

# Residential Application Form

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

## A. AGENT DETAILS

### Ace Properties (AUST) Pty Ltd

Suite 301, Level 3, 451 Pitt Street Manning Building,  
Sydney NSW 2000

Phone: 02 9212 2282 Fax: 02 9211 1646

Email: info@aceproperties.com.au

Web: www.aceproperties.com.au

Property Manager

## 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

### Holding fee one week rent, we accept cash or EFT

Our bank details : Bank: ANZ Bank  
Account name: Ace Properties (Aust.) Pty Ltd  
BSB: 012-071  
Account number: 108412306

## 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	



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

Date

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

## E. 100 POINTS OF IDENTIFICATION

Each applicant is required to produce sufficient identification which totals 100 points before any tenancy application being considered. Should you have difficulties in providing this identification, please advise us before completing.

### Either one of the following:

Passport/Certificate of Citizenship	30 Points
Drivers License	30 Points

Must Provide:

Bank / Credit Statement (at least current 2 months)	20 Points
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### Either one/two of the following:

Tenancy History Ledger	15 Points
Previous four (4) rent receipts	15 Points
Pay Slips from employer (Full/Part time)	15 Points

### Either two of the following:

Student I.D Card	10 Points
Statement of Attainment (from Uni, Tafe or College)	10 Points
Medicare Card	10 Points
Telephone Bill with current address and tenant name	10 Points
Electricity Bill with current address and tenant name	10 Points

### We accept Lease Agreement signed by a company

The following documents are required:

1. Copy of Certificate of Registration
2. Details of Company Director
3. Contact details of your accountant
4. Trade Reference
5. Proof of registered address
6. Company Bank Account Statement

**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?

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

Employer's address

Postcode

Contact name

Phone no.



Length of employment

Net Income

 Years  Months

 \$

16. Please provide your previous employment details

Occupation?

Employer's name

Length of employment

Net Income

 Years  Months

 \$
**H. CONTACTS / REFERENCES**

17. Please provide a contact in case of emergency

Surname

Given name/s



Relationship to you

Phone no.


**H. CONTACTS / REFERENCES (Continued)**

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. PAYMENT DETAILS****Property Rental**
 \$ per week Or  \$ per month

Rental Bond (4 weeks rent):

 \$

First payment of rent in advance

 \$

Tenants share of cost of preparing tenancy agreement

 \$ 0

Sub Total

 \$

Less: deduct Reservation Fee (see below)

 \$
**Amount payable on signing tenancy agreement  
(Bank cheque or money order only)**
 \$
**K. RESERVATION**

Complete this section if you wish to reserve the property for a period of time:

Reservation Fee

Reservation Period

 Days

The Landlords Agent undertakes:

a) The premises will not be let during the Reservation Period, pending the agreement of a residential tenancy agreement.

b) The whole fee will be refunded if the Landlord does not decide to enter into a residential tenancy agreement for the premises for the Reservation Period:

c) The whole fee will be refunded if the Landlord does not carry out (during the Reservation Period) repairs or other work on which it is a condition to enter into a residential tenancy agreement:

**d) Applicants agreed to sign the lease agreement within the reservation period if landlord approved their application. If the applicant decides not to enter into a residential tenancy agreement within the Reservation Period, the Landlord may forfeit of the reservation fee and property will put on the market after the Reservation Period**

e) If a residential tenancy agreement is entered into, the fee is to be contributed towards rent for the premises.

Signature of Landlords agent

Date


**J. 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;

(g) 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 &amp; Statutory Authorities (where applicable)

(f) refer to collection agents/lawyers (where applicable)

(g) complete a credit check with TICA (Tenancy Information Centre Australia)

(h) If applications are rejected by landlord, applicants must collect their documents with 5 days .

Otherwise, documents will be destroyed.

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.

Tenants Signature

Date