL** result in a breach being issued and possible eviction. Rental payments must be made using the **DEFT** system either with your credit card or direct debit. **Sorry NO CASH.**

✓ **Office Hours**

Monday to Friday **8:30am - 5:00pm**, Saturday **8.30am – 12.30pm**

Pets (Please check with office first)

No Yes – Number, Type & Breed

Current Address and Rental Details

Address		<input type="checkbox"/> Rented \$	per week or <input type="checkbox"/> Owned
Agency		Manager's/Landlord's Name:	
Phone	Fax	Email	
Length of occupancy ____years ____months		Reason For leaving	
Do you expect the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why?			

Previous Rental Details

Address		<input type="checkbox"/> Rented \$	per week or <input type="checkbox"/> Owned
Agency & Address			
Manager's Name		Phone	Fax
Length of occupancy ____years ____months		Reason For leaving	
Was the bond refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No- If no, why?			

Personal References - Do not include relatives (This must be completed in full)

1. Name	Phone	Relationship
2. Name	Phone	Relationship

Emergency Contact

Name	Phone
Address	

Employment Details – All amounts should be expressed as 'net per week'

Occupation	Employer	
Address	Length of Employment	
Contact Person	Phone	Weekly wage \$
<input type="checkbox"/> Full - time <input type="checkbox"/> Part - time <input type="checkbox"/> Casual (average hours per week _____)		
Other Income: <input type="checkbox"/> Centrelink <input type="checkbox"/> Pension <input type="checkbox"/> Savings <input type="checkbox"/> Guarantor Letter		Weekly total \$
<input type="checkbox"/> Other (Please give details)_____		

Application Declaration

I the applicant do solemnly and sincerely declare that the information provided is true and correct. I have inspected the premises and wish to take a tenancy of such premises as outlined below:

Property Address _____

Lease Period _____ **Months** **at a weekly rent of \$** _____

Move in/Lease start date ____/____/____ **pay a bond amount of \$** _____

It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant's credit worthiness and authority is hereby given to the agent to check credit references, employment details, previous rental references, tenant default registry database checks and any other searches which may verify the information provided by me. I authorise the agent to give information to credit providers and references named in this application and understand this can include information about my credit worthiness, credit standing, credit history or credit capacity.

Should your application not be successful, any money paid to our office will be forwarded to you in full by **CHEQUE**. In the event that your application is successful and acceptance is communicated, but you decide not to proceed, this money will be forfeited to our office. Upon communication of acceptance of this application by the Agent it is agreed that this tenancy shall be binding and any money paid will be transferred as part bond payment.

It is acknowledged that the agent in question cannot confirm that any phone lines to the property are operable or able to be reconnected. The applicant understands that it is his/her responsibility to check with the telephone provider before proceeding with the tenancy to confirm the situation with the telephone line.

Questions

Have you ever been evicted or are you in debt to another Landlord or Agent Yes No

If yes, give details _____

I the applicant accept the property in its present condition Yes No
(A detailed condition report will be completed prior to you taking possession)

If no, give details _____

Would you like to receive monthly market updates for rentals and sales via email Yes No

How did you find out about the rental property?

Realestate.com.au Domain.com.au Office Rental List Other _____

Applications Signature _____ **DATE** _____

Agent Signature _____ **DATE** _____

APPLICANT TO SIGN

Applicant	Name	Sign	Date
I, Applicant			

I hereby authorise Harcourts Inner East, as my agent to make investigations and receive information from the following source:

- ✓ Previous and Current Rental Agents
- ✓ Previous and Current References
- ✓ Previous and Current Lessors
- ✓ Tenancy Databases
- ✓ Previous and Current Employment History (including length of employment and weekly wage)

↓↓ **OFFICE USE ONLY** ↓↓

Please fax completed information back to the office on 07 3899 3888 or email to innereast@harcourts.com.au

Fax:
To:

Harcourts Inner East Property Manager: _____

Previous Rental Address: _____

	Previous Rental Agent	Comments
1	What is the rental amount paid each week?	
2	Does the tenant/s pay their rent on time?	
3	Has the tenant received any Notice to Remedy Breaches? If so, what is the reason?	
4	Are they on a current lease?	
5	How long has the tenant resided in the property?	
6	What is the condition of the property like throughout the tenancy?	
7	Was this tenant easy to get along/deal with?	
8	Would you rent to the applicant again?	

Name of person providing reference:..... Date:.....

Please attach a copy of the applicants tenant ledger for period of tenancy.

AUTHORITY TO OBTAIN TENANT INFORMATION

UTILITY CONNECTIONS – A FREE OF CHARGE SERVICE TO HELP CONNECT YOU

Choose service and choose your service provider

<input type="checkbox"/>	Electricity	}	<input type="checkbox"/>		Origin	<input type="checkbox"/>		Energy Australia	<input type="checkbox"/>		AGL
<input type="checkbox"/>	Gas				Origin			Energy Australia			AGL

NO FIXED TERMS ON ELECTRICITY & GAS PLANS SO YOU ARE NOT LOCKED IN.*

* Note, you may be charged fees such as a disconnection fee when exiting your contract. You may also be charged fees by your current energy provider when exiting your existing plan

<input type="checkbox"/>	Phone		Telstra
<input type="checkbox"/>	Internet		Telstra
<input type="checkbox"/>	Pay TV		Foxtel

REQUESTED CONNECTION DATE

DD/MM/YYYY

POWER ON GUARANTEE **ENSURES THAT YOUR ELECTRICITY WILL BE ON FOR MOVE-IN DAY.**

If it's not, we will investigate the issue, provide a prompt resolution and reimburse you for any reasonable out of pocket expenses arising out of the connections delay to the value of \$200 per day and capped at a total of \$1,000*.

*Subject to our POWER ON GUARANTEE terms and conditions below

How Connection services from realestate.com.au works



1. Select the utilities and enter requested connection date



2. Sign your consent on the next page



3. Your Agent will submit your request to us



4. We will lodge your connection requests with the utility companies



5. For phone, internet and Pay TV requests, we will call you to walk through the options



6. We'll SMS and email you confirmation of the order

General terms and conditions

This is an OPTIONAL connection service to assist you to obtain energy and/or telecommunications services for your new residence. If you are a prospective tenant, your decision whether or not to use this service will not affect your rental application. One of realestate.com.au's service providers Fast Connect Pty Ltd (telephone: 1300 661 464) (the "Service Provider") is the marketer of energy and telecommunications services provided by various retailers, and will assist realestate.com.au to provide this connection service to you.

If you have ticked one of the boxes above, you consent to realestate.com.au and its Service Provider using your personal information provided by you in this form and your tenant application form (if applicable) in accordance with the Privacy Collection Statement below including using those details to contact you by phone, SMS and email in relation to the selected product(s). You acknowledge that realestate.com.au and its Service Provider may receive commissions or fees from your selected retailer(s), that commissions or fees may be paid between realestate.com.au and its Service Provider, and that your real estate agent may receive commissions or fees from realestate.com.au or its Service Provider, in each case for arranging provision of the requested services. The value of commissions or fees may vary from time to time and differ depending on which retailer is selected.

You may prefer to obtain services under different terms and conditions, or from different retailers, to those set out above. However, the above products are the only ones that are available as part of this connection service. You acknowledge that if you select one of the services above and the relevant retailer agrees to provide that service to you, then you will enter into a contract with that retailer for the provision of that service. Retailers retain discretion in relation to accepting your request for products or services - acceptance may be affected by factors such as a retailer's credit criteria or ability to supply to your selected address.

Energy (Electricity and Gas)

If you have selected an energy product above, you are entitled to be provided with certain information before you enter into a contract for the provision of that electricity or gas. That information is set out in, or accompanies, this form.

A summary of some key useful information concerning these contracts is set out on the following page.

POWER ON GUARANTEE terms and conditions

realestate.com.au offers a "POWER ON GUARANTEE". We guarantee that your electricity will be connected by your requested connection date, provided that:

- you select one of the electricity retailers offered above;
- realestate.com.au is provided with the correct address for the connection of your electricity;
- realestate.com.au receives your electricity connection request by at least 2pm Australian Eastern Standard Time on the Business Day prior to your requested connection date as selected above (the "Connection Date");
- your selected electricity retailer accepts your connection request;

- you turn your mains switch off prior to the Connection Date;
- you provide clear access to your property on the Connection Date;
- you complete any other reasonable requirements requested by realestate.com.au or its Service Provider; and
- there is no fault at the property which prevents electricity from being connected on the Connection Date.

If the POWER ON GUARANTEE applies (in accordance with the above paragraph), and your electricity is not connected by midnight on the Connection Date, realestate.com.au's Service Provider will:

- promptly investigate the issue and use its best endeavours to solve the connection problem as soon as possible; and
- reimburse you for any Out Of Pocket Expenses incurred by you as a result of the late connection.

"Out of Pocket Expenses" means reasonable out of pocket expenses incurred by you as a direct result of your electricity not being connected on the Connection Date at your nominated address, until your electricity is connected, up to a maximum of \$200 per day and capped at a total of \$1,000 in aggregate, but does not include any expenses incurred as a result of:

- loss of income (time off work);
- loss of business revenue;
- petrol costs, however incurred; or
- loss of or injury to animals.

In order to claim under the POWER ON GUARANTEE, you must contact realestate.com.au's Service Provider within two (2) weeks of the Connection Date on 1300 661 464 and provide details of your case and written evidence of any expenses you want to claim. The expense of claiming under the POWER ON GUARANTEE (if any) shall be borne by you.

The benefits under the POWER ON GUARANTEE are in addition to any other rights and remedies available under any applicable law which is non-excludable. However, all other warranties (whether express or implied) are expressly excluded.

Our goods come with guarantees that cannot be excluded under the Australian Consumer Law. You are entitled to a replacement or refund for a major failure and for compensation for any other reasonably foreseeable loss or damage. You are also entitled to have the goods repaired or replaced if the goods fail to be of acceptable quality and the failure does not amount to a major failure.

realestate.com.au does not guarantee the connection, or disconnection of any other services requested by you, or that any will be by your requested date. You agree that to the maximum extent permitted by law, other than as set out above, realestate.com.au and its Service Provider will have no liability to you for the provision of the service.

Connection
services



NSW, QLD (SOUTH), SA

www.realestate.com.au/connect/agent/ABCDEF

Retailer contact details	<p>Origin Energy Ltd. Level 7, 321 Exhibition St Melbourne VIC 3000 Ph: 132 463 Fax: 1800 132 463 Email: enquiry@originenergy.com.au This market retail contract is: Origin Supply Electricity and/or Dual Fuel Plan. If Origin is the existing retailer at your new address, you may be entitled to enter into a standard retail contract with Origin instead of a market retail contract.</p>	<p>Energy Australia Level 33, 385 Bourke St Melbourne VIC 3000 Ph: 133 466 Email: enquiry@energyaustralia.com.au This market retail contract is: Energy Australia Basic Home Plan. If Energy Australia is the existing retailer at your new address, you may be entitled to enter into a standard retail contract with Energy Australia of a market retail contract.</p>	<p>AGL Energy Limited Level 22, 120 Spencer Street Melbourne VIC 3000 Phone: 131 245 Fax: (03) 8633 6002 Email: enquiries@agl.com.au This market retail contract is: AGL Freedom Electricity and/or Dual Fuel Plan. If AGL is the existing retailer at your new address, you may be entitled to enter into a standard retail contract with AGL instead of a market retail contract.</p>
---------------------------------	--	--	---

Tariffs and charges	We will email you a link with the prices and charges for your selected product upon receipt of your request for that product and also provide you with an opportunity to opt-out at this time.
Contract term	The contract commences when you satisfy any pre-conditions that may be specified in it. The contract may be terminated by you giving notice of termination or by agreement between you and the retailer. The contract will also end if energy is bought for the premises under a different contract or, in some cases, if the premises are disconnected. In addition, the retailer might be entitled to terminate the contract where you are in breach of it or if you vacate the relevant premises.
Billing and payment arrangements	Bills will be issued at least once every 3 months. You may generally pay your bills in person, by telephone, by mail, by direct debit or by electronic funds transfer. In certain circumstances, you may also be able to pay your bills by using Centrepay.
Concessions or rebates	If you hold a current government concession card you may be entitled to receive a rebate on your bill. Further information about the concessions and rebates that may be available to you can be obtained from the retailer.
Service levels	The service will comply with all laws and regulatory requirements applicable in the state or territory in which the supply address is located.
Cooling off period	If a cooling off period applies to your contract (which will typically be the case only where it is a market retail contract), then you may cancel the contract within 10 business days of receiving the retailer's welcome pack by informing the retailer by telephone or in writing of your intention to cancel the contract.
Electronic transactions	If any requirement in connection with the service is to be met electronically, it will be met in accordance with the contract. You will be recognised as having received the information and be bound by the transaction in accordance with applicable laws, regulatory requirements and the contract.
Complaints	You may complain to the retailer about the Service Provider. Contact the retailer if you wish to do this. If your complaint is not satisfactorily resolved by the retailer, then you may complain to the energy ombudsman.

eBilling and Welcome Pack

Unless you request otherwise, your electricity and/or gas bills will be sent to the email address provided by you in this form.

No, please post these items to me in hard copy to my new address (please tick)

Explicit Informed Consent

By signing below, I/we understand and agree:

- that I/we have read and accept the prices and charges applicable to the selected energy product;
- that, subject to the terms of the selected contract and any applicable legislation, the selected retailer may vary the energy rates which are used to calculate the applicable usage charges from time to time, and can vary the tariff structure, charges, billing frequency, and the terms of the contract at any time by writing to me/us;
- to become a customer of the selected retailer in accordance with the terms and conditions of the selected contract, including by transferring to that retailer, if the retailer agrees to provide me/us with my/our chosen product on those terms and conditions.

Tenant/Purchaser Signed

Co-Tenant/Co-Purchaser (if any) Signed

Date

Please note, if you select ANY of the products displayed above, you must acknowledge your consent to the above information, our Privacy Collection Statement and you being contacted by our Service Provider in relation to the selected products, by providing your signature(s).

Privacy Collection Statement

realestate.com.au collects and uses the information in this form and your tenant application form (if applicable) to provide the connection service and will disclose this information to its Service Provider and to your chosen energy and telecommunication retailer(s). realestate.com.au may also use the information to promote its other services, and services of trusted third parties. realestate.com.au's Privacy Policy at www.realestate.com.au/privacy further explains how realestate.com.au collects, uses and discloses personal information and how to access, correct or complain about the handling of personal information. You agree that the personal information you provide to us (or authorise to be provided to us) is your information, or information which you have been authorised to provide us. Where you are authorised to provide another individual's information to us, you must inform that individual that their personal information will be used and disclosed by us in accordance with our Privacy Policy www.realestate.com.au/privacy and these terms and conditions.