



# Tenancy Application Form

FOR YOUR APPLICATION TO BE PROCESSED YOU MUST ANSWER ALL QUESTIONS (INCLUDING THE REVERSE SIDE). AN APPLICATION FORM IS REQUIRED FOR EACH ADULT WHO WISHES TO LIVE AT THE PROPERTY. WE ONLY ACCEPT COMPLETE APPLICATION FORMS. PLEASE ENSURE ALL DOCUMENTS ARE PHOTOCOPIED IN ADVANCE AS WE DO NOT PHOTOCOPY DOCUMENTS.

## OFFICE USE ONLY

**YES NO** Sign Up - Date  Time   
Applicants Notified  Direct Connect lodged

## D. UTILITY CONNECTIONS



This is a FREE service that can connect you to the following utilities and services in your new home:



**YES!**

I consent to:

- Matthews Real Estate providing my personal information to Direct Connect including name, address, email and phone number.
- Direct Connect contacting me by phone, SMS and/or email during my move in relation to electricity, gas and the other services set out above.
- Direct Connect obtaining metering information for the premises I am moving to.

### Applicant 1:

Signature

Date

X

### Applicant 2 (if applicable):

Signature

Date

X

Name

Phone

Privacy Collection Statement: Direct Connect Australia Pty Limited (DCA) is collecting your personal information for the purposes of contacting you in relation to your utilities and services connections. DCA will otherwise collect, use and disclose your personal information for purposes set out in its Privacy Policy at [www.directconnect.com.au/privacypolicy/](http://www.directconnect.com.au/privacypolicy/). This information may be disclosed to third parties that help DCA deliver its services. The Privacy Policy explains how DCA will collect, use, store and disclose your personal information, the consequences for you if DCA does not collect this information, and the way in which you can access and seek correction of your personal information or complain about a breach of the Privacy Act. To obtain further information, you can contact DCA on 1300 664 715.

570 Church Street Cremorne 3121 Victoria P: 1300 664 715 F: 1300 664 185 [www.directconnect.com.au](http://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. 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 TICA for the purpose of checking your tenancy history;

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

- TICA: 1902 220 346

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)

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

## A. AGENCY DETAILS

### Matthews Real Estate

**Address:** 678 Ipswich Rd Annerley QLD 4103  
**Phone:** (07) 3848 0655  
**Email:** [rentals@matthewsrealestate.com.au](mailto:rentals@matthewsrealestate.com.au)  
**Web:** [www.matthewsrealestate.com.au](http://www.matthewsrealestate.com.au)

## B. PROPERTY DETAILS

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

Postcode

Lease Commencement Date?

Lease Term?

/  /

Months

How many tenants will occupy the property?:

Adults  Children

Ages of Children

Rent per week

Bond

\$

\$

## C. PERSONAL DETAILS

Please give us your details

Mr  Ms  Miss  Mrs  Other

Surname

Given Name/s

Date of Birth

Driver's licence number

Passport no.

Proof of Age/18+ number

Please provide your contact details

Home phone no.

Mobile phone no.

Work phone no.

Email address

What is your current address?

Postcode

**F. APPLICANT HISTORY**

How long have you lived at your current address?  
 Years  Months

Why are you leaving this address?

Landlord/Agent details of this property (if applicable)  
 Name of landlord or agent

Landlord/agent's phone no.  Weekly Rent Paid  \$

Landlord/agent's email address

What was your previous residential address?

How long did you live at this address?  
 Years  Months

Landlord/Agent details of this property (if applicable)  
 Name of landlord or agent

Landlord/agent's phone no.  Weekly Rent Paid  \$

Landlord/agent's email address

Was bond refunded in full?

If not why not?

**G. EMPLOYMENT HISTORY**

What is your occupation?

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

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

Employer's address (accountant if self employed or institution if student)

Contact name  Phone no.

Length of employment  Years  Months Net Weekly Income  \$

Please provide other employment details if any Occupation?

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

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

Employer's address (accountant if self employed or institution if student)

Contact name  Phone no.

Length of employment  Years  Months Net Weekly Income  \$

**H. OTHER INCOME**

Do you receive any Government benefits  YES/NO  
 Please provide Details  Amount per fortnight  \$

**i. OTHER INFORMATION**

Car Registration

Please provide details of any pets  
 Breed/type  Council registration / number

1.

2.

**J. EMERGENCY CONTACTS**

Surname  Given name/s

Relationship to you  Phone no.

Surname  Given name/s

Relationship to you  Phone no.

**K. IDENTIFICATION CHECK**

**REQUIRED DOCUMENTS: (mandatory to have proof of income and photo ID)**

1. Photo ID (passport/driver's licence)	YES	NO
2. Proof of Income (payslips/centrelink)	YES	NO
3. Last FOUR Rent Receipts	YES	NO
4. Previous Bills (Telstra/AGL etc)	YES	NO
5. Current Vehicle Registration Papers	YES	NO

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**L. OFFICE USE ONLY**

TICA Checked  Date:

Rental reference Checked  Date:

Employment Checked  Date:

RP Data Checked  Date: