

Residential Application Form

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

MELBOURNE CITY

REAL ESTATE

A. AGENCY DETAILS

Melbourne City Real Estate

Level 4, 340 Collins St,
Melbourne, VIC 300
Phone: (03) 9640 0888
Fax: (03) 9640 0500

B. PROPERTY DETAILS

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

Postcode

2. Lease commencement date?

 Day Month Year

3. Lease term?

 Years Months

4. How many tenants will occupy the property?

 Adults Children Ages _____

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

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

Property Manager Name

Application Fax to
Direct Connect (If Required)

D. UTILITY CONNECTIONS

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

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



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.



This is a FREE service that connects all your utilities and other services. We can provide you peace of mind with our Always On Guarantee. Simply connect with one of our leading electricity and gas suppliers, and we guarantee your connections will be ready on the day you move in.

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 (even if your 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 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 of your execution of this application/until [28] days after you disconnect the last of the services in respect of which Direct Connect arranges for the connection].
- 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

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)
- 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

F. APPLICANT HISTORY	
8. How long have you lived at your current address?	
<input type="text"/> Years	<input type="text"/> Months
9. Why are you leaving this address?	
<input type="text"/>	
10. Landlord/Agent details of this property (if applicable)	
Name of landlord or agent	
<input type="text"/>	
Landlord/agent's phone no.	Weekly Rent
<input type="text"/>	\$ <input type="text"/>
11. What was your previous residential address?	
<input type="text"/>	
<input type="text"/>	
Postcode	
12. How long did you live at this address?	
<input type="text"/> Years	<input type="text"/> Months
13. Landlord/Agent details of this property (if applicable)	
Name of landlord or agent	
<input type="text"/>	
Landlord/agent's phone no.	Weekly Rent
<input type="text"/>	\$ <input type="text"/>
Was bond refunded in full?	If not why not?
<input type="text"/>	<input type="text"/>
G. EMPLOYMENT HISTORY	
14. Please provide your employment details	
What is your occupation?	
<input type="text"/>	
What is the nature of your employment? (FULL TIME/PART TIME/CASUAL)	<input type="text"/>
Employer's name (inc. accountant if self employed or institution if student)	
<input type="text"/>	
Employer's address	
<input type="text"/>	
<input type="text"/>	
Postcode	
Contact name	Phone no.
<input type="text"/>	<input type="text"/>
Length of employment	Net Income
<input type="text"/> Years	<input type="text"/> Months
<input type="text"/>	\$ <input type="text"/>
15. Please provide your previous employment details	
Occupation?	
<input type="text"/>	
Employer's name	
<input type="text"/>	
Length of employment	Net Income
<input type="text"/> Years	<input type="text"/> Months
<input type="text"/>	\$ <input type="text"/>

H. CONTACTS / REFERENCES	
16. Please provide a contact in case of emergency	
Surname	Given name/s
<input type="text"/>	<input type="text"/>
Relationship to you	Phone no.
<input type="text"/>	<input type="text"/>
17. Please provide 2 personal references (not related to you)	
1. Surname	Given name/s
<input type="text"/>	<input type="text"/>
Relationship to you	Phone no.
<input type="text"/>	<input type="text"/>
2. Surname	Given name/s
<input type="text"/>	<input type="text"/>
Relationship to you	Phone no.
<input type="text"/>	<input type="text"/>
I. OTHER INFORMATION	
18. Car Registration	
<input type="text"/>	
19. Please provide details of any pets	
Breed/type	Council registration / number
1.	<input type="text"/>
2.	<input type="text"/>
PLEASE NOTE	
Initial payments must be made by cash, bank cheque or money order within 24 hours after approval of application. No Personal Cheques accepted.	
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.	
HOW DID YOU FIND OUT ABOUT THIS PROPERTY?	
<input type="radio"/> The Age	<input type="radio"/> The Internet
<input type="radio"/> Board	<input type="radio"/> Counter List
<input type="radio"/> Referral	<input type="radio"/> Other (specify)
<input type="radio"/> Local Paper	<input type="radio"/> Relocation Company
PLEASE PROVIDE US WITH 100 POINTS OF IDENTIFICATION	
Driver's Licence	50
Passport	50
Proof of Age Card	50
Student ID Card	50
Copy of Mobile Phone Account	20
Copy of Medicare Card	20
Concession / Pension Card	10
Copy of gas/Water/Electricity account	30 each
OFFICE USE ONLY	
Property Rental	
\$ <input type="text"/> per week	\$ <input type="text"/> per month