

TENANCY APPLICATION FORM

PROPERTY ADDRESS /S APPLYING FOR

1.
2.

RENT PER WEEK

\$	p/w
\$	p/wk

TENANCY PRIVACY STATEMENT

Please ensure that you understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional property managers.

As professional property managers at Carrolls Real Estate Pty Ltd, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises. To carry out this role, and during the term of your tenancy, we usually disclose your personal information to the following: The landlord, the landlord's lawyers, the landlords mortgagee- for mortgage purposes, referees you have nominated, organisations/tradespeople required to carry out maintenance to the premises, rental bond authorities, Residential Tenancies Tribunals/Courts, collection agencies, Trading Reference Australia, other real estate agents and landlords.

PLEASE NOTE:

1. This application is subject to the owner's approval and may take 2-3 working days to process.
2. All applicants must complete an application form
3. Initial bond payment must be paid in form of a bank cheque or money order made payable to Carrolls Real Estate Pty Ltd (personal cheques or cash will not be accepted)
4. Initial rental payments must be paid in the form of a bank cheque or money order made payable to Carrolls Real Estate Pty Ltd (personal cheques or cash will not be accepted).
5. The applicant hereby agrees to a credit check being carried out by Trading Reference Australia.
6. The applicant acknowledges that the property is in a reasonably clean condition and in good repair as inspected.

SUCCESSFUL APPLICATIONS

Should your application be successful you will be notified by phone. We require you to pay one week holding deposit in a bank cheque or money order made payable to Carrolls Real Estate Pty Ltd in 24 to 48 hrs. Once we have received your holding deposit, the property will be taken off the rental market. Prior to your commencement date, all tenants must sign the Residential Tenancy Agreement and pay the 4 weeks bond, 1 week rent (considering 1 week holding deposit to make 2 weeks) and \$15 for your copy of the lease. This is to be in either bank cheque or money order made payable to Carrolls Real Estate Pty Ltd (personal cheques or cash will not be accepted). Keys will only be handed out when all parties have signed the Residential Tenancy Agreement, Bond Lodgement Form, all monies paid and the tenancy has commenced. No action will be taken against the landlord or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason.

Signing of the tenancy agreements and the initial payment of monies will be undertaken in the office. Your property manager will advise you of the methods to pay your rent which is either to be paid Fortnightly or Monthly.

THINGS YOU REQUIRE WITH YOUR APPLICATION:

Each adult (living at the property) MUST provide us with identification such as:

1. Must have a Photo Id (Drivers license, Passport or Proof of age card)
2. Pay slips (Please provide 2 current payslips)
3. Centre-link income statement (If you receive payments)
4. Bank statement (Current)
5. Rent receipt or ledger
6. Employment contract /Letter from employer
7. If you own a property, please provide a council rate or water rate

**PLEASE NOTE THAT WE DO NOT ACCEPT ORIGINAL COPIES OF DOCUMENTS- PHOTOCOPIES ONLY
ALSO BE AWARE THAT ANY PHOTOCOPIES MADE AT THE OFFICE INCURR A FEE OF \$0.40 PER PAGE.**

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

DO NOT FAX APPLICATIONS TO THE OFFICE*

Phone: 1300 554 323
Fax: 1300 889 598
Email: info@connectnow.com.au

A free service – Connecting Your Utilities Has Never Been Easier

Connectnow 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. Connectnow 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. This is a value-added service independent of your tenancy application—you are not obligated to use connectnow.

A connectnow representative will make all reasonable efforts to contact you within **One** working day of receiving an application. If connectnow was unable to contact you within this period please contact connectnow on 1300 554 323 to ensure connection is completed. While the connectnow service is **FREE**, standard service provider connection fees and charges still apply. You pay **NO** extra charges as a result of using the connectnow service.

Call me to connect my utilities Yes

Signature

Date / /

ID 10871

For your application to be processed you must answer all the questions before you can submit your application

APPLICANT 1- PERSONAL DETAILS

Mr Ms Miss Mrs Other

Surname

Given Names

Date Of Birth

Drivers Licence No.

Expiry Date:

Home Phone No.

Mobile Phone No.

Work Phone No.

Fax No.

What Is Your Current Address?

Postcode

APPLICANT HISTORY

How Long Have You lived At Your Current Address?

Years Months

Why Are You Leaving This Address?

Name Of Landlord/Agent

Landlord/Agent's Phone No.

Weekly Rent Paid

What Is Your Previous Residential Address?

Name Of Landlord/Agent

Landlord/Agent's Phone No.

Weekly Rent Paid

Full Bond Refunded?

If No, Why

EMPLOYMENT DETAILS

What Is Your Occupation?

Employer's Name

Employer's Address

Contact Name

Phone No.

Length Of Employment

Years Months \$ weekly

Previous Employment Details

Occupation?

Employer's Name

Employer's Address

Contact Name

Phone No.

Length Of Employment

Years Months \$

APPLICANT 2

PERSONAL DETAILS

Mr Ms Miss Mrs Other

Surname

Given Names

Date Of Birth

Drivers Licence No.

Expiry Date:

Home Phone No.

Mobile Phone No.

Work Phone No.

Fax No.

What Is Your Current Address?

Postcode

APPLICANT HISTORY

How Long Have You lived At Your Current Address?

Years Months

Why Are You Leaving This Address?

Name Of Landlord/Agent

Landlord/Agent's Phone No.

Weekly Rent Paid

What Is Your Previous Residential Address?

Name Of Landlord/Agent

Landlord/Agent's Phone No.

Weekly Rent Paid

Full Bond Refunded?

If No, Why

EMPLOYMENT DETAILS

What Is Your Occupation?

Employer's Name

Employer's Address

Contact Name

Phone No.

Length Of Employment

Years Months \$ Weekly

Previous Employment Details

Occupation?

Employer's Name

Employer's Address

Contact Name

Phone No.

Length Of Employment

Years Months \$

CONTACTS/ REFERENCES

APPLICANT 1

Next Of Kin (contact in case of emergency) Must Not Reside With You)

Surname Given Name/s

Address

Home Phone No. Mobile No.

Relationship To You

Please Provide One Personal Reference (Not Related To You)

1. Surname Given Name/s

Address

Home Phone No. Mobile No.

Relationship To You

APPLICANT 2

Next Of Kin (contact in case of emergency) Must Not Reside With You)

Surname Given Name/s

Address

Home Phone No. Mobile No.

Relationship To You

Please Provide One Personal References (Not Related To You)

1. Surname Given Name/s

Address

Home Phone No. Mobile No.

Relationship To You

Do You Have Any Pets? Please Tick If Yes, How Many?

Yes No

What Type? (if any)

Please Note: all animals must remain outside at all times.

When Did You Inspect The Property?

Day Month Year

How Many People Will Be Occupying The Property?

Adults Children Ages Boys Ages Girls

Lease Term? Please Circle
52 Weeks or 26 Weeks

If Approved, When Do You Want To Commence The Lease?

Day Month Year

If Approved, Name/s To Be On The Lease?

Surname Given Name/s

Surname Given Name/s

DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by **Carrolls Real Estate**. I acknowledge that I will be required to pay the 4 weeks bond, 2 weeks rent and \$15 lease preparation fee prior to commencement of the lease.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application 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 **Carrolls Real Estate** to obtain personal information from:

- 1. The owner or real estate agent of my current or previous residence;
- 2. My personal referees and employer/s
- 3. Any record, listing or database of defaults by tenants (if applicable)

If I default under a rental agreement, **Carrolls Real Estate** 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 **Carrolls Real Estate** will disclose my personal information in order to:

- 1. Communicate with the owner and select a tenant
- 2. Prepare lease/tenancy documents
- 3. Allow organisations/tradespeople to contact me
- 4. Lodge/claim from the Residential Tenancies Bond Authority
- 5. Refer to Tribunals/Courts & Statutory Authorities (if applicable)
- 6. Refer to collection agents/lawyers (if applicable)

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, **Carrolls Real Estate** cannot provide me with the lease/tenancy of the premises.

APPLICANT 1

Signature Date
Name : Please print
x

APPLICANT 2

Signature Date
Name: Please Print
x

Office Use only

APPROVED [] DECLINED []

Date signing lease:..... Time:.....am/pm

Commencement date:.....

Landlords Name:.....

Car parking: Please circle

Carspace Single LUG Double Lug Single carport
Double Carport

Rent:\$..... Period:.....

Type of Premises: Please Circle

House Townhouse Villa Duplex Unit Other.....

Ingoing: Yes / No Deposit : Yes / No
4 week Bond \$..... 2 weeks in advance \$.....
Lease Fee \$15.00 Total \$.....