



**first
national**
REAL ESTATE

Tweed Sutherland

TENANCY APPLICATION

This is a non-binding agreement by both parties.

52 Mitchell Street, Bendigo

Phone: 03 5440 9500 Fax: 03 5444 1165

Email: tweedsut@tsfn.com.au

Please Read Before Completing This Application

- **YOU MUST HAVE PHOTO IDENTIFICATION TO APPLY FOR A RENTAL PROPERTY.**
- You **must** fill in all required fields including **phone, email and/or fax numbers** for your Employer, Landlord and /or previous Agent. If this information is not included your application **cannot be accepted**.
- Each applicant must have at least **one** document from each of the headings below and **must complete** the application in full otherwise your application will not be accepted.

PHOTO IDENTIFICATION:

Drivers licence or Passport

PROOF OF CURRENT ADDRESS:

Phone Bill/Electricity Bill/Car Registration or Tax Return

PROOF OF ALL INCOME SOURCES:

Pay Slips/**Centrelink Payment Statement** or Bank Statement

PROOF OF RENT PAYMENTS/ HOME OWNERSHIP:

Rent Receipts/Tenant Ledger or Rates Notice

PETS?

Please supply a photo

We have inspected the property and wish to apply for six or twelve months (tick one only) from ___/___/___

- I/we undertake to pay a rental bond equal to 4 weeks rent if my/our Application for Tenancy is successful.
- I/we agree to pay two weeks rent upon signing of the Tenancy Agreement.

➤ BANK CHEQUE CASH CREDIT CARD HOUSING DEPARTMENT ***Tick one only***

- I/we will pay the bond, which is to be lodged with the RTBA by one of the following:

➤ BANK CHEQUE MONEY ORDER HOUSING DEPARTMENT ***Tick one only***

NOTE: Tweed Sutherland DOES NOT accept Bond Transfers or Personal Cheques for Bonds.

PRIVACY ACT ACKNOWLEDGEMENT FOR TENANTS

Personal information is collected from Tenants or potential Tenants in the course of a Tenancy Application and any subsequent Tenancy as is necessary for Tweed Sutherland First National to verify the potential Tenant's identity, to process and evaluate the Application and to manage the Tenancy.

I/we acknowledge and understand that should my/our Tenancy Application be unsuccessful that it is policy of Tweed Sutherland First National that all Tenancy Applications and other supporting documents shall be shredded within 5 working days. The Agent is not required or obliged to disclose why or supply any reason for rejection of this application.

Personal information collected in the Application and during the course of the Tenancy, including through property inspection reports, may be disclosed to other parties including to the Landlord, employment and personal referees, as well as to tradespeople, owners' corporations, government and statutory authorities, financial institutions and other agents and operators of tenancy reference databases and to third parties as required by law. If at any time I would like access to my personal information held by Tweed Sutherland First National I can do so by contacting Tweed Sutherland using the details provided on the front of this application

Information already held on tenancy reference databases may also be disclosed to Tweed Sutherland First National. If the Tenant fails to comply with their obligations under the Tenancy Agreement, that fact may also be disclosed to the Landlord, other agents and operators of tenancy reference databases. If this information is not provided, Tweed Sutherland First National may not be able to process the Application and manage the Tenancy.

I/we the said Applicant/s declare that I/we give my/our permission to Tweed Sutherland First National to collect my/our information and pass such information on to TICA Default Tenancy Control Pty Ltd. I/we further give my/our permission for my/our information to be provided to any other tenancy database for the assessment of my/our Application for Tenancy. I/we further give consent to Tweed Sutherland First National to contact any of my/our referees provided by me/us in my/our Application for Tenancy.

I/we agree and understand that once an Application for Tenancy has been lodged with Tweed Sutherland First National and an inquiry made with a tenancy database my/our information file in that tenancy database may record the making of an inquiry.

I/we agree that in the event of a default occurring under a Tenancy Agreement I/we give my/our permission to Tweed Sutherland First National to register any of my/our details of such breach with a tenancy database. I/we further agree and understand that the removal of such information from a tenancy database is subject to the conditions of the Database Company.

I/we understand that TICA Default Tenancy Control Pty Ltd is a database company that allows its Members access to information accumulated from Members about Tenants who have breached their Tenancy Agreements.

I/we agree and understand that should I/we fail to provide Tweed Sutherland First National with the information and acknowledgements required by Tweed Sutherland First National it may elect not to proceed with my/our Tenancy Application. I/we agree and understand that a listing with TICA Default Tenancy Control Pty Ltd or any other Tenancy Database could have an adverse effect on my/our ability to obtain future rental accommodation.

I/we acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 190 222 0346.

I/we agree that calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

FIRST APPLICANT'S SIGNATURE _____ DATE ___/___/___

SECOND APPLICANT'S SIGNATURE _____ DATE ___/___/___

FIRST APPLICANT DETAILS

Property Address Applied for _____ Rent P.W. _____

PERSONAL DETAILS

Full Name _____ Date of Birth _____
Home Phone _____ Mobile Phone _____ Work Phone _____
Number of Dependants _____ Names & Ages _____
Email _____ Pets Yes No Type/Breed _____
Drivers Licence Number _____ Car Rego _____ Car Type _____

CURRENT EMPLOYMENT

Current Employer _____ Occupation _____
Employers Address _____ Employers Phone _____
Employers Fax or Email _____
Length of Employment _____ Net Weekly Income \$ _____ Full Time Part-Time

PREVIOUS EMPLOYMENT

Previous Employer _____ Occupation _____
Employers Address _____ Employers Phone _____
Length of Employment _____ Net Weekly Income \$ _____ Full Time Part-Time

SELF EMPLOYMENT DETAILS

Company Name _____ Trading As _____
Address _____ ABN _____
Industry/Nature of Business _____ Personal Net Income P.W. \$ _____
How Long Have You Been Self Employed _____ Fax Number _____
Accountant _____ Phone Number _____ Fax Number _____
Creditor _____ Phone Number _____

STUDENT DETAILS

Name of Learning Institution _____
Faculty/Department _____ Student Identification (ID) Number _____
Income Source _____ Net Weekly Income: \$ _____

CENTRELINK DETAILS

Type of Payment _____ Total Payment/ Fortnight: \$ _____

RESIDENTIAL DETAILS

Current Address _____
 Owned Rented Rent per week \$ _____ From _____ To _____
Landlord/Agent _____ Phone _____
Reason For Leaving _____ Fax/Email _____
Bond Refunded? Yes No If Not, Why? _____

Previous Address

Owned Rented Rent per week \$ _____ From _____ To _____
Landlord/Agent _____ Phone _____
Reason For Leaving _____ Fax/Email _____
Bond Refunded? Yes No If Not, Why? _____

REFERENCES

Personal References Name _____ Phone _____
Name _____ Phone _____
Business References Name _____ Phone _____
Name _____ Phone _____

PERSONAL REPRESENTATIVE DETAILS (closest relatives not living with you)

Name _____ Relationship _____ Phone _____
Address _____ Mobile _____
Name _____ Relationship _____ Phone _____
Address _____ Mobile _____

Has a landlord or agent ever evicted you? Yes or No Are you an undischarged bankrupt Yes or No **Tick whichever is applicable**
Has any landlord or agent refused you a property? Yes or No **Tick whichever is applicable**
Are you in debt to another landlord or agent? i.e. listed on TICA, NTD or Barclays? Yes or No **Tick whichever is applicable**
Is there any reason known to you that would affect your ability to pay the rent? Yes or No **Tick whichever is applicable**
Were any deductions made from your rental bond at your last address? Yes or No **Tick whichever is applicable**
Do you own a lawnmower? Yes or No Do you have a Trailer? Caravan? Boat? Truck? **Tick whichever is applicable**
Total number of vehicles to be kept on property? _____ Are you a Smoker? Non-Smoker? **Tick whichever is applicable**

Signature _____ Date ____/____/____

SECOND APPLICANT DETAILS

Property Address Applied for _____ Rent P.W. _____

PERSONAL DETAILS

Full Name _____ Date Of Birth _____
Home Phone _____ Mobile Phone _____ Work Phone _____
Number of Dependants _____ Names & Ages _____
Email _____ Pets Yes No Type/Breed _____
Drivers Licence Number _____ Car Rego _____ Car Type _____

CURRENT EMPLOYMENT

Current Employer _____ Occupation _____
Employers Address _____ Employers Phone _____
Employers Fax or Email _____
Length of Employment _____ Net Weekly Income \$ _____ Full Time Part-Time

PREVIOUS EMPLOYMENT

Previous Employer _____ Occupation _____
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REFERENCES

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Name _____ Phone _____
Business References Name _____ Phone _____
Name _____ Phone _____

PERSONAL REPRESENTATIVE DETAILS (closest relatives not living with you)

Name _____ Relationship _____ Phone _____
Address _____ Mobile _____
Name _____ Relationship _____ Phone _____
Address _____ Mobile _____

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Were any deductions made from your rental bond at your last address? Yes or No **Tick whichever is applicable**
Do you own a lawnmower? Yes or No Do you have a Trailer? Caravan? Boat? Truck? **Tick whichever is applicable**
Total number of vehicles to be kept on property? _____ Are you a Smoker? Non-Smoker? **Tick whichever is applicable**

Signature _____ Date ____/____/____



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REAL ESTATE

Tweed Sutherland

Tweed Sutherland First National

52 Mitchell Street, BENDIGO 3550

Phone: (03) 5440 9500 Fax: (03) 5444 1165

UTILITY CONNECTIONS



THIS IS A FREE SERVICE THAT CONNECTS ALL YOUR UTILITIES

Direct Connect

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 the information on this Application and explain the details of the services offered. Direct Connect is a utility one stop connection service.

Please tick utilities as required

- Electricity
 Gas
 Phone
 Internet
 Insurance
 Pay TV
 Water

DECLARATION AND EXECUTION: By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we'll have not applied for the connection of those services in this application. This consent will continue [for a period of 1 year from the date of our/my execution of this application/until 28] days after we'll disconnect the last of the services in respect of which this application is made; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services.

By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.

Signature (Applicant 1)	Date	Signature (Applicant 2)	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>