

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 enquiries@carnelianpropertymanagement.com.au, or deliver to 1A Chapman St Charlestown.

Application checklist

Please tick all 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 one 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 our office on 02 4062 7458.



APPLICATION CHECKLIST

Please attach a copy of the following:

- | | | |
|---|--|---|
| <input type="checkbox"/> Drivers Licence / Passport | <input type="checkbox"/> 3 months current Bank Statement | <input type="checkbox"/> Owner - Rates Notice |
| <input type="checkbox"/> 2 Current Payslips | <input type="checkbox"/> Recent Utilities Bill- Gas/Electricity/Phone/Internet | <input type="checkbox"/> Car Registration |
| <input type="checkbox"/> Centrelink letter/ Benefits letter | <input type="checkbox"/> Self-employed - Recent Tax return/Bass Statement | |

PROPERTY DETAILS - Property you would like to rent

Proposed Property:

Rent per week for Proposed Property \$ per week

Proposed lease term (months please tick) 6 12 Proposed commencement date

How many tenants will occupy the property? Adults Children Ages

Are you a smoker? Yes No Social

Name(s) of Occupants to occupy property

Pets: Yes No Breeds Inside Outside

APPLICANT'S DETAILS

Please give us your details

Mr Ms Miss Mrs Other
Surname Given Name/s

Passport Number <input type="text"/>	Date of Birth <input type="text"/>
Driver's licence number <input type="text"/>	Driver's licence expiry date <input type="text"/>
Driver's licence state <input type="text"/>	Registration Number <input type="text"/>

Please provide your contact details

Home phone no. <input type="text"/>	Mobile phone no. <input type="text"/>
Work phone no. <input type="text"/>	Fax no. <input type="text"/>
Email address <input type="text"/>	

CONTACTS / REFERENCES

Please provide a contact in case of EMERGENCY (next of kin)

Surname <input type="text"/>	Given name/s <input type="text"/>
Relationship to you <input type="text"/>	Phone no. <input type="text"/>

Please provide 2 personal references (not related to you)

1. Surname <input type="text"/>	Given name/s <input type="text"/>
Relationship to you <input type="text"/>	Phone no. <input type="text"/>
2. Surname <input type="text"/>	Given name/s <input type="text"/>
Relationship to you <input type="text"/>	Phone no. <input type="text"/>

EMPLOYMENT HISTORY

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 W/F/M

CENTRELINK/ BENEFITS

Type of payment

\$ per fortnight Student? Yes No

What are you studying?

PREVIOUS EMPLOYMENT HISTORY

Please provide your previous employment details

Occupation?

Employer's name

Contact name Phone no.

Length of employment Years Months W/F/M

CURRENT APPLICANT ADDRESS

What is your current address?

_____ Postcode

Are you the: Owner / Tenant (please circle)

How long have you lived at your current address?

Years Months

Why are you leaving this address?

Landlord / Agents Name

Landlord/ Agents phone no. Weekly Rent Paid

\$

PREVIOUS APPLICANT ADDRESS

What was your previous residential address?

_____ Postcode

How long did you live at your previous address?

Years Months

Why did you leave this address?

Landlord / Agents Name

Landlord/ Agents phone no. Weekly Rent Paid

\$

ADDITIONAL QUESTIONS

Do you own an investment property? Yes No

Rental Return

Who is your current agent?


Has your tenancy ever been terminated? Yes No

Are you in debt to another agent/landlord? Yes No


Have any deductions ever been made from your rental bond? Yes No

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	 <p>DIRECT CONNECT MAKES MOVING EASY</p>
Gas	Insurance	
Phone	Removalist	
Internet	Truck or van hire	
Pay TV		

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

NOTICE TO PROSPECTIVE TENANTS

The available of telephone lines; internet services; analogue; digital or cable television (and adequacy of such devices); are the sole responsibility of the tenant(s) and tenants should make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna and antenna sockets or other such points located in the property are serviceable or will otherwise meet the requirements of the tenant and tenants must rely upon their own enquiries.

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 of landlords agent _____ Date _____

Signature of applicant _____ Date _____



ONE CALL WILL *save* YOU *time* AND *effort*

SERVICES WE *connect*



TO GET CONNECTED ASK YOUR LOCAL REAL ESTATE AGENT TO SEND US YOUR DETAILS
Call us on **1300 664 715** or visit directconnect.com.au



Request for Rental Reference



If you current or previous rental property is managed by a Real Estate Agent, please complete the following details in order for that agency to provide us with a rental reference on your tenancy.

If this form is not completed, your application will not be processed.

REAL ESTATE AGENCY: _____ **EMAIL:** _____

APPLICANTS NAME: _____

RENTAL PROPERTY ADDRESS: _____

DATE VACATED PROPERTY: _____

In accordance with the Privacy Act I/We the undersigned authorise the recipients of this facsimile to give information to Carnelian Property Management regarding my/our rental history. I/We understand this information will be used to assess my/our application.

APPLICANTS SIGNATURE: _____ **DATE:** _____

For completion from agent: Please return with a copy of rental payment ledger by email to enquiries@carnelianpropertymanagement.com.au

Date of tenancy commencement: _____

Date of vacation: _____

Rental amount paid: _____

Was the rent paid on time? Sometimes Yes No

Were there any Termination Notices issued during the course of the tenancy? Yes No

If so what for? _____

Did the tenant vacate the property under a Termination Notice? Yes No

Have NCAT applications been lodged? Yes No

If so what for? _____

Were routine inspections carried out during the course of the tenancy? Yes No

Overall cleanliness of the property: Exceptional Excellent Good Satisfactory Poor

What conditions were the lawns and grounds kept in? Exceptional Excellent Good Satisfactory Poor

Were pets kept at the premises? Yes No

If so, what type and breed: _____ Yes No

Was the bond refunded in full? Yes No

On a scale of 1-10, how would you rate the tenancy? (poor) 1 2 3 4 5 6 7 8 9 10 (excellent)

What best describes the tenants? Polite / Friendly / Demanding / Rude / Easy Going / Co-operative

Would you rent to this tenant again? Yes No

PLEASE PROVIDE LEDGER'S REPORT.

Name of Agent _____

Signature of Agent: _____ **Date:** _____