

## RENTAL APPLICATION FORM

ADDRESS OF PROPERTY: \_\_\_\_\_  
LEASE TO COMMENCE ON: \_\_\_\_\_ 6 or 12 MONTH LEASE  
NUMBER OF OCCUPANTS: ADULTS: \_\_\_\_\_ CHILDREN: \_\_\_\_\_  
MR/MRS/MS/MISS: \_\_\_\_\_  
FIRST NAME: \_\_\_\_\_ SURNAME: \_\_\_\_\_  
CURRENT ADDRESS: \_\_\_\_\_  
DATE OF BIRTH: \_\_\_\_\_  
CONTACT NO :(Work) \_\_\_\_\_ CONTACT NO:(Home) \_\_\_\_\_  
MOBILE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_  
PENSION NO. (If applicable) \_\_\_\_\_ PENSION TYPE (if applicable) \_\_\_\_\_  
LICENCE /PASSPORT NO: \_\_\_\_\_ STATE/COUNTRY OF ISSUE: \_\_\_\_\_

**ID: A COPY OF YOUR LICENCE OR OTHER PHOTO ID IS REQUIRED**

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 requested

Electricity  Gas  Phone  Internet  PayTV  Insurance  Water

**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](http://www.directconnect.com.au)

### TENANCY PROCESS PROCEDURE:-

We understand that finding and selecting a rental property is often difficult. We will process your application as quickly as possible, but please remember we may be processing many applications at the same time. To assist us please fill out all the required details on the application and ensure your completed application is returned to the office as quickly as possible.

**UNSUCCESSFUL APPLICATIONS:-** Should your application be unsuccessful you will be advised.

**SUCCESSFUL APPLICATIONS:-** Should your application be successful you will be notified by phone and requested to confirm your tenancy. Prior to your commencement date all tenants must sign the tenancy agreement and pay the first month's rental (please allow 30 mins for this appointment) The property manager will supply you with these amounts at the confirmation of your tenancy. Keys will be handed out when all parties have signed the tenancy agreement, Bond Lodgment form, and all monies have been paid and the tenancy has commenced.

**Signing of the tenancy agreements and the payments of the first month's rent can be undertaken at out office (as instructed by your Portfolio manager). All future payments must be made using the DEFT payment system, Internet, Bpay or Telephone banking.**

OFFICE USE ONLY

PROPERTY MANAGER NAME: \_\_\_\_\_

APPLICATION FAXED  
TO DIRECT CONNECT

YES / NO

CURRENT ADDRESS: \_\_\_\_\_ PERIOD THERE: \_\_\_\_\_  
LANDLORD/AGENT: \_\_\_\_\_ PHONE NO: \_\_\_\_\_ WEEKLY RENT: \_\_\_\_\_  
REASON FOR LEAVING: \_\_\_\_\_  
PREVIOUS ADDRESS: \_\_\_\_\_ PERIOD THERE: \_\_\_\_\_  
LANDLORD/AGENT: \_\_\_\_\_ PHONE NO: \_\_\_\_\_ WEEKLY RENT: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_ NAME OF COMPANY : \_\_\_\_\_  
EMPLOYER/CONTACT NAME: \_\_\_\_\_ PHONE NO: \_\_\_\_\_  
CURRENT INCOME: \$ \_\_\_\_\_ week (after tax) PERIOD OF EMPLOYMENT: \_\_\_\_\_ months/years  
PREVIOUS EMPLOYER/COMPANY: \_\_\_\_\_ OCCUPATION: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ PHONE NO: \_\_\_\_\_ PERIOD OF EMPLOYMENT : \_\_\_\_\_

ANY PETS: Yes/No HOW MANY: \_\_\_\_\_ WHAT TYPE: \_\_\_\_\_  
CAR REGISTRATION: \_\_\_\_\_ CAR MAKE/MODEL: \_\_\_\_\_  
NEXT OF KIN (for emergency): \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ PHONE NO: \_\_\_\_\_  
If you have any personal references (ie. character) please list below:  
NAME OF REFEREE: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

RENT: per week: \$ \_\_\_\_\_ per month \_\_\_\_\_ Security Deposit: \$ \_\_\_\_\_  
Will you be applying for assistance from the Ministry of Housing? **Yes/No** (Please circle)

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE NOTE:** First payments of Rent & Bond must be made by money order or bank cheque. *Bond cheque is to be made payable to RTBA on a separate cheque – one cheque for both payments will not be accepted.*

**RENT PAYMENTS AFTER INITIAL PAYMENTS ARE MADE VIA INTERNET, PHONE BANKING OR BPAY**

<b>Students - Please complete</b>	
College/University where attending: _____	
Name of course: _____	Length of Course: _____
Coordinator/Teacher/Tutor: _____	Phone Number: _____
Source of income (parents/austudy/part time work) _____	
Income per week: \$ _____	Student ID No: _____
Parents names: _____	
Address: _____	
Phone: _____	Fax: _____ Email: _____

How did you find out about this property: (please tick)

RENT LIST  THE AGE  OFFICE  MELBOURNE TIMES   
INTERNET  FOR LEASE BOARD  OTHER \_\_\_\_\_