

Residential Application Form

For your application to be processed you must answer all questions
(Including the reverse side)

A. AGENT DETAILS

Gunn and Co - Williamstown

49 Ferguson Street, Williamstown VIC 3016
Phone: (03) 9397 5555 Fax: (03) 9397 1333
Website: www.century21.com.au/williamstown

Gunn and Co - Point Cook

Shop 426 Main Street Point Cook VIC 3030
Phone (03) 9395 8666 Email: kellie@gunnandco.com.au

(Application may be emailed/faxed)

B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

	Postcode
	Postcode

2. Lease commencement date?

	Day		Month		Year
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3. Lease term?

	Years		Months
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4. How many tenants will occupy the property?

	Adults		Children	Ages	
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C. PERSONAL DETAILS

5. Please give us your details

Company Name (if applicable)	ABN

Mr <input type="checkbox"/>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Mrs <input type="checkbox"/>	Other <input type="checkbox"/>
Surname	Given Name/s			

Date of Birth	Driver's licence number

Driver's licence expiry date	Driver's licence state

Passport no.	Passport country

Pension no. (if applicable)	Pension type (if applicable)

6. Please provide your contact details

Home phone no.	Mobile phone no.

Work phone no.	Fax no.

Email address

7. What is your current address?

	Postcode

D. OTHER INFORMATION

8. Car Registration

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9. Please provide details of any pets

Breed/type Council registration / number

1.
2.

10. Are the pets:

<input type="checkbox"/> Inside	<input type="checkbox"/> Outside	<input type="checkbox"/> Both
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Property Manager Name	Kellie Liangos
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E. UTILITY CONNECTIONS

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

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

Electricity	Cleaners
Gas	Insurance
Phone	Removalist
Internet	Truck or van hire
Pay TV	Water



Please tick this box if you would 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:

- Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
- 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
- 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.
- Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
- 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.
- 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

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

F. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information from:

- The owner or the Agent of my current or previous residence;
- My personal referees and employer/s;
- Any record listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting -

- NTD: 1300 563 826
- TICA: 1902 220 346
- TRA: (02) 9363 9244

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- communicate with the owner and select a tenant
- prepare lease/tenancy documents
- allow tradespeople or equivalent organisations to contact me
- lodge/claim/transfer to/from a Bond Authority
- refer to Tribunals/Courts & Statutory Authorities (where applicable)
- refer to collection agents/lawyers (where applicable)
- complete a credit check with NTD (National Tenancies Database)
- transfer water account details into my name

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.

Signature	Date

G. APPLICANT HISTORY**11. How long have you lived at your current address?**

<input type="text"/>	Years	<input type="text"/>	Months
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12. Why are you leaving this address?

13. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent

 \$

Please Tick

Private Landlord

Agent

14. What was your previous residential address?

Postcode

15. How long did you live at this address?

<input type="text"/>	Years	<input type="text"/>	Months
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16. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent

 \$

Please Tick

Private Landlord

Agent

Was bond refunded in full?

If not why not?

H. EMPLOYMENT HISTORY**17. Please provide your employment details**

What is your occupation?

What is the nature of your employment?

(FULL TIME/PART TIME/CASUAL)

Employer's name (inc. accountant if self employed or institution if student)

Employer's address

Postcode

Office Number

Mobile

Email

Contact name

Contact's Position

Length of employment

<input type="text"/>	Years	<input type="text"/>	Months
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Net Income

 \$ Per Week
18. Additional Income or Benefits received (PLEASE CIRCLE)

(centrelink / child support / investment income / workers compensation)

 \$ Per Week - *please provide proof of income*
I. PREVIOUS EMPLOYMENT HISTORY**19. Please provide your previous employment details**

Occupation?

Employer's name

Length of employment

<input type="text"/>	Years	<input type="text"/>	Months
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Net Income

 \$
J. CONTACTS / REFERENCES**20. Please provide a contact in case of emergency**

Name

Surname

Relationship to you

Phone no.

21. Please provide 2 personal references (not related to you)

1. Name

Surname

Relationship to you

Phone no.

2. Name

Surname

Relationship to you

Phone no.

PLEASE NOTE**Please note that Gunn & Co. require 100 Points of Identification in order to process your tenancy application.**

The Property Manager will not review your application unless all documents have been received.

PROOF OF IDENTIFICATION - 60 Points

Please note we require photo ID Eg. Drivers licence, Passport

PROOF OF INCOME - 20 Points

Payslips are preferred, however if these cannot be provided, we require a letter from your employer stating your income or a statement of income from Centrelink

BANK STATEMENT are preferred (Or Centrelink Statement if unemployed) - 20 Points

Current copy of your Bank Statement or Centrelink Statement if you are not working. We welcome any other documentation that may assist in your application.

Initial payments must be made by cash bank cheque or money order within 24 hours after approval of application.

Keys will not be handed over until the lease agreement has been signed by all applicants.

This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the landlord and the agent should any circumstances arise whereby the property is not available for occupation on the due date.

We will process your application as quickly as possible, however we suggest that you allow a minimum of three business days to receive a response. To assist us in speeding up the process we ask that you complete all required details and provide the relevant documentation.

It is your responsibility to ensure all documents are copied and attached to your application. If you are attaching original documents please note these are not returned to applicants.

Name of other applicant: _____**Relationship to applicant:** _____