

APPLICATION FOR TENANCY

(One Per Adult)

Property Applying For: _____

Rental Amount: \$_____ per week

Where did you see this property advertised? _____

PERSONAL DETAILS

Full Name: _____ DOB: _____

Drivers licence number: _____ State of issue: _____ Car Rego: _____

Date Property is required from: WHEN AVAILABLE / OTHER: ____ / ____ / ____

Length of lease required: 12MONTHS / 6 MONTHS / OTHER: _____

Contact Details:

H) _____ W) _____ M) _____

Email: _____

Property Required for: SELF / FAMILY / 2 PEOPLE / GROUP

Full names of other persons to be living at property including children and ages

Pets? YES / NO Type: _____ INSIDE / OUTSIDE

Do you intend on getting a pet? YES / NO

Smoker? YES / NO

Next of Kin (not residing with you)

Name: _____ Relationship: _____

Address: _____ Phone: _____

Personal References:

1) Name: _____ Phone: _____ Relationship: _____

2) Name: _____ Phone: _____ Relationship: _____

Date of Internal inspection of property: ____ / ____ / ____

Do you have intentions of purchasing a property in the near future? YES / NO

I have included the following (at least 2 required)

<input type="checkbox"/> Licence/Passport	<input type="checkbox"/> Rent Receipt	<input type="checkbox"/> Letter of Employment
<input type="checkbox"/> Lease	<input type="checkbox"/> Electricity Account	<input type="checkbox"/> Pay slip
<input type="checkbox"/> Phone Bill	<input type="checkbox"/> Bank Statement	<input type="checkbox"/> Centrelink Statement



Unit 16, Four Seasons House
Anketell Street, Tuggeranong ACT
PH) 02 6293 1033
F) 02 6293 1207

E) rentals@hodgkinsonrealestate.com.au

CURRENT ADDRESS:

Current Address: _____

Period Occupied: _____ Reason for leaving: _____

Rent per week: \$ _____ Your share of rent \$ _____

Agent / Lessor: _____ Phone: _____

Address: _____

OR

I own my own home, I am SELLING / LEASING / MOVING OUT

Details of agent if selling _____ (for reference purposes)

PREVIOUS ADDRESS:

Previous Address: _____

Period Occupied: _____ Reason for leaving: _____

Rent per week: \$ _____ Your share of rent \$ _____

Agent / Lessor: _____ Phone: _____

Address: _____

Have you ever:

Had any matters in front of a tribunal? Y / N

Been issued with a Notice to Vacate? Y / N

If yes brief detail: _____

EMPLOYMENT DETAILS:

Occupation: _____ Period Employed: _____

Company: _____ Address: _____

Supervisors name: _____ Phone: _____

Net Income: \$ _____ Pay frequency: _____

If self employed please provide accountants details and statement of income from last financial year

If student, please provide proof of income source

PREVIOUS EMPLOYMENT:

Occupation: _____ Period Employed: _____

Company: _____ Address: _____

Supervisors name: _____ Phone: _____

Net Income: \$ _____ Pay frequency: _____

PLEASE NOTE: INITIAL PAYMENT MUST BE MADE BY BANK CHEQUE OR MONEY ORDER

- I acknowledge that I make no claim or demand nor commence litigation against the lessor or his agent should the premises be found unavailable
- The renting book can be obtained from The Commissioner for Fair Trading and I understand that I should consider this book if I am successful
- I confirm that I have sighted both the interior and exterior of the property of which I am applying for.
- I give permission for referee's nominated to be contacted
- I do / do not need an interpreter
- Should I be successful, I agree to make rental payments in the following manner: - Cheque, Money Order, Direct transfer from my bank account
- For group applications, I agree to make one full rental payment to Hodgkinson Real Estate and to nominate one applicant main point of contact

APPLICANT SIGN: _____

DATE: _____ / _____ / _____

PRIVACY POLICY OF HODGKINSON REAL ESTATE

OUR OFFICE COMMITMENT TO YOUR PRIVACY

Maintaining privacy of information you supply is an important issue to this office. This real estate office has a policy of openness in the way that personal information is handled. In particular we comply completely with the requirements of the National Privacy Principles, the Act, and as such our information handling practices have been reviewed to ensure that they are privacy friendly.

As part of this office's commitment to the protection of your right to privacy, we list below an explanation of our information handling practices.

I understand and accept my details can and may be provided to Tenancy databases for breaches and debts relating to this and previous tenancies.

COLLECTION, USE AND DISCLOSURE

The type of personal information that this office holds is contained in the tenancy application form that you would complete at the time you make an application for a residential tenancy. A copy of the tenancy form is available for your perusal upon request. This office will not accept tenancy application forms completed by third parties. This office does not hold any information that would be classed as Sensitive Information under the Act.

The primary purpose for the collection of the information contained within the tenancy application form is for the assessing of any application for a residential tenancy.

Should you at any time need to view your personal information you may do so by contacting this office by telephone on 6251 3566 and make an appointment with the privacy officer to view and or obtain a copy of the information kept. You should be aware that this office uses the services of any one of a number residential tenancy data bases to confirm –

- (a) any previous tenancy default history;
- (b) certain details contained within the tenancy application. And as such some or all of the information may be disclosed to these data bases.

These data bases have confirmed that they also comply with the requirements of the Act.

The contact details of the data bases used are available to you upon request.

You should further be aware that we act as agent for the landlord/lessor of the property that you have applied to rent, and as such the landlord/lessor has the right to select the most appropriate tenant for their property. To assist the landlord/lessor in this decision we may supply some or all of the information contained in the tenancy application form to the landlord/lessor.

ANONYMITY AND CONSEQUENCES

The provision of your personal information as requested in the tenancy application form is voluntary. However if the tenancy application form is not completed in full we may not be able to process your application for tenancy or it may put you at a disadvantage compared to an applicant who has supplied all the information requested in the tenancy application form.

SECURITY, ACCESS AND FURTHER INFORMATION

You have the right to have access to your personal information that this office holds.

This office policy in relation to the handling of requests for information is set below:

- 1) Any request for information not made in person must be in writing and must be accompanied with a stamped self addressed envelope.
- 2) Request for general information will be handled at the time of the request at no charge.
- 3) Written requests to supply copies of information will be handled within a 14 day period of the written request being received by this office, and a charge of \$2 per page for copying will apply.

Applicants signature _____ Date _____

This is a FREE service that connects all your utilities.

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 upon receipt to confirm the information on this application and explain the details of the services offered.



Electricity Gas Phone Internet
Removalist Insurance Pay TV

Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.

Please provide your personal details:

Title: _____ Name: _____

Last Name: _____

Date of Birth: ____/____/____

Licence/Passport/Medicare card: _____ State: _____

Please provide your contact details:

Home Phone: _____

Mobile: _____

Work Phone: _____

Fax Number: _____

Email: _____

Connection Date: _____/_____/_____

Property for connection:

Unit/Floor no: _____ Street no: _____

Street Name: _____

Suburb: _____

State: _____ Post Code: _____

Postal Address:

Unit/Floor no: _____ Street no: _____

Street Name: _____

Suburb: _____

State: _____ Post Code: _____



This is a FREE service that connects all your 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.

Signature

Date
