

Tenancy Application Form

Property Address:

Applicant Name:



Bricks & Mortar Real Estate

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BRICKS & MORTAR
REAL ESTATE

RENTAL APPLICATION FORM

BEFORE COMPLETING THE APPLICATION FORM PLEASE READ THROUGH THE FOLLOWING INFORMATION:



It is a legal requirement that you inspect the property before applying for tenancy.

Have you viewed this property? YES / NO

Date inspected _____

We require the following information to be supplied to process your application:

- Photo ID: Passport, Australian Drivers Licence or Proof of Age Card
- Medicare Card
- Bank Card
- Copy of the front page of current Lease
- Copy of your Rental Ledger (if a private rental, a written reference is required)
- Proof of Income: 3 consecutive pay slips
- Proof of Address: e.g. Telephone Bill, Electricity/Gas Account, Bank Statements, Water Rates (PLEASE PROVIDE 3)
- Letter of Employment – Including pay and period of employment
- If you are self-employed include accountant details and previous year's tax return

Should an applicant fail to provide the above information the application **MAY NOT** be processed. If you return the application incomplete or unsigned **YOUR APPLICATION WILL NOT BE CONSIDERED.**

Please note Bricks & Mortar Real Estate reserves the right to accept more than one tenancy application on any one property. Please note that all applications are checked on TICA.

Our office reserves the right to allow for any changes or additions to the above information.

If your application is successful a Reservation Fee of 1 week's rent is payable within 1 day to secure the property. The following is required upon signing the lease:

- 1 weeks rent in advance (in addition to the reservation fee)
- 4 weeks rent for the bond

Please note:

If your property has water usage as part of the arrangement then it is expected that we receive payment no later than 14 days after invoice has been posted out to the tenant.

PROPERTY DETAILS

Address of Property to be rented: _____

Amount of Rent: \$ _____ per week

Lease commencement date requested: ____/____/____

Term of Lease: _____ months

How many people will occupy the property:

_____ Adults _____ Children

Ages of Children: _____

APPLICANT 1 – DETAILS

Mr Mrs Miss Other: _____

Full Name: _____

Date of Birth: _____

Home Number: _____

Mobile Number: _____

Email: _____

Current Address: _____

Driver's Licence No: _____

Driver's Licence State: _____

Are You a Smoker? Yes No

Passport Number: _____

Passport Country: _____

Medicare Card No: _____

APPLICANT 1 – RENTAL HISTORY

How long have you lived at your current address?

_____ Years _____ Months

Reason for leaving? _____

Current Landlord/Agent: _____

Contact Number: _____

Amount of Rent paid: \$ _____ per week

Was your Bond refunded in full? Yes No

If No, reasons why: _____

What was your previous address? (if less than 2 years?)

Reason for leaving? _____

Amount of Rent paid: \$ _____ per week

Was your Bond refunded in full? Yes No

If No, reasons why: _____

APPLICANT 1 – EMPLOYMENT HISTORY

Current occupation: _____

Type of employment: Full Time Part Time Casual

Employers Name: _____

Employers Address: _____

Employers Contact Number: _____

Name of Contact Person: _____

Length of Employment: _____ Years _____ Months

Net Income: \$ _____ per Week Fortnight

Former Occupation if employed for less than 12 months

Former occupation: _____

Type of employment: Full Time Part Time

Employers Name: _____

Employers Address: _____

Employers Contact Number: _____

Name of Contact Person: _____

Length of Employment: _____ Years _____ Months

Net Income: \$ _____ per Week Fortnight

APPLICANT 1 – REFERENCES

Please provide details of two references per applicant.

1. Name: _____

Contact Number: _____

Relationship: _____

2. Name: _____

Contact Number: _____

Relationship: _____

APPLICANT 1 – VEHICLE DETAILS

Do you own a vehicle? Yes No

Make: _____

Model: _____

FREE UTILITY CONNECTION SERVICE

FREE 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:



MAKES MOVING EASY

Electricity Gas Phone Internet
Pay TV Insurance Removalist Truck or Van hire Cleaners
 Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.



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 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 the 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 _____

APPLICANT 2 – DETAILS

Mr Mrs Miss Other: _____

Full Name: _____

Date of Birth: _____

Home Number: _____

Mobile Number: _____

Email: _____

Current Address: _____

Driver's Licence No: _____

Driver's Licence State: _____

Are You a Smoker? Yes No

Passport Number: _____

Passport Country: _____

Medicare Card No: _____

APPLICANT 2 – RENTAL HISTORY

How long have you lived at your current address?

_____ Years _____ Months

Reason for leaving? _____

Current Landlord/Agent: _____

Contact Number: _____

Amount of Rent paid: \$ _____ per week

Was your Bond refunded in full? Yes No

If No, reasons why: _____

What was your previous address? (if less than 2 years?)

Reason for leaving? _____

Amount of Rent paid: \$ _____ per week

Was your Bond refunded in full? Yes No

If No, reasons why: _____

APPLICANT 2 – EMPLOYMENT HISTORY

Current occupation: _____

Type of employment: Full Time Part Time Casual

Employers Name: _____

Employers Address: _____

Employers Contact Number: _____

Name of Contact Person: _____

Length of Employment: _____ Years _____ Months

Net Income: \$ _____ per Week Fortnight

Former Occupation if employed for less than 12 months

Former occupation: _____

Type of employment: Full Time Part Time

Employers Name: _____

Employers Address: _____

Employers Contact Number: _____

Name of Contact Person: _____

Length of Employment: _____ Years _____

Net Income: \$ _____ per Week Fortnight

APPLICANT 2 – REFERENCES

Please provide details of two references per applicant.

1. Name: _____

Contact Number: _____

Relationship: _____

2. Name: _____

Contact Number: _____

Relationship: _____

APPLICANT 2 – VEHICLE DETAILS

Do you own a vehicle? Yes No

Make: _____

Model: _____

PET INFORMATION

Do you own a pet? Yes No

Please specify details of your pet (including age and breed):

PRIVACY DISCLOSURE DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I have inspected the premises and agree to accept the premises in its present condition.

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 acknowledge that should my application for tenancy of the premises be approved, I agree to pay the equivalent of one (1) week's rent to the Landlord's agent as a holding deposit pending the signing of the tenancy documents whereby the holding deposit reverts to the first week's rent. I further acknowledge that an additional week's rent, bond and lease preparation fee will also become payable upon signing the tenancy documents.

I authorise the Agent to obtain personal information from:
(a) the owner of the Agent of my current or previous residence;
(b) my personal referees and employer/s;
(c) any record, listing or database of defaults by tenants;

If I default under a rental agreement, 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 organisations/trades people to contact me
- lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- refer to Tribunals/Courts and Statutory Authorities (where applicable)
- refer to collection agents/lawyers (where applicable).

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.

Print Name/s

Applicant 1:

Applicant 2:

Signature/s

Applicant 1:

Applicant 2:

Date