



Shop 1, 62 Beach Street (PO Box 299)
Woolgoolga NSW 2456
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Web site: www.woolgoolgarealestate.com.au

Application for Tenancy

Property: _____ Date of Application: _____

How many people will live at the property? Adults: _____ Children: _____ (Their Ages: _____)

Do you have pets? Yes [] No [] If yes, Breed/Type: _____

APPLICANT 1 Name: _____ D.O.B: _____ / _____ / _____

Mobile: _____ Home Phone: _____ Work Phone: _____

Email Address: _____ Car Rego: _____

Driver's Licence Number: _____ State: _____

Current address: _____ Suburb: _____ P/C: _____

Period of Occupancy (start/finish): _____ Renting? Yes [] No [] Weekly Rent: \$ _____

Agent/Landlord (if applicable): _____

Agent's Phone: _____ Agent's Email: _____

Previous address: _____ Suburb: _____ P/C: _____

Period of Occupancy (start/finish): _____ Renting? Yes [] No [] Weekly rent: \$ _____

Agent/Landlord (if applicable): _____

Agent's Phone: _____ Agent's Email: _____

Previous address: _____ Suburb: _____ P/C: _____

Period of Occupancy (start/finish): _____ Renting? Yes [] No [] Weekly rent: \$ _____

Agent/Landlord (if applicable): _____

Agent's Phone: _____ Agent's Email: _____

Has your bond always been refunded in full? Yes [] No []

If No, please explain what was deducted: _____

Have you ever been registered with TICA or any tenancy database? Yes [] No []

If Yes, please explain why: _____

Income and Employment Current Occupation: _____

Employer: _____ Ph: _____ Contact: _____

Period of Employment: _____ Take-home pay (Net): \$ _____

Employment Status: (Please circle) Full time / Part time / Casual / Self-employed / Unemployed

Any additional income: _____

Previous Employer: _____ Ph: _____ Contact: _____

Emergency Contact:

Name: _____ Relationship: _____ Phone: _____

Address: _____ Suburb: _____ P/C: _____

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APPLICANT 2 Name: _____ D.O.B: _____ / _____ / _____

Mobile: _____ Home Phone: _____ Work Phone: _____

Email Address: _____ Car Rego: _____

Driver's Licence Number: _____ State: _____

Current address: _____ Suburb: _____ P/C: _____

Period of Occupancy (start/finish): _____ Renting? Yes No Weekly Rent: \$ _____

Agent/Landlord (if applicable): _____

Agent's Phone: _____ Agent's Email: _____

Previous address: _____ Suburb: _____ P/C: _____

Period of Occupancy (start/finish): _____ Renting? Yes No Weekly rent: \$ _____

Agent/Landlord (if applicable): _____

Agent's Phone: _____ Agent's Email: _____

Previous address: _____ Suburb: _____ P/C: _____

Period of Occupancy (start/finish): _____ Renting? Yes No Weekly rent: \$ _____

Agent/Landlord (if applicable): _____

Agent's Phone: _____ Agent's Email: _____

Has your bond always been refunded in full? Yes No

If No, please explain what was deducted: _____

Have you ever been registered with TICA or any tenancy database? Yes No

If Yes, please explain why: _____

Income and Employment

Current Occupation: _____

Employer: _____ Ph: _____ Contact: _____

Period of Employment: _____ Take-home pay (Net): \$ _____

Employment Status: (Please circle) Full time / Part time / Casual / Self-employed / Unemployed

Any additional income: _____

Previous Employer: _____ Ph: _____ Contact: _____

Emergency Contact:

Name: _____ Relationship: _____ Phone: _____

Address: _____ Suburb: _____ P/C: _____

Please complete a separate form for any additional Applicants over the age of 18 years.

Privacy Act 1988

Woolgoolga Real Estate ABN 18 107 261 950, the Estate Agents Co-Operative Ltd ABN 52 079 055 637 & the Real Estate Institute of NSW ABN 51 000 012 457 are committed to the principles of the Privacy Act 1998 (Commonwealth).

All steps are taken to ensure that any personal information collected is protected from unauthorized use. We respect your rights to privacy and are bound by the National Privacy Principles... Those principles regulate most of our activities with respect to personal information collected, stored, used & disclosed by us. The activities of all organisations directly relating to **personal information of current or former employees contained in employee records are not covered by these principles.**

Vendor/Prospective Vendor & Purchaser/Prospective Purchaser; Landlords/Prospective Landlords;
Tenants/Prospective Tenants:

In this real estate practice, from time to time, we use personal information collected from all these people to perform our obligations under our agreements or to form opinions for prospective customers/clients. We also use personal information from these people to re contact them in order to offer them properties/businesses which might be for sale or rent or to check whether they wish to use our services.

We may disclose information to other parties such as media organisations, on the Internet, or to other licensed estate agents as well as to other parties who have a reasonable reason to request such information such as particularly valuers, pest & building inspectors, Council employees, financial institutions, Strata Title Owners Corporations, trades people and also existing or potential clients or customers.

We also collect information for the purpose of identifying people who wish to apply for tenancy for the purpose of verifying those persons identity, to process & evaluate the application & manage the tenancy. Information from property inspection reports may also be disclosed to other parties, including the landlord, employment & personal referees, as well as financial institutions, Strata Title Owners Corporations, trade's people, other agents, tenancy reference databases & to 3rd parties as required by law.

Information already held on tenancy databases may also be disclosed to us. If the tenant fails to comply with their obligations under the tenancy agreement, this fact may also be disclosed to landlord, other agents and the operators of tenancy databases. If the tenant was exemplary, this may also be posted.

General - We will only disclose the above mentioned information to other parties as required to perform our duties under any agreement, to achieve the purposes specified above and to provide an effective service or as otherwise allowed under the Privacy Act 1988. Real Estate, Banking requirements & Tax Law requires some of the above mentioned to be collected. If not provided, we may not be able act effectively or at all.

Access - If you would like access to your information please serve a notice in writing to our reception and the required information will be provided within 24 hours. You can also correct this information if it is inaccurate, incomplete or out of date.

I/we give permission for Woolgoolga Real Estate
to solicit information about myself pertaining to
my application for tenancy.

Date: _____

Applicant One: _____ Applicant Two: _____

Signature: _____ Signature: _____

Important information about your application

What do you need to attach with your application?

All applicants must supply the following documents with the application:

- Photocopy of your Drivers' Licence
- Income statements such as pay slips, Centrelink or pension statements
- A rates notice if you have owned your own home
- Written references from landlords/agent and employers, if possible

In summary, we need documentation to confirm your ability to cover rental payments, proof of identity and confirmation that you can look after the rental property.

How long will it take for my application to be processed?

Please note that we may not commence processing your application until all information is received.

The total time taken depends on how accurately your application is completed with relevant contact numbers and how many applications we might have for that same property. Average time is from 2 to 3 days.

Unsuccessful applications are usually kept on file for approximately 1 month.

NOTE: Please make sure each applicant signs the attached privacy statement or we cannot commence processing your application.

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:

- | | | | | |
|--------------------------------------|-----------------------------------|-----------------------------------|--------------------------------------------|---------------------------------|
| <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 | <input type="checkbox"/> Cleaning | <input type="checkbox"/> Removals | <input type="checkbox"/> 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.



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.

Signature of applicant: _____ Date...../...../..... Application sent to Direct Connect (if required)