

THE APARTMENT SPECIALISTS

Tenancy Application

An application must be completed for every adult wishing to live in the premises. Every applicant must submit attaching documentation. Without documentation your application will not be assessed.

Once you have completed the application, please submit all information immediately. Should you have any further queries please do not hesitate to contact our office immediately.

THE

APARTMENT SPECIALISTS

- Please complete the application form in full. This is an interactive form, you can complete this digitally or in print.
- Please attach all relevant information with clear and legible copies period.
- When accepted, you will be asked to pay the first month's rent and bond immediately. Please be prepared to ensure this can happen.
- You are requested to advise all your references that we will be contacting them. We can't assess your application if we can not talk to these people.

SUBMIT YOUR FULL APPLICATION VIA EMAIL TO: **rentals@locandro.com.au**
OR IN PERSON TO: **957 Burke Rd, Camberwell VIC 3124**
FOR FURTHER QUERIES PLEASE CALL **(03) 9826 9908**

Property Details

Application Address	<input type="text"/>	Postcode	<input type="text"/>
Rent per week	\$ <input type="text"/>	Length of tenancy	<input type="text"/> years <input type="text"/> months
Commencement Date	<input type="text"/>		
How many tenants will occupy the property?	<input type="text"/> Adults	<input type="text"/> Children, aged	<input type="text"/> years
Do you have pets?	<input type="checkbox"/> No	<input type="checkbox"/> Yes, I have	<input type="text"/> , aged <input type="text"/> years

Personal Details

Title	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr.	Date of Birth	<input type="text"/>
Given name(s)	<input type="text"/>	Email	<input type="text"/>
Surname	<input type="text"/>	Passport No.	<input type="text"/> Country Issued <input type="text"/>
Drivers Licence	<input type="text"/>	Expiry Date	<input type="text"/> State <input type="text"/>
Phone No.	<input type="text"/>	Vehicle Rego.	<input type="text"/> Model <input type="text"/>

Contact	Reference 1	Reference 2	Emergency Contact
Given Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone No.	<input type="text"/>	<input type="text"/>	<input type="text"/>
Relation to You	<input type="text"/>	<input type="text"/>	<input type="text"/>

Application History	Current Accommodation	Previous Accommodation
What is your Address?	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Length at Address?	<input type="text"/> years <input type="text"/> months	<input type="text"/> years <input type="text"/> months
Agency/Landlord's Name	<input type="text"/>	<input type="text"/>
Agency/Landlord's Phone No.	<input type="text"/>	<input type="text"/>
Rent per week	<input type="text"/>	<input type="text"/>
Was your bond refunded?	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
If no, why was it not refunded?	<input type="text"/>	<input type="text"/>
Lived in own home?	<input type="checkbox"/> yes → If ticked yes, please attach a copy of your rates notice as proof. <input type="checkbox"/> no	<input type="checkbox"/> yes → If ticked yes, please attach a copy of your rates notice as proof. <input type="checkbox"/> no
Reason for Leaving?	<input type="text"/>	<input type="text"/>

Employment History

Current Employment

Previous Employment

Occupation	<div></div>	<div></div>
Type of Employment	<div><div></div> Full Time <div></div> Part Time <div></div> Casual</div>	<div><div></div> Full Time <div></div> Part Time <div></div> Casual</div>
Company's Name	<div></div>	<div></div>
Company's Address	<div></div>	<div></div>
Manager's Name	<div></div>	<div></div>
Manager's Phone No./Email	<div></div>	<div></div>
Length of Employment	<div><div></div> years <div></div> months</div>	<div><div></div> years <div></div> months</div>
Net Income	<div>\$ <div></div></div>	<div>\$ <div></div></div>

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

☐ Pay TV

☐ Gas

☐ Cleaners

☒ Water

☐ Insurance

☐ Phone

☐ Removalist

☐ Internet

☐ Truck or van hire

☐

Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.

THE ALWAYS ON GUARANTEE

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:

1.

Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).

2.

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
3.

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.
4.

Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
5.

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.
6.

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.

Signed

Date

DIRECT CONNECT

MAKES MOVING EASY

Documentation (Please provide 100 points of documentation)

<div></div> 4x Current Payslip/Employment Contract	30 points	<div></div> Copy of Gas/Water/Electricity Account	20 points
<div></div> Current Passport	30 points	<div></div> University Acceptance Letter	20 points
<div></div> Copy of Bank Statement	20 points	<div></div> Min. 2 references from previous Landlord	20 points
<div></div> Current Driver's Licence	30 points	<div></div> Medicare/Consession/Pension Card	15 points
<div></div> Tenant Ledger	20 points	<div></div> Other (eg. Student ID Card, Visa Grant Notice)	10 points

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 such as NTD, TICA or TRA for the purpose of checking my 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:

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 tenancy check with NTD (National Tenancy Database)

h.

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.

Print Name

Sign

Date