

# DARREN JONES

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Licensed Agents, Auctioneers, Property Managers, Members of REIV. Director Darren Jones (Licensed Estate Agent, Officer in Effective Control) ABN 99 055 752 942

## RESIDENTIAL TENANCY APPLICATION FORM

Please fully complete all sides of this form for your application to be processed. Please complete one application per person.

### 1. Property Details

Address		
Suburb		Postcode
Lease Term	Years	Months
Preferred commencement date		/ /
Rent Payable for Property	\$	per week
Number of persons occupying property		adults children
Please specify the ages of any children		
Joint or sole application with whom		
Do you have pets? Yes No If yes, type and breed of pet		
Where did you see the property advertised?		

### 2. Personal Details

Title	First Name	Surname
Current Address		Postcode
Suburb		Postcode
Home Phone	Mobile Number	
Business Phone		
Email		
Motor Vehicle	Yes	No
If yes, make and model and Registration number		

### 3. Utility Connection Service

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. Should you not be contacted please contact your Property Manager directly at least 48 hours prior to moving in to ensure power is connected for you.

Please tick utilities as required

Electricity  Gas  Water  Insurance  Phone  Internet  Pay TV

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; 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/I 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/I 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) or 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.

By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations

Signature: **X** Date:

Property Manager Name:

darrenjones.com.au

#### 4. Current Residence Information

**If you are not renting, go to "Details if home owner" below**

Current Address

**Name of Current Agent / Private Landlord**

Estate Agent

Private Landlord

Contact Person / Agent

Work Phone Number

Home Phone Number (if private landlord)

Mobile Phone Number

Current Weekly Rental \$

Length of Tenancy

Years

Months

Reason for moving

(If you have previously rented from a private landlord please provide copy of the Lease agreement or formal written reference)

**Details if home owner**

This home is to be

Sold

Rented

Retained

**Details of Selling / Lease Agent**

Agent Name

Contact

Phone Number

Mobile Phone Number

How long have you owned this home

Years

Months

Reason for moving

Other comments

#### 5. Previous Residence Information

Previous Address

Postcode

**Previous Landlord / Agent** (if you were not renting go to "Details if home owner" below)

Contact Person / Agency

Phone Number

Mobile Phone Number

Weekly Rental \$

Length of Tenancy

Years

Months

Reason for Moving

(If you have previously rented from a private landlord please provide copy of the Lease agreement or formal written reference)

**Details if home owner**

Was this home

Sold

Rented

Retained

**Details of Selling/Lease Agent**

Agent Name

Contact

Phone

Length of Stay

Years

Months

Mobile

Reason for Moving

#### 6. Current Employment Details (if self employed, go to item 8)

Occupation

Employer's Name

Address

Suburb

Postcode

Contact Name

Phone

Commencement Date

Net Income

Fulltime

Part Time

Casual

If part time or casual, please specify hours

If student, include institution

Course Name

Contact Name

Phone

Enrolment Number

(photocopy of student card to be attached to this application)

## 7. Previous Employment Details

Occupation  
Employer's Name  
Address  
Suburb  
Contact Name  
Commencement Date  
Net Income  
Fulltime Part Time Casual  
If part time or casual, please specify hours

Postcode

Phone

## 8. If self-employed please complete the following

Company Name  
Company Address  
Suburb  
Business Type  
Positions Held  
A.B.N.  
Accountant Name and Phone  
Solicitor Name and Phone

Postcode

## 9. Personal Referees (not emergency contact)

1. Reference Name  
Occupation  
Relationship

Phone

2. Reference Name  
Occupation  
Relationship

Phone

## 10. Emergency Contacts

Name (relationship to you)  
Address  
Phone

Name (relationship to you)  
Address  
Phone

## 11. Declaration

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. No action will be taken against the landlord or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay rental in advance and a rental bond, and that this application is subject to approval from the owner/landlord. I declare that all information contained in this application (including the reverse) is true and correct and given of my own free will. I declare that I have inspected the premises, I am over the age of 18 and I am not bankrupt.

I authorise Darren Jones Real Estate to perform credit and reference checks in relation to my application.

Signature **X**

Date

## 12. Identification

Please provide us with 100 points of identification

Drivers Licence	50	Copy of Mobile Phone Account	20
Passport	50	Copy of Medicare Card	20
Proof of Age Card	50	Concession Pension Card	10
Student ID Card	50	Copy of Gas / Water / Electricity Accounts	30ea

## TENANCY PRIVACY STATEMENT

All property managers must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional property managers. Please take the time to read this Privacy Statement carefully and once completed, return it to our office.

As professional Property Managers, Darren Jones Real Estate collects personal information about you. To ascertain what personal information we have about you, you may contact us.

### Primary Purpose

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested and if the risk is considered acceptable, to provide you with the lease/tenancy of the premises.

To carry out this role and during the term of your tenancy, we usually disclose your personal information to:

- The Landlord
- The Landlord's lawyers
- The Landlord's mortgagee/insurers
- Referees you have nominated
- Organizations/Trades people required to carry out maintenance to the premises
- Rental Bond Authorities
- Residential Tenancy Tribunals/Courts
- Mercantile Agents
- Other Real Estate Agents & Landlords

### Secondary Purpose

We also collect your personal information to

1. Enable us, or the Landlord's lawyers, to prepare the lease/tenancy documents on the premises.
2. Allow organisations/tradespeople to contact you in relation to maintenance matters relating to the premises.
3. Pay/release rental bonds to/from Rental Bond Authorities (where applicable).
4. Refer to Tribunals, Courts and Statutory Authorities (where necessary).
5. Refer to Collection Agents/Lawyers (where default/enforcement action is required).
6. Provide confirmation details for organizations contacting us on your behalf ie banks, utilities, employers etc.

If your personal information is not provided to us, and you do not consent to the uses to which we put your personal information, we cannot properly assess the risk to our client, or carry out our duties as professional property managers. Consequently, we may not provide you with the lease/tenancy of the premises.

Signed by the Tenant:

(Signature) **X**

(Print Name)

Date            Month            Year