

### Checklist

- I have read and accepted the Terms and conditions of this application and I have signed the declaration
- I wish to be contacted by the free service of Direct connect for connection of utilities and have signed the declaration.
- All adults (18 years old +) who will be regularly living at the property have completed a separate application form
- Supporting Documents: Proof of Identity (eg: Passport, Birth Certificate, ID Proof card, Drivers Licence)
- Supporting Documents: Proof of Address (eg: Water or Land Rates notices, Phone Bill, Electricity/Gas Account)
- Supporting Documents: Proof of Income (eg: Two(2) recent payslips, Bank/Centrelink Statement, letter of offer)
- Supporting Documents: Additional (eg: Rental ledger, Pet Reference/Application)
- Date you inspected the property:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### APPLYING FOR

Property: \_\_\_\_\_ Lease Term Preferred: 6 months / 12 Months

Proposed Lease start date: \_\_\_\_/\_\_\_\_/20\_\_\_\_ Rent Per week: \$ \_\_\_\_\_

Do you have any Pets: YES / NO Breed/ Type: \_\_\_\_\_ Pet application Completed: YES / NO

### APPLICANT DETAILS

Name : \_\_\_\_\_

Contact number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Email: \_\_\_\_\_

Drivers Licence No: \_\_\_\_\_ Drivers licence State: \_\_\_\_\_  
 \_\_\_\_\_

Passport No: \_\_\_\_\_ Passport Country: \_\_\_\_\_  
 \_\_\_\_\_

Vehicle Registration No: \_\_\_\_\_ Registration State: \_\_\_\_\_  
 \_\_\_\_\_

How many people will live at the property, what are the names and ages of them:

Adults: \_\_\_\_\_ Children: \_\_\_\_\_

1 \_\_\_\_\_ Age: \_\_\_\_\_

2 \_\_\_\_\_ Age: \_\_\_\_\_

3 \_\_\_\_\_ Age: \_\_\_\_\_

4 \_\_\_\_\_ Age: \_\_\_\_\_

**Do you Receive Centrelink? If so how much per fortnight & What benefit are you receiving:**

Benefit Name: \_\_\_\_\_

Amount Per Fortnight: \$ \_\_\_\_\_

### ADDRESS HISTORY

#### Current Address:

\_\_\_\_\_

Time at address: Years: \_\_\_\_\_ Months: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Name of Agent/ Landlord: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Weekly Rent: \$ \_\_\_\_\_

Were you the home owner of this address: YES / NO

Was your bond refunded in full: YES / NO

If no, Why? \_\_\_\_\_

#### Previous Address:

\_\_\_\_\_

Time at address: Years: \_\_\_\_\_ Months: \_\_\_\_\_

Name of Agent/ Landlord: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Weekly Rent: \$ \_\_\_\_\_

Were you the home owner of this address: YES / NO

Was your bond refunded in full: YES / NO

If no, Why? \_\_\_\_\_

## EMPLOYMENT HISTORY

### Current Employment:

Occupation: \_\_\_\_\_

Company Name: \_\_\_\_\_ FT/PT/ Casual

Employers Name: \_\_\_\_\_ Contact number: \_\_\_\_\_

Length of Employment: \_\_\_\_\_ Net weekly income: \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

### Previous Employment: (If less than 12mths in current job)

Occupation: \_\_\_\_\_

Company Name: \_\_\_\_\_ FT/PT/ Casual

Employers Name: \_\_\_\_\_ Contact number: \_\_\_\_\_

Length of Employment: \_\_\_\_\_ Net weekly income: \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Reason for leaving \_\_\_\_\_

## DECLARATION

I hereby offer to rent the property from the owner under a Residential Tenancy Agreement which will be prepared by Reece Realty Newcastle. Should this application be accepted by the landlord, I agree to enter into a Residential Tenancy Agreement. I acknowledge this application is subject to the approval of the Landlord. I declare that all information in this application is true and correct and given of my own free will. I declare I have inspected the premises and am not bankrupt.

I authorise Reece Realty Newcastle to use and obtain my personal information to:

- Communicate with the owner and select a tenant
- Prepare lease/tenancy documents
- Allow trades people to contact me
- Lodge, claim, transfer, to and from a bond authority
- Refer to tribunals, Courts and Statutory authorities
- Refer to collection agents/lawyers (where applicable)
- Obtain information from owner/agent of current/previous residence
- Obtain personal referees and employers
- Complete a credit check with TICA
- Obtain any record listing or database of defaults by tenants
- If I default under a rental agreement, I agree that Reece Realty Newcastle may disclose details of such defaults to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that if information is not provided or I do not consent to use of personal information, Reece Realty Newcastle cannot provide me with the lease/ tenancy of the premises. I am aware that Reece Realty Newcastle may access personal information using the contact details provided.

Yes, I Agree that I have read and agree with the declaration above including authority for Reece Realty Newcastle to obtain information.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## HOLDING DEPOSIT

Under clause 24 of the Residential Tenancy Act 2010 and subject to the provision of that clause, if your application is approved, you may be required to pay a holding deposit of one weeks rent within 24 hours. If you proceed with the tenancy this deposit will be applied to your rent. If you refuse to proceed and do not enter into an agreement, the deposit can be retained by the owner.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## REFERENCES

Please provide two references of no relation to you:

**Name 1:** \_\_\_\_\_

Contact number: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Name 2:** \_\_\_\_\_

Contact number: \_\_\_\_\_ Relationship: \_\_\_\_\_

## EMERGENCY CONTACTS

Please provide two emergency contacts

**Name 1:** \_\_\_\_\_

Contact number: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Name 2:** \_\_\_\_\_

Contact number: \_\_\_\_\_ Relationship: \_\_\_\_\_



## UTILITY CONNECTION

Direct Connect can help you connect your Electricity, Gas, Internet, Phone, Pay TV, Insurance, Cleaning, Removalists and Truck Hire all for FREE.

Direct Connect 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 Connects 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 24hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect 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 Terms and Conditions.
2. Invite Direct Connect to contact you by any means (Including telephone or SMS even if the customers telephone number is on the Do Not Call Register) 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 an 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. While 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 applications listed on this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**(APPLICANT TO COMPLETE)**

**APPLICANT NAME:** \_\_\_\_\_

**CURRENT RENTAL ADDRESS:** \_\_\_\_\_

**AGENT / LANDLORD:** \_\_\_\_\_ **CONTACT NUMBER:** \_\_\_\_\_

**PERIOD OF TENANCY: FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_ **RENT PER WEEK:\$** \_\_\_\_\_

**SIGNATURE OF APPLICANT:** \_\_\_\_\_

**(AGENT TO COMPLETE)**

**Name & Position of Person Completing:** \_\_\_\_\_

**Tenancy Period:** From: \_\_\_\_\_ To: \_\_\_\_\_

**Weekly Rent Paid:** \$ \_\_\_\_\_ per week

**Was the rent paid on time?** YES / NO Comments/ Issues: \_\_\_\_\_

**Was there any Termination Notices Issued?** YES / NO Comments/ Issues: \_\_\_\_\_

**Were any Routine Inspections Completed?** YES / NO Comments/ Issues: \_\_\_\_\_

**Were Lawns & Gardens Kept neat & tidy?** YES / NO Comments/ Issues: \_\_\_\_\_

**Did the tenant have Pets? (please advise if the pet/s damaged the property):** YES / NO Comments/ Issues: \_\_\_\_\_

**Have the tenants vacated?** YES / NO

**Was the bond refunded in full?** YES / NO / NOT YET VACATED

Comments/ Issues: \_\_\_\_\_

**Would you rent to them again?** YES / NO Comments: \_\_\_\_\_

**Were they co-operative?** YES / NO Comments/ Issues: \_\_\_\_\_

**Other notable items:** Comments/ Issues: \_\_\_\_\_

**Agent Signature & Date:** Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Please return completed form with Ledger to [rentals@reecerealty.com.au](mailto:rentals@reecerealty.com.au) or 02 4950 2024