

One form per person.

PROPERTY DETAILS:

Property Address: _____

Have you viewed the property? YES NO

Lease term: 12mths 6mths Other _____

No. & age of Children: _____

Additional occupants over 18: _____

Commencement date: _____

Rent \$ _____ per wk/month Bond _____

PERSONAL DETAILS:

Title: Dr Mr Mrs Ms Miss

Date of Birth: _____

Surname: _____

Given names: _____

Drivers license no: _____

State: _____

Car Registration no: _____

Make/Model: _____

Passport no: _____

Country: _____

Pension no: _____ Expiry: _____

APPLICANT HISTORY:

Current Address: _____

Length of time at you current address: _____

Agent/Landlord (if any): _____

Phone no: _____

Rent: \$ _____ per week

Why are you leaving this address? _____

Previous address: _____

Length of time at this address: _____

Agent/Landlord: _____

Phone no: _____

Rent: \$ _____ per week

Why did you leave this address? _____

CONTACT DETAILS:

Home phone no: _____

Work phone no: _____

Mobile phone no: _____

Email address: _____

EMPLOYMENT / CENTRELINK / STUDENT DETAILS:

(*include accountant details if self-employed)

Current Employer: _____

*Accountant: _____

Occupation: _____ Full-time/Part-time/Casual

Address: _____

Phone no: _____

Contact Person: _____

Net income: _____ per week _____ per year

Length of employment: _____

Previous Employer: _____

Occupation: _____ Full-time/Part-time/Casual

Address: _____

Phone no: _____

Net income: _____ per week _____ per year

Length of employment: _____

A free service –

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Harcourts Connect is a simple and convenient time saving service assisting you to connect your Electricity, Gas, Phone, Internet and Pay-TV to a choice of Australia's leading providers. Harcourts Connect can also assist with discounted quotes for removalists, van/truck hire, cleaning services and security monitoring.

No longer do you need to call each service provider individually, wait on hold and repeatedly give your personal details. We take care of it all for you – with the one phone call.

A Harcourts representative will make all reasonable efforts to contact you within one working day of receiving an application. If we are unable to contact you please phone 1300 554 323 to ensure connection can be completed by your requested date.

Please Call Me **Yes**

Signature _____

I.D:

Phone: 1300 554 028

Fax: 1300 889 598

Email: info@connectnow.com.au

REFERENCES / CONTACTS:

Two (2) References:

1. Name: _____

Relationship: _____

Phone: _____

2. Name: _____

Relationship: _____

Phone: _____

EMERGENCY CONTACT: (Not husband / wife / de facto)

Name: _____

Relationship: _____

Address: _____

Phone no: _____

PETS:**Will there be any pets residing on the property: YES / NO**

Type / Breed Council registration number

1. _____

2. _____

PLEASE TAKE NOTE OF THE FOLLOWING:

- This application is accepted subject to the owners approval 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.
- Processing of applications usually take approximately 48 hours, with all references being contacted.
- Initial Rental payment must be made by Bank Cheque, Money Order or EFT within 24 hours after approval of application. **NO PERSONAL CHEQUES OR CASH ACCEPTED.**
- Keys will not be handed over until the lease agreement has been signed by all applicants and bond and rent has been paid in full.
- I hereby offer to rent the property from the owner under a lease to be prepared by the Agent/Landlord Lawyer. Should this application be accepted by the landlord I agree to enter into a Residential Tenancies Agreement pursuant to the Residential Tenancies Act.
- 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 accept that the Real Estate Agent may conduct independent reference and credit checks on this application. I declare that I have inspected the premise.

Notice to Prospective Tenants

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

Before any application can be processed, each applicant must achieve a minimum of 100 points:

You will need to bring the below items in already photocopied and attached to this application form – Please read application form carefully as some sections may not apply to you. Check that you have read all pages and signed where necessary.

| Source (circle the points you are providing) | Applicant |
|---|------------------|
| COMPULSORY: Proof of income ie: payslip - bank statement - Centrelink form - letter from employer – ATO letter – or if self employed we can contact your accountant. | MUST HAVE |
| Your last (4) rent receipts if you rent a property | 50 points |
| Own/owned a property (must prove with a bill with that address on it) | 50 points |
| Proof of Age Card or Key Pass | 30 points |
| Passport/Visa details/ Drivers Licence | 30 points |
| Current Car/Motorbike Registration Papers | 20 points |
| Minimum 2 References from previous Landlord/Agent | 20 points |
| Copy of Phone, Gas and or Power Accounts for current address: each | 10 points |
| TOTAL NUMBER OF POINTS: | |

NB: All applications must be completed in full otherwise they will not be processed.

AGENT DECLARATION / PRIVACY STATEMENT:

The personal information the prospective tenant provides in this application or that which is collected from other sources is necessary for the Agent to verify the Applicant's identity and to process and evaluate the application and to manage the tenancy if the Agent has been engaged to manage the Property.

The personal information collected about the Applicant may be disclosed, by use of the internet or otherwise, to other parties, including media organisations, the landlord, tradespeople, referees, solicitors, financial institutions, parties engaged to evaluate the property, bodies corporate, other agents, clients of the Agent both existing and potential third party operators of tenancy reference databases, government and statutory bodies and other third parties as required by law. Information already held on tenancy reference databases may also be disclosed to the Agent and/or landlord. Unless you advise the Agents to the contrary, the Agent may also disclose such information to The Real Estate Institute Ltd for the purpose of documenting all leasing data in the area for the benefit of its members as part of membership services and for others in the property or related industries, and so as to assist them in continuing to provide the best possible service to their clients. In providing this information, you agree to its use, unless you advise the Agent differently. The privacy policy of the REI can be viewed on its website.

The Agent will only disclose information in this way to other parties to achieve the purpose specified above or as otherwise allowed under the Privacy Act.

If the Applicant would like to access this information they can do so by contact the Agent at the address and contact numbers contained in this Application. The Applicant can also correct this information if it is inaccurate, incomplete or out of date.

If the information is not provided, the Agent may not be able to process the application.

SIGNATURE: _____

TENANT NAME: _____

DATE: _____

| OFFICE USE ONLY | |
|--------------------------|--------------------|
| SENIOR PROPERTY MANAGER: | _____ |
| DATE RECEIVED: | ____ / ____ / ____ |
| APPROVED: | YES NO |

Harcourts**Harcourts Rouse Hill**

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