

**IMPORTANT**  
**100 points of identification**  
**required for each applicant**

- Every applicant for a rental property must provide a total of **100 points** of identification.
- Applications **cannot** be processed until fully completed and appropriate identification provided.
- Each applicant **must provide items 1, 2, 3 and 4** from the list below together with as many additional documents from the list in order to make up 100 points.

<b>1.</b>	<b>Drivers Licence ; or Passport : or Proof of Age Card</b>	<b>(Only one item per application)  30 Points</b>
<b>2.</b>	<b>Proof of income statement / Letter of Employment</b>	<b>15 points</b>
<b>3.</b>	<b>Bank statement (most recent monthly statement – not an ATM receipt)</b>	<b>15 points</b>
<b>4.</b>	<b>Medicare card</b>	<b>10 points</b>
<b>5.</b>	<b>Previous lease agreement</b>	<b>20 points</b>
<b>6.</b>	<b>Copy of current rent ledger</b>	<b>30 points</b>
<b>7.</b>	<b>Previous rental receipt/s</b>	<b>15 points</b>
<b>8.</b>	<b>Current pay slip</b>	<b>20 points</b>
<b>9.</b>	<b>Vehicle registration</b>	<b>15 points</b>
<b>10.</b>	<b>Telephone account</b>	<b>15 points</b>
<b>11.</b>	<b>Electricity account</b>	<b>15 points</b>
<b>12.</b>	<b>Gas account</b>	<b>15 Points</b>
<b>13.</b>	<b>Health care card</b>	<b>15 Points</b>
<b>14.</b>	<b>Council rates</b>	<b>15 Points</b>
<b>15.</b>	<b>Water rates</b>	<b>15 Points</b>
<b>16.</b>	<b>Birth certificate</b>	<b>10 points</b>

<b>1.</b>	Have you ever been evicted by any landlord or agent ?	<b>YES / NO</b> (if yes, please provide details)
<b>2.</b>	Have you ever applied for a property through any landlord or agent and were unsuccessful ?	<b>YES / NO</b> (if yes, please provide details)
<b>3.</b>	Are you currently in debt to another landlord or agent ?	<b>YES / NO</b> (if yes, please provide details)
<b>4.</b>	Is there any reason known to you that would prevent or hinder you making prompt and regular rent payments in the future ?	<b>YES / NO</b> (if yes, please provide details)
<b>5.</b>	Were any deductions made from your rental bond at your last address ?	<b>YES / NO</b> (if yes, please provide details)
<b>6.</b>	Have you (or any other proposed tenant for this property) ever been the subject of a termination notice or been requested to attend a residential tenancy hearing regarding your rental payments or damage to a property that you have occupied at any time in the past ?	<b>YES / NO</b> (if yes, please provide details)

# Residential Application Form

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

## A. AGENT DETAILS

Brookes Partners  
795 King Georges Road, South Hurstville NSW 2221  
Ph: (02) 9546 8666  
Fax: (02) 9546 8600  
Web : www.brookes.net.au  
Property Manager

## 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

## 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

## HOW DID YOU FIND OUT ABOUT THIS PROPERTY?

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

## D. UTILITY CONNECTIONS

This is a free service that connects all your utilities  
**Direct Connect**

Once we have received this application we 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 the information on this Application and explain the details of the services offered. Direct Connect is a utility one stop connection service.

Please tick utilities as required  
 Electricity  Gas  Phone  
 Internet  Pay TV  Insurance

**DECLARATION AND EXECUTION:** By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue [for a period of 1 year from the date of our/my execution of this application/until [28] days after we/I disconnect the last of the services in respect of which this application is made]; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services. By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.

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:  
(a) The owner or 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, 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:  
(a) communicate with the owner and select a tenant  
(b) prepare lease/tenancy documents  
(c) allow tradespeople or equivalent organisations to contact me  
(d) lodge/claim/transfer to/from a Bond Authority  
(e) refer to Tribunals/Courts & Statutory Authorities (where applicable)  
(f) refer to collection agents/lawyers (where applicable)  
(g) complete a credit check with TICA (Tenancy Information Centre Australia)

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. I am aware that I may access personal information on the contact details above.

Signature  Date

Application Fax to  Direct Connect (If Required)  Fax: 1300 664 185

**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

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

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 Or \$  per month

Rental Bond (4 weeks rent):

\$

First payment of rent in advance

\$

Tenants share of cost of preparing tenancy agreement:

\$

Sub Total

\$

Less: deduct Reservations Fee (see below)

\$

Amount payable on signing tenancy agreement  
(bank cheque or money order only)

\$

**K. RESERVATION**

Complete this section if you wish to reserve the property for a period of time:

Reservation Fee

\$

Reservation Period

Days

The Landlords Agent undertakes:

- a) The premises will not be let during the Reservation Period, pending the agreement of a residential tenancy agreement.
- b) The whole fee will be refunded if the Landlord does not decide to enter into a residential tenancy agreement for the premises for the Reservation Period.
- c) The whole fee will be refunded if the Landlord does not carry out (during the Reservation Period) repairs or other work on which it is a condition to enter into a residential tenancy agreement.
- d) If the applicant decides not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Reservation Period, the Landlord may retain the portion of the fee representing the rent that would have been paid during the Reservation Period (based upon the proposed rent), but must refund the remainder.
- e) If a residential tenancy agreement is entered into, the fee is to be contributed towards rent for the premises.

Signature of Landlords Agent

Date