

Date submitted: _____

Property Manager: _____

ABN 76 287 491 242

49 Atherton Road, Oakleigh 3166

Ph: (03) 9568 1234 Fax: (03) 9568 5833

396 Centre Road, Bentleigh 3204

Ph: (03) 9557 5500 Fax: (03) 9557 6133

Property			Start Date:
Rent weekly: \$	Rent monthly: \$	Bond: \$	Term of lease
Applicant name in full (Mr, Mrs, Miss, Ms, Dr)			
Mobile:	Phone (BH)	Phone (AH)	
Email address:			
Email address 2:			
Number of occupants:	Children:	Pets:	

IDENTIFICATION Drivers License No./Passport No.

State

CURRENT LANDLORD/AGENT

Agency name	Phone (BH):
Contact	Phone (AH):
Rental address	Current rental \$:
Reason for leaving	Length of stay:

PREVIOUS LANDLORD/AGENT (if under 2 years)

Agency name	Phone (BH):
Contact	Phone (AH):
Rental address	Current rental \$:
Reason for leaving	Length of stay:

CURRENT OCCUPATION

Position Title	Contact:
Current Employer	Phone:
Employers Address	Net income: \$
Employed since	

PREVIOUS OCCUPATION (if under 2 years)

Position Title	Contact:
Previous Employer	Phone:
Employers Address	Income: \$
Employment period	

PROFESSIONAL REFERENCES - name, address and phone number (eg. accountant/solicitor/bank manager)

Reference 1.	Phone:
Reference 2.	Phone:

PERSONAL REFERENCES - name, address and phone number

Reference 1.	Phone:
Reference 2.	Phone:

EMERGENCY CONTACT - Next of kin

Relationship	Phone:
Address	

The applicant understands:

- The property is offered subject to Owners approval & no action shall be taken against the Landlord or Agent, should any circumstance arise whereby the property is not available on the due date.
- A security deposit (Bond) MUST be paid equal to one month's calendar rental prior to occupation upon acceptance of application in the form of a Bank cheque, Australia Post Money Order or cash.
- The initial rental payment must be made by Bank cheque, Money Order or cash. All on-going rental payments are to be paid monthly using your Rent Card. All tenants approved for occupancy must sign the Residential Tenancy Agreement & RTBA Lodgement Form prior to collection of keys.
- Approval for this application by the Landlord may take 1-3 working days
- No animals permitted unless with Landlord's consent.

The applicant has read and understood the Privacy Information statement overleaf.

The Applicant acknowledges and agrees that Woodards may make independent enquiries in order to verify the applicant's background. These enquiries may include a check with the National Tenancy Database.

Privacy Information/Policy Statement

Woodards are committed to respecting the privacy of the personal information it collects in order to carry on its business; and to complying with the National Privacy Principles set out in the Privacy Act 1988 (Cth) (The Privacy Act). This Policy sets out Woodards commitment to compliance as well as details of how that commitment is to be carried out. Woodards collects personal information from its clients for the primary purpose of carrying out its functions and activities as Estate Agents and Property Managers. Any information we collect about you will be made available to you at your request. The information collected on this Tenancy Application Form is required to assess your suitability to lease the premises. To enable us to do this, it is necessary to disclose your personal information to others. We are unable to do so without your knowledge and consent. The people and organisations we may disclose your personal information to include the proposed landlord and their legal representatives and mortgagee, your current and previous landlord, your bank, your current and previous employer, your referees, your emergency contact, maintenance and tradespeople, rental bond authorities, residential tenancy tribunals, collection agents, other Estate Agents, utilities (gas, electricity, water, phone), and the National Tenancy Database Pty Ltd ("NTD"). NTD must also comply with the Privacy Act. NTD collects personal information to provide to its members and others (including Licensed Estate Agents, NTD's parent company, Collection House Ltd and its subsidiaries or related entities, and credit bureaus). NTD collects historical tenancy and public record information on individuals and companies who lease residential and commercial property from or through Licensed Estate Agent members of NTD. NTD also provides credit information on companies and directors applying for commercial leases. Woodards will advise NTD of your conduct throughout the term of your tenancy and that information will form part of your tenant history. If you do not consent to the handling of your personal information in the manner described, we will not be able to process your application. We may also use the information collected for the secondary purpose of marketing and providing you with information about other services or properties available through Woodards. If you do not wish to receive any approaches or information in relation to the secondary purposes, please indicate below.

If you have any questions or feedback about privacy or wish to make a complaint about the way in which Woodards has handled your personal information, please contact us by writing to the Privacy Officer, Woodards, 49 Atherton Road, Oakleigh 3166; or by phoning 9568 1234.

NTD can be contacted by writing to 1/191 Johnston Street, Fitzroy 3065; by phoning 9416 2366; or email kim@ntd.net.au. You can visit NTD at www.ntd.net.au.

A copy of Woodards Privacy Policy is available from our office.


I confirm that I have read and understood the Privacy Statement that Woodards has made available to me

Signed by the Applicant:

Print Name:

Date:

Witness:




DIRECT CONNECT
MAKES MOVING EASY

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



THE ALWAYS ON GUARANTEE

Please tick utilities required:

Electricity
 Gas
 Water
 Phone
 Internet
 Pay TV
 Removals
 Cleaning
 Removals
 Truck or Van hire

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.

Signed: _____ Date: _____

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

OFFICE USE ONLY – 100 POINT IDENTIFICATION CHECK.
THE FOLLOWING IDENTIFICATION HAS BEEN PHOTOCOPIED AND IS ATTACHED TO THIS APPLICATION- PLEASE CIRCLE

Item	Points	Item	Points	Item	Points	Item	Points
Drivers Licence	40	Medicare Card	20	Gas Account	20	Council rates	20
Passport	40	Telephone Account	20	Bank Debit/Credit Card	20	Water Rates	20
Current Wage Advice slip	30	Electricity Account	20	Bank Statement	20		

Your application is regarded as a confidential document. If your application has been unsuccessful, it will be destroyed within 7 days.