


# APPLICATION FORM

FOR YOUR APPLICATION TO BE PROCESSED ALL SECTIONS AND PAGES MUST BE COMPLETED



<b>A. AGENT DETAILS</b>				
<b>D F Johnson Real Estate</b>				
<b>Address:</b>	Level 1, 7 Lloyds Avenue, Carlingford NSW 2118			
<b>Phone Number:</b>	(02) 9872 6011			
<b>Fax Number:</b>	(02) 9872 6996			
<b>Email:</b>	<a href="mailto:info@dfjrealestate.com.au">info@dfjrealestate.com.au</a>			
<b>Property Manager</b>	<input type="text"/>			
<b>B. PROPERTY DETAILS</b>				
<b>1. What is the address of the property you would like to rent?</b>				
<input type="text"/>				
<input type="text"/> Postcode				
<b>2. Lease commencement date?</b>				
<input type="text"/> Day	<input type="text"/> Month <input type="text"/> Year			
<b>3. Lease term?</b>				
<input type="text"/> Day	<input type="text"/> Months			
<b>4. How many tenants will occupy the property?</b>				
<input type="text"/> Adults	<input type="text"/> Children <input type="text"/> Ages of Children			
<b>C. PERSONAL DETAILS</b>				
<b>5. Please give us your details</b>				
Mr <input type="checkbox"/>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Mrs <input type="checkbox"/>	Other <input type="checkbox"/>
Surname		Given Name/s		
<input type="text"/>				
Date of Birth		Driver's licence number		
<input type="text"/>		<input type="text"/>		
Driver's licence expiry date		Driver's licence state		
<input type="text"/>		<input type="text"/>		
Passport no.		Passport country		
<input type="text"/>		<input type="text"/>		
Australian Citizen (yes/no)		Visa expiry date (if applicable)		
<input type="text"/>		<input type="text"/>		
<b>6. Please provide your contact details</b>				
Home phone no.		Mobile phone no.		
<input type="text"/>		<input type="text"/>		
Work phone no.		Fax no.		
<input type="text"/>		<input type="text"/>		
Email address				
<input type="text"/>				
<b>7. What is your current address?</b>				
<input type="text"/>				
<input type="text"/> Postcode				
Is this property rented, owned, boarder or parents?				
<input type="text"/>				
<b>8. How did you find out about this property?</b>				
<input type="checkbox"/> Realestate.com.au <input type="checkbox"/> Justlisted.com.au <input type="checkbox"/> Our "For Lease" sign				
<input type="checkbox"/> Homehound.com.au <input type="checkbox"/> dfjrealestate.com.au <input type="checkbox"/> Domain.com.au				
<input type="checkbox"/> Window display/office				

<b>D. UTILITY CONNECTIONS</b>	
<b>This is a free service that connects all your utilities</b>	
	
MAKES MOVING EASY	
<b>Once we have received this application we will call you to confirm your details.</b>	
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.	
<b>Please tick utilities as required</b>	
<input type="checkbox"/> Electricity <input type="checkbox"/> Gas <input type="checkbox"/> Phone	
<input type="checkbox"/> Internet <input type="checkbox"/> Pay TV <input type="checkbox"/> Insurance	
<b>DECLARATION AND EXECUTION:</b> 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.	
<b>Signature</b> <input type="text"/>	
<b>Date</b> <input type="text"/>	
PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F:1300 664 185. <a href="http://www.directconnect.com.au">www.directconnect.com.au</a>	
<b>E. DECLARATION</b>	
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.	
<b>Signature</b> <input type="text"/>	
<b>Date</b> <input type="text"/>	
Application Fax to <input type="checkbox"/> Direct Connect (If Required)    Fax: 1300 664 185	

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### 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? (or Course if student)  
[ ]  
What is the nature of your employment? (FULL TIME/PART TIME/CASUAL) [ ]  
Employer's name (accountant if self employed or institution if student)  
[ ]  
Employer's address (accountant if self employed or institution if student)  
[ ]  
Postcode [ ]  
Contact name [ ] Phone no. [ ]  
Length of employment [ ] [ ] Years [ ] [ ] Months Weekly Net Income [ ] \$

**16. Please provide your previous employment details**  
Occupation?  
[ ]  
Employer's name  
[ ]  
Length of employment [ ] [ ] Years [ ] [ ] Months Net Income [ ] \$

### H. CONTACTS / REFERENCES

**17. Emergency contact (next of kin not residing with you)**  
Surname [ ] Given name/s [ ]  
Relationship to you [ ] Phone no. [ ]  
Address [ ]  
Postcode [ ]

**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** [ ] **State of Issue** [ ]

**20. Please provide details of any pets**  
Breed/type [ ] Council registration / number [ ]  
1. [ ]  
2. [ ]

### J. PAYMENT DETAILS

**Property Rental**  
\$ [ ] per week or \$ [ ] per month

First payment of rent in advance	\$ [ ]
Company Search fee (if applicable \$55):	\$ [ ]
Rental Bond (4 weeks rent)	\$ [ ]
Sub Total	\$ [ ]
Less: deduct Holding Fee	\$ [ ]
<b>Amount payable on signing tenancy agreement (bank cheque or money order only)</b>	\$ [ ]

### K. SPECIAL OFFER !!

1) Do you own an investment property? Yes  No

2) Are you looking to purchase a property, either to live in or as an investment in the next 12 months? Yes  No

**SPECIAL OFFER!!** Please note that if you refer to either  
1) Someone who is looking to sell their property to us (and they property is subsequently listed and sold with D F Johnson Real Estate.  
2) Or, if you refer a prospective buyer to our agency (who then consequently purchases a property off us) **WE WILL THEN PAY TWO WEEKS OF YOUR RENT FOR YOU - AS A WAY OF SAYING THANK YOU!**

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## L. PAYING RENT

Payments of rent may be made to our office via B-Pay, direct deposit or cheque. We ask for safety reasons that you do not make payments in cash.

## M. CONFIRMATION

I the applicant confirm the following:

1. A Holding Fee will only be accepted once a landlord has approved the application. Once a deposit is paid If the prospective tenant(s) decide not to enter into such an agreement, the landlord will retain the whole fee;
2. During my inspection of the property, I found it to be in a reasonably clean condition.
3. If "NO", I believe the following items should be attended to prior to the commencement of my tenancy.  
I acknowledge that these requests are subject to the landlord's approval.


4. I acknowledge that this is an application to rent this property and that my application is subject to the landlord's approval. I am aware the landlord will receive a copy of the information contained within this application.
5. I confirm having received a copy of the application for my retention
6. I consent to the information provided in this application being verified and a reference check on the National Tenancy Database (NTD) and Tenancy Reference Australia (TRA) being undertaken.
7. I declare that I am not bankrupt
8. This agency does not accept bond transfers or nor do we transfer bond details.
9. If successful I undertake to pay the rental bond, first rent payment in advance by way of bank cheque or money order to "**DF Johnson Real Estate**" upon signing the Residential Tenancy Agreement
10. I will provide 100 points of ID using the following proof of identification

Column 1	Column 2	Column 3	Column 4
Drivers Licence	Medicare Card	Wage Advice	Tenancy Ledger
Passport	Credit Card	Bank Statement	Reference
Proof of Age Card	Birth Certificate		Rate Notice
			Electricity Account

### Privacy Statement

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of the tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the landlord, referees, other agents and third party operators of tenancy reference databases.

Information already held on these databases may also be disclosed to us and the landlord. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that agreement that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your property manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application and manager your tenancy.

Applicant Signature

Date

DISCLOSURE

## TRA DISCLOSURE

I understand this agent is a member of Trading Reference Australia (TRA) and may conduct a reference check with that organisation. I authorise Trading Reference Australia to collect and store my details and to provide any information currently listed to others (below). I authorise this agent to provide any information about me to TRA for the purpose of that check. I acknowledge that if I am currently listed as a defaulter with TRA, this agency/landlord has the authority to reject my application. I understand that I am under no obligation to sign this consent form, but that a failure to do so may result in my application being refused.

Furthermore I authorise the agent to contact my employers past and present to confirm my employment history including my wage, my current / previous Landlord / Agency to verify details of my tenancy and if I am Self Employed, my accountant to verify my being able to cover the rent for the property and my authenticity. I also authorise the agent to contact my personal referees to establish my identification, location and reputation and concede that those referees have given permission for me to use them. I recognize that my photo id may be scanned onto TRA for absolute identification.

I acknowledge that if I default on my tenancy obligations in future, I may be listed as a defaulter with TRA, until such time as the problem giving rise to the listing is resolved to the satisfaction of the agent/landlord, and I hereby authorise this agent to provide information about me to TRA in connection with that listing. I acknowledge that in the event of a listing on the TRA database, that information may be available to other institutions for the purpose of locating me and I hereby consent to such a use and disclosure of that information for that purpose.

I acknowledge that if I am currently listed as a tenancy defaulter with TRA, that I may contact the listing Agent/s for settlement and/or negotiation. Should such settlement and/or negotiation change the details of me as a listed defaulter, it is understood that it is the real estate agent's responsibility to amend the TRA listing. I also recognise that my photo id and this signed Disclosure may be scanned onto TRA for absolute identification. I, acknowledge that information provided to TRA by these authorities given by me may be made available to:

- a) Real Estate Agents, Landlords, Housing NSW, to assist them in evaluating applications.
- b) Real Estate Agents, Landlords, Banks, Utility companies, Commercial Agents, organisations or any other institutions and other persons for the purpose of locating me for any lawful purpose and I hereby consent to such a use and disclosure of that information for that reason. Should this real estate agent transfer its agency business to another person, I consent to the new agent (and any further person to whom that business may be transferred) taking any step which the former agent could have taken.

I also understand that the personal information provided on your tApp application will be available to and retained by the Real Estate Agent to whom you submit that information and the real estate agent will use this information for purposes related to the conduct of their own business which may include use by the Real Estate Agent and/or further disclosure by the real estate agent for marketing purposes.

Print Name .....

Signature .....Date.....

Trading Reference Australia may be contacted at the address below during business hours 9-5 Monday to Friday regarding any records kept concerning you. However, we do not give information out over the phone regarding whether an individual is listed unless we are presented with a signed Personal Disclosure provided by TRA under the heading Tenants on our site. An Urgent confirmation of your records can be done immediately by credit card payment using the secure section on our web page.

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