



# Tenancy Application Form

**Please Note:** \* One form is required for each adult resident \* Incomplete forms, or those without attachments may not be processed.

## PROPERTY APPLYING FOR

Address: \_\_\_\_\_

Commencement Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Lease Term: **6 months** / **12 months**

Rent: \$\_\_\_\_\_ per week

## APPLICANT'S DETAILS

Full Name: \_\_\_\_\_ D.O.B \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Phone Numbers: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email address: \_\_\_\_\_ Smoker: Y / N

Drivers Licence No: \_\_\_\_\_ Licence State: \_\_\_\_\_ Expiry: \_\_\_\_\_

Care make / model: \_\_\_\_\_ Car Registration: \_\_\_\_\_

Will a boat / trailer / van / motorbike be kept at the property (please circle)

## OTHER OCCUPANTS DETAILS

Number of Adults: \_\_\_\_ Number of Children: \_\_\_\_ Ages of Children: \_\_\_\_\_

Names of all other occupants:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

## PETS

Type / Breed: \_\_\_\_\_ Age: \_\_\_\_\_ inside / outside Registered: Y / N

Type / Breed: \_\_\_\_\_ Age: \_\_\_\_\_ inside / outside Registered: Y / N

## EMERGENCY CONTACT PERSON

Name: \_\_\_\_\_ Contact No: \_\_\_\_\_ Relationship: \_\_\_\_\_

**BRIAN UNTHANK REAL ESTATE**

**ABN:** 41 861 284 204

**W:** [www.bur.com.au](http://www.bur.com.au)

### Albury Office

6/520 Swift Street  
Albury NSW 2640

**T:** 02 6041 3777

**E:** [rentals@bur.com.au](mailto:rentals@bur.com.au)

### Rutherglen Office

100 Main Street  
Rutherglen VIC 3685

**T:** 02 6032 8977

**E:** [NorthEast@bur.com.au](mailto:NorthEast@bur.com.au)

### Wodonga Office

150 High Street  
Wodonga VIC 3690

**T:** 02 6026 4722

**E:** [wodonga@bur.com.au](mailto:wodonga@bur.com.au)

Thank you for applying with BUR

**Each applicant must supply at lease one of the following from each group:**

**Proof of ID**

- ☐ Drivers Licence
- ☐ Passport
- ☐ Copy of birth certificate

**Proof of Income**

- ☐ 2 x Current Payslips
- ☐ Centrelink Income Statement
- ☐ Bank Statement

**If you Rent:**

- ☐ Rent Receipt
- ☐ Rent Ledger

**If you own your own property:**

- ☐ Rates Notice
- ☐ Certificate of Title

**Note:** You may also wish to provide any extra information which you feel may help your application.

- This Agency is a member of the Tenancy Information Centre of Australia (TICA). All applications are checked on their national data-base. Contact: 190 222 0346 (General Enquiries)
- Where possible we strive to provide an answer for applicants within 3 working days. However, delays can occur when information cannot be easily verified, and referees do not respond promptly.
- Delays may also occur if we discover information relevant to your application which has not been declared (ie. an undisclosed prior address).
- If your application is approved you will be required to promptly sign a lease with a start date suitable to you and the owner.
- If your application is rejected a specific reason will not be given. Under the terms of both the NSW & VIC Residential Tenancies Acts, a reason is not required

**OFFICE USE ONLY**

TICA Checked

☐

Employment Checked

☐

References Checked

☐

Owners Name \_\_\_\_\_

Rent \$ \_\_\_\_\_

Commencement \_\_\_\_\_

Bond \$ \_\_\_\_\_

Term of Lease \_\_\_\_\_

Let Fee \$ \_\_\_\_\_

Special Conditions \_\_\_\_\_

Water \_\_\_\_\_

**CURRENT ACCOMMODATION DETAILS:**

Address \_\_\_\_\_

Period of Occupancy \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Situation **Renting / Owned / Other** \_\_\_\_\_

Name of Agent /Address \_\_\_\_\_ Telephone: \_\_\_\_\_

Rental \$ \_\_\_\_\_ per week

Reason for leaving \_\_\_\_\_

**PREVIOUS ACCOMMODATION DETAILS:**

Address \_\_\_\_\_

Period of Occupancy \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Situation **Renting / Owned / Other** \_\_\_\_\_

Name of Agent /Address \_\_\_\_\_ Telephone: \_\_\_\_\_

Rental \$ \_\_\_\_\_ per week

Reason for leaving \_\_\_\_\_

**INCOME DETAILS:**

Current Employer \_\_\_\_\_

Job Title \_\_\_\_\_ Length of Employment \_\_\_\_\_

Nature of Employment (circle) Full Time / Part Time / Casual

Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_

Weekly wage (after tax) \$ \_\_\_\_\_

**IF SELF EMPLOYED:**

Business Name \_\_\_\_\_

Industry / Occupation \_\_\_\_\_ How long established \_\_\_\_\_

Address \_\_\_\_\_ A.B.N \_\_\_\_\_

Accountant \_\_\_\_\_ Telephone \_\_\_\_\_

How long have you had the business? \_\_\_\_\_ Weekly Income \$ \_\_\_\_\_

**CENTRELINK PAYMENTS:**

Type of Payment \_\_\_\_\_

Amount Received \$ \_\_\_\_\_ per week / fortnight / month

Customer Reference Number \_\_\_\_\_ Pension Number \_\_\_\_\_

**PERSONAL REFERENCE (Not family or someone previous listed on the application):**

1.	Name _____	Telephone _____
	Relationship _____	How long known _____
2.	Name _____	Telephone _____
	Relationship _____	How long known _____

**DECLARATION:**

Have you, or someone you trust viewed the property? Y / N If Yes - Date viewed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Do you agree to accept the property in it's current condition? Y / N

If No - Give details \_\_\_\_\_

Have you been refused a property by a landlord or agent? Y / N

If Yes - Give details \_\_\_\_\_

Are you in debt to, or have been evicted by a Landlord or Agent? Y / N

If Yes - Give details \_\_\_\_\_

Are you now, or have you ever been Bankrupt? Y / N

If Yes - Give details \_\_\_\_\_

I acknowledge that my application is subject to the owner's approval and the availability of the premises on the due date. I hereby offer to rent the property under a lease in accordance with the relevant Residential Tenancies Act. I declare that all information contained in this application is true and correct and given of my own free will. I authorise the Agent to obtain details of my credit worthiness from the owner or Agent of my current and/or previous residences, and my current and/or previous employer/s.

Applicant's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## PRIVACY ACKNOWLEDGEMENT:

In accordance with Privacy Principle 1.3 of the Privacy Act we require you to read and sign this acknowledgement. In order to process a tenancy application a tenancy applicant is required under the National Privacy Principle of Privacy Act to be made aware that an organisation may access a database. In addition a tenancy applicant is entitled to know what will happen to their information when it is passed onto an agent.

In accordance with the National Privacy Principles the database member discloses that in addition to information being supplied to Database Company other organizations may receive information from time to time. Other organizations may include, but not limited to debt collection agencies insurance companies, government departments and other landlords or agents.

I the said applicant declare that I give my permission to the agent to collect my information and pass such information onto TICA Default Tenancy Control Pty Ltd. I further give my permission for my information to be provided to any other tenancy database for the assessment of my tenancy application. I further give consent to the member of the Database Company to contact any of my referees provided by me in my tenancy application.

I agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with tenancy database my information may be recorded as making an inquiry.

I agree that in the event of a default occurring under a tenancy agreement I give my permission to the member of a tenancy database to register any of my details of such breach with a tenancy database. I further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company.

I understand that TICA Default Tenancy Control Pty Ltd is a database company that allows its member's access to information accumulated from members about other tenants who have breached their tenancy agreements.

I acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 190 222 0346. I agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

I understand that should this application not be accepted, the agent is not required or obligated to disclose why or supply any reason for the rejection of this application.

I understand that should a reservation fee (equivalent to one week's rent) be paid by me for the reservation of the property, that fee will be fully refunded to me should the landlord/agent not wish to proceed with my application.

I understand that if the landlord/agent accept this application, the holding fee may be used as the first weeks rent.

I understand that if my application is accepted by the landlord/agent, and I decide not to take the property, a portion of the reservation fee, calculated at a daily rate, will be deducted from the holding fee for each day the premises are being held for me and the balance will be refunded.

Applicant's Name: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Signature: \_\_\_\_\_

**connectnow.**  
We get things sorted.

PH: 1300 554 323 | Fax: 1300 889 598  
info@connectnow.com.au | connectnow.com.au

### Moving home has never been easier

Connectnow is dedicated to helping you move home more easily. We can connect your utilities including electricity, gas, phone, internet and pay TV to a broad choice of leading providers. We can also organise your disconnections and offer a range of additional services, such as cleaning and food services, removalists and vehicle hire.

What's more, you pay no extra charges as a result of using the connectnow service. We will make all reasonable efforts to contact you within 1 working day of receiving this application to explain the details of the services offered. If we are unable to contact you within this period please call 1300 554 323 to ensure your services can be addressed by the required date.

**DECLARATION AND EXECUTION/PRIVACY NOTICE:** By signing this application and ticking the 'YES' box below, I: consent to the collection of my personal information by Connectnow Pty Ltd (ABN 79 097 398 662) ("connectnow") for the purposes of contacting me to talk about arranging the connection and disconnection of moving and utility services and related services and to inform me about other products and services that may complement my home/lifestyle needs; consent to the disclosure by connectnow of my personal information contained in this application to other parties, including the relevant third party service providers, connectnow's related companies and third parties who provide connectnow with services in connection with the ordinary operation and administration of connectnow's business or where otherwise required or authorised by law; understand that protecting my privacy is important to connectnow and that I can obtain further details about how connectnow manages my personal information, including how I may access and seek correction of my personal information, how I may complain about a breach of my privacy and how connectnow will deal with that complaint, by viewing connectnow's Privacy Policy at [www.connectnow.com.au](http://www.connectnow.com.au) or contacting their Privacy Officer at [info@connectnow.com.au](mailto:info@connectnow.com.au); understand that whilst connectnow is unlikely to disclose my personal information to recipients located overseas, connectnow is not responsible for the privacy practices of any third party service providers, and accordingly, I accept that it is my responsibility to check the privacy policies of the relevant service providers if I wish to obtain further information about how they manage personal information (including whether or not they are likely to disclose such information to overseas recipients); understand that my consent to receive such marketing materials will continue until I opt-out by contacting [info@connectnow.com.au](mailto:info@connectnow.com.au); understand that the connection and disconnection of moving and utility services and related services (collectively referred to as "the nominated services") will only be initiated once a connectnow representative has discussed the details with me and obtained my consent to the terms and conditions of supply of the relevant service providers; acknowledge that, to the extent permitted by law, neither connectnow nor my real estate agent accepts liability for loss caused by delay in, or failure to, connect and disconnect or provide the nominated services; acknowledge that the nominated services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated service providers bind me and that after hours connections may incur additional service fees from utility providers; authorise the obtaining of a National Metering Identifier or a Metering Installation Registration Number for my residential address to obtain supply details; understand that it is the responsibility of the customer/homeowner to ensure that the electricity main switch is in the 'Off Position' for the required timeframe on the day of connection of the nominated utility services and that there is easy access to the meters; understand that connectnow may be paid a fee by the service provider and may pay a fee to a real estate agent in respect of the provision of the services provided to me by connectnow. By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements and other undertakings set out in this application form on behalf of all applicants listed on this application form. Where I have nominated an alternative contact person on this application, I authorise connectnow to speak to them about my move and connection and disconnection needs if connectnow is unable to contact me directly.

**Yes, I consent to connectnow contacting me to organise my move home services and other products and services to suit my home or lifestyle needs.**

Signed:

Date

ID: 26083