

Thank you for your interest in this rental property.

To submit your application, please complete the following (one per person for each person to appear on the lease), and return to [propertymanagement@carnelianprojects.com.au](mailto:propertymanagement@carnelianprojects.com.au) or fax 02 4044 0201.

### Application checklist

Please tick <b>all</b> to ensure items are returned with your application:	
<input type="checkbox"/>	Photo ID
<input type="checkbox"/>	Pay slips / Centrelink statements
<input type="checkbox"/>	Birth Certificate
<input type="checkbox"/>	ATM / Medicare Card
<input type="checkbox"/>	Rental Ledgers
<input type="checkbox"/>	Completed application form (see following pages)
<input type="checkbox"/>	Signed copy of this cover letter

### Applicant acknowledgements

Please tick <b>one</b> as applicable:	
<input type="checkbox"/>	I have inspected the property and accept the house in its condition
<input type="checkbox"/>	I have not inspected the property but I am willing to accept the condition, size and location
<input type="checkbox"/>	I will be inspecting the property on (insert date) __/__/__

***NB: this is a non-smoking property. Consideration of pets is pending the property and Owner instructions.***

Applicant signature:	Date:
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If you have any questions regarding the application or the property please do not hesitate to contact Natalie on 0407 065 126.



# Residential Application Form

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

## A. AGENT DETAILS

### Carnelian Property Management

Address: 2/59 Hexham St, Kahibah NSW 2290

Phone: 0407065126

Email: natalie@carnelianpropertymanagement.com.au

## B. PROPERTY DETAILS

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

Postcode

### 2. Lease commencement date?

Day	Month	Year
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### 3. Lease term?

Years	Months
-------	--------

### 4. How many tenants will occupy the property?

Adults	Children	Ages of Children
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## C. PERSONAL DETAILS

### 5. Please give us your details

Mr  Ms  Miss  Mrs  Other

Surname Given Name/s

Date of Birth Driver's licence number

Driver's licence expiry date Driver's licence state

Passport no. Passport country

### 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

### 8. How did you find out about this property?

- Newspaper  The Internet  Local Paper  
 Office  Office Window  Sign Board at property  
 Referral  Other (specify)

Application sent to Direct Connect (if Required)

## D. 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	



MAKES MOVING EASY

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

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

## E. 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)

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

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**F. APPLICANT HISTORY****9. How long have you lived at your current address?**

Years	Months
-------	--------

**10. Why are you leaving this address?**

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

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

 \$
**12. What was your previous residential address?**


Postcode

**13. How long did you live at this address?**

Years	Months
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**14. Landlord/Agent details of this property (if applicable)**

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

 \$

Was bond refunded in full?

If not why not?

**G. EMPLOYMENT HISTORY****15. 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

Contact name

Phone no.

Length of employment

Years	Months
-------	--------

Net Income

 \$
**16. Please provide your previous employment details**

Occupation?

Employer's name

Contact name

Phone no.

Length of employment

Years	Months
-------	--------

Net Income

 \$
**H. CONTACTS / REFERENCES****17. Please provide a contact in case of emergency**

Surname

Given name/s

Relationship to you

Phone no.

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

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

**I. OTHER INFORMATION****19. Car Registration**

**20. Please provide details of any pets**

Breed/type

Council registration / number

1.
2.

**J. PAYMENT DETAILS****Property Rental**\$  per week

First payment of rent in advance

 \$

Rental Bond (4 weeks rent):

 \$

Sub Total

 \$

Less: Holding deposit (see below)

 \$
**Amount payable on signing tenancy agreement  
(bank cheque or money order only)**
 \$
**K. HOLDING FEE**

The holding fee can only be accepted after the application for tenancy is approved.

The holding fee (not exceeding 1 week's rent) of ..... keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement).

In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:

(i) The application for tenancy has been approved by the landlord; and  
(ii) The premises will not be let during the above period, pending the making of a residential tenancy agreement;  
and(iii) If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee;  
and

(iv) If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.

(v) The whole of the fee will be refunded to the prospective tenant if:

(a) the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period

(b) the landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

**Signature of Landlords agent**

**Date**

**Signature of Applicant**

**Date**

**Rental Reference Check – Previous Address**

In accordance with the Privacy Act, I/we the undersigned authorise the recipient of this fax to give information to Carnelian Projects regarding my/our rental history. I/we understand this information will be used to assess my/our application.

**Previous Rental:**

Applicant's Name:	
Property Address:	
Period of Tenancy:	From:      To:  Rent paid per week:
Agent or Landlord of this rental property:	
Contact Agent Name:	
Phone Number:	
Email address:	
Signature of Applicant:	
Date:	



Dear Agent, please complete and return to Carnelian Property Management via email [natalie@carnelianpropertymanagement.com.au](mailto:natalie@carnelianpropertymanagement.com.au). Thank you. Natalie Doolan, Property Manager, Mobile 0407 065 126

Name/Position of person filling out this form:\_\_\_\_\_

How long did they occupy the property:\_\_\_\_\_

How much rent did they pay per week: \$\_\_\_\_\_

Did they pay the rent on time?(please circle): YES / NO

If not perfect and consistent, please specify problems:\_\_\_\_\_

Was the tenant cooperative to deal with?: \_\_\_\_\_

Results of general inspections, if any?\_\_\_\_\_

Were the tenant/s considerate of neighbours?:\_\_\_\_\_

Notices to Remedy Breach issued to the tenant/s, if any?:\_\_\_\_\_

Reason given for leaving the property?:\_\_\_\_\_

Was the full bond returned? YES / NO    If no, please give details

Would you rent to them again? (Please circle): YES / NO

Signature of Agent/Private Owner:\_\_\_\_\_

Date:\_\_\_\_\_ Please attach the Tenant's Ledger