

Residential Application Form

For your application to be processed you must answer all questions (Including the reverse side)

A. AGENT DETAILS

Anyeh Group

Address: 14/10-12 Woodville St, Hurstville, NSW 2220
Phone: (02) 9585 0339 / 0452 401 886
Fax: (02) 9580 7330
Email: rental@anyeh.com.au
Web: www.anyeh.com.au

B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

 Postcode

2. Lease commencement date?

 Day Month Year

3. Lease term?

 Years Months

4. How many tenants will occupy the property?

 Adults Children Ages of Children

C. PERSONAL DETAILS

5. Please give us your details

Mr Ms Miss Mrs Other

Surname Given Name/s

Date of Birth Driver's licence number

Driver's licence expiry date Driver's licence state

Passport no. Passport country

Pension no. (if applicable) Pension type (if applicable)

6. Please provide your contact details

Home phone no. Mobile phone no.

Work phone no. Fax no.

Email address

7. What is your current address?

 Postcode

8. How did you find out about this property?

- Newspaper The Internet Local Paper
 Office Office Window Sign Board at property
 Referral Other (specify)

Application sent to Direct Connect (if Required)

D. 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:

Electricity	Cleaners
Gas	Insurance
Phone	Removalist
Internet	Truck or van hire
Pay TV	



MAKES MOVING EASY

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:

- Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
- 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
- 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.
- Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
- 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.
- 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

Date

PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F: 1300 664 185. www.directconnect.com.au

E. DECLARATION

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 such as NTD, TICA or TRA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting -

- NTD: 1300 563 826
- TICA: 1902 220 346
- TRA: (02) 9363 9244

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 NTD (National Tenancies Database)

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.

Signature

Date

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?

What is the nature of your employment?
(FULL TIME/PART TIME/CASUAL)

Employer's name (inc. accountant if self employed or institution if student)

Employer's address

Postcode

Contact name

Phone no.

Length of employment

| Years | Months

Net Income

\$

16. Please provide your previous employment details

Occupation?

Employer's name

Contact name

Phone no.

Length of employment

| Years | Months

Net Income

\$

H. CONTACTS / REFERENCES

17. Please provide a contact in case of emergency

Surname

Given name/s

Relationship to you

Phone no.

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

20. Please provide details of any pets

Breed/type

Council registration / number

1.

2.

J. PAYMENT DETAILS

Property Rental

\$ per week

First payment of rent in advance

\$

Rental Bond (4 weeks rent):

\$

Sub Total

\$

Less: Holding deposit (see below)

\$

Amount payable on signing tenancy agreement (bank cheque or money order only)

\$

K. HOLDING FEE

The holding fee can only be accepted after the application for tenancy is approved.

The holding fee (not exceeding 1 week's rent) of keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement).

In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:

- (i) The application for tenancy has been approved by the landlord; and
- (ii) The premises will not be let during the above period, pending the making of a residential tenancy agreement;

- and
- (iii) If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee;

- and
- (iv) If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.

(v) The whole of the fee will be refunded to the prospective tenant if:

- (a) the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period
- (b) the landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

Signature of Landlords agent

Date

Signature of Applicant

Date

- **Applications Will Not Be Processed Unless All Information Is Supplied**
- **Each applicant must complete a SEPARATE APPLICATION FORM**

The property will not be held for you until the application has been approved and the first week rent has been paid to our office in cleared funds.

100 Point Check:

Should you be unable to meet the 100 point check please speak with our property management team.

Please see below point check list:

Mandatory Documents & Checklist

- | | |
|---|------------------|
| <input type="checkbox"/> Photocopies of either Passport, Drivers License or Photo ID | 40 Points |
| <input type="checkbox"/> Rental ledger, last 4 rent receipts or proof of last 4 mortgage payments | 10 Points |
| <input type="checkbox"/> Proof of income (last 3 slips/payslips or Centrelink letter) | 10 Points |
| <input type="checkbox"/> Copy of the bank statement for the last 3 months | 10 Points |
| <input type="checkbox"/> Minimum of 2 references from previous landlords or Real Estate Agents | 10 Points |
| <input type="checkbox"/> Bank Statement (last 60 days) | 10 Points |
| <input type="checkbox"/> Read & signed the Important Information and Tenancy Declaration | 10 Points |

PLEASE NOTE THAT APPLICATIONS ARE NOT ACCEPTED IF INCOMPLETE

Only submit your application if all of the above check boxed have been ticked off. Only tick the boxes if you have completed and attached all necessary photocopied paperwork etc.

PLEASE NOTE: OUR OFFICE IS UNDER NO OBLIGATION TO DISCLOSE ANY REASONS WHY YOUR APPLICATION IS NOT SUCCESSFUL.

Processing Your Application:

- In most instances we are able to process your application within 48 hours and will advise you of the outcome via telephone. If we are unable to contact all your references this process could take longer.
- If your application is successful you will be required to pay the first weeks rent to secure the property. This must be cleared funds (Cash or Bank Cheque). Personal Cheque is not accepted. This payment must be made within 48 hours of approval.

PLEASE NOTE: We will contact you to advise you if your application has been approved or declined. If your application is declined your documents will be held for 30 days if you wish to collect them. After the 30 days your application and supporting documents will be destroyed.

Collection of Keys:

You will be required to make an appointment within our office hours (Mon – Fri 9.30 – 17.30) your lease documents, collect your keys and finalize payment of monies.

Bond Lodgement:

It is important to know that all parties signing the bond lodgement form at the commencement of the tenancy must be present in the office at the end of the tenancy to sign the refund of bond form. Failure to have all signatures could result in delay of up to 4 weeks for monies to be released by the bond board.

Signing Of the Tenancy Agreement:

All occupants must be present to sign the lease prior to keys being released.

Condition Report:

When you move into the property be very particular with the condition report which will be given to you when signing your lease documents. Make sure you mark down anything not already outlined on the report. If you do not mark it down you will be liable for discrepancies when you vacate.

You must return the condition report to our office with seven (7) days of your lease commencement date. You will be given a copy to keep for your records as you will need to refer to this when vacating the property.

Contact Phone Numbers:

It is the tenant's responsibility to notify our office of their new phone number. We require your telephone numbers in the event that repairs need to be carried out or in the case of an emergency.

Tenant Default Agency:

Our office is a member of NTD (National Tenants Database) which is a tenant default agency. Should you default in your rent or breach a term of your Tenancy Agreement the details will be listed with NTD. Once listed the information will remain on file until the default is rectified. We do look forward to a harmonious agent tenant relationship and we will only take this course of action when absolutely necessary. If you experience financial hardship throughout your tenancy it is imperative that you contact our office to discuss the matter in further detail.

IMPORTANT INFORMATION AND TENANCY DECLARATION

Your application for tenancy cannot be accepted unless this has been completed in full and signed

BOND PAYMENT

All bond monies **MUST** be made payable by Bank Cheque or Money Order made out to:

RENTAL BOND BOARD

RENT PAYMENT

The method by which the rent must be paid:

All accepted applicants will be offered iPayRent as a preferred payment options. Other alternative payment options are Cheque, Money order and Deduction from pay.

Please put a **tick** in the appropriate box below to assist us with your preferred method of payment.

iPayRent

(Recurring direct debit, Tenant initiated (Phone/Internet); BPAY; Australia POST; and Credit Card)

Tenants are charged for the use of the iPayRent service by a third part payment processor (IP Payments). The fees for the use of the iPayRent service are outlined below:

- Bank Account: \$1.65 - BPAY: \$3.00 - Cash/EFTPOS: At Australia Post \$4.00 - Credit Card: 2.2%

Cheque (Bank or Personnel) made out to :

ANYEH GROUP RENTAL TRUST ACCOUNT

If you choose the option of Cheque, please note that you'll need to make the Cheque for presentment 4 business days before the rent due date to allow Cheque clearance/bank processing time.

In the event of your Cheque being dishonored, you the tenant accept to take all responsibilities and bear all costs incurred to us "your managing agent" by the bank. Failure to adhere to this process will result in termination of the lease.

I acknowledge that due to bank processing times, payments made via iPayRent are **required to paid 4 business days prior to the due date.**

Due to bank processing times; ideally rent payments should commence the day you move in.

I understand that the Agent will also offer an alternate facility (that do not incur a charge other a bank fee) to pay rental and other payments to the agency by Cheque and Money order.

Signed by the Applicant _____

Print Name _____

Witness _____ Date _____