

For each applicant over 18 years of age, you will need to provide the following with your application;

- Photo identification (Drivers licence/Passport/Proof of age card);
- Recent Bank Statements;
- Payslips, Letter of confirmation from Employer, Centrelink forms, University course confirmation letter;
- Rental ledger or Rent receipts;
- Details of Rental and/or Personal Referees, or a copy of last Rates notice if you owned a previous residence.

Application Processing - The privacy statement along with the application form must be completed and all relevant information provided including applicable attachments before this application can be processed. Processing is also conditional upon the availability of the referees & the Landlord(s).

Property Availability - If the application is approved and/or a deposit is paid, it is subject to and conditional upon the property being available for lease at the required or proposed time. Should the property not be available due to delay, change of existing tenancy or any other circumstances, then that property may be withdrawn from offer to lease or appointment rescheduled for commencement.

Please be advised that this application will only be processed once ALL details have been completed and all copies of all supporting documents are attached.

IF APPROVED, PAYMENTS WILL ONLY BE ACCEPTED BY BANK CHEQUE, MONEY ORDER OR DIRECT DEPOSIT

Rental Property Address	
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Application Acceptance Cost: *please fill out amounts for the property you wish to apply for.*

Rental Bond: \$ Rent in advance: \$ TOTAL: \$

Have you inspected the property: YES NO Date Inspected (if YES) Commencement date:

Length of Tenancy: 6 mths 12mths Rent per week: \$

Number of occupants (TOTAL): Adults: Children (under 18): Children's ages:

Pets (if any): Name: Age: Breed:

Personal Details: Full Name: Date of Birth:

Current address:

Mobile No: Home No: Work No:

Email Address:

Drivers Licence No: Expiry Date:

Passport No: Expiry Date:

Vehicle Registration No:

 MAKES MOVING EASY	<input type="checkbox"/> YES <input type="checkbox"/> NO
(If YES please sign & date last page)	

Occupation/Financial: Casual Part time Fulltime Student Other

Current Employer (company name): Start Date:

Position: Net Income (after tax):

Contact Name (Manager): Phone No:

Assets owned / Address / Registration Numbers (eg: House / Land / Car / Boat):.....

Debts / Support / Type / Repayments pw. (eg: Car Loan, Mortgage, Child Support):.....

Centre Link Benefit Type: Start Date:.....

Centre Link forms attached: YES NO

University / College / TAFE / School:.....

Course:..... Start Date:..... End Date:.....

Rental History:

Current Address:

Rent: \$..... pw. Own home: If so, For Sale? or Sold?

Lease start date: Lease end date:

Agent or Landlord(s) Name:

Agent or Landlord contact details:

Reason for vacating:

Have you issued vacating notice? YES NO Has Landlord served Termination notice? YES NO

Previous Address:

Rent: \$..... pw. Own home: If so, For Sale? or Sold?

Lease start date: Lease end date:

Agent or Landlord(s) Name:

Agent or Landlord contact details:

Reason for vacating: Was Bond Returned in Full YES NO

Reason for claim on bond:.....

Personal Referee:

Name:..... Relationship:..... Contact No:

Emergency Contact Details (Next of Kin):

Name:..... Relationship:

Address:..... Phone No:.....

..... Mobile No:.....

Privacy Statement - Huxley & Partners Real Estate respects your right to privacy. We are bound by the National Privacy Principles contained in the Privacy Act 1988. Those principles regulate our activities with respect to personal information collected, stored, used and disclosed by us. Personal information is collected from tenants or prospective tenants in the course of a tenancy application and any subsequent tenancy as is necessary for the agent to verify the potential tenant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected in the application and during the course of the tenancy, including through property inspection and condition reports, may be disclosed to other parties including to the landlord, employment and personal referees, trades people, owners' corporations, government and statutory authorities, financial institutions, other agents and landlords as well as operators of tenancy reference databases and third parties. We will only disclose your 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, Tenancy Act and Business Regulations. If you would like to access your personal information stored on our tenancy file or systems within our agency, you can do so by contacting us by one of the methods listed above. You can also request we correct your information if it is inaccurate, incomplete or out-of-date. Note that to access your information stored on a third party 'tenancy reference database' you must contact the relevant company as listed below.

Tenancy Application Collection & Disclosure Notice - The personal information the prospective tenant provides in this application or collected from third parties including employers, personal referees, other agents and landlords, as well as operators of tenancy reference databases is necessary for the agent to verify the applicant's identity, to process and evaluate the application and to manage the tenancy. If you do not provide us with your personal information as specified on the Tenancy Application form and consent to the disclosure of this information or that collected from third parties then we cannot properly process and evaluate your application.

Tenancy Reference Database Collection & Disclosure Notice - Huxley & Partners Real Estate is a member of the national tenancy reference database –TICA Default Tenancy Control Pty Ltd (TICA). Personal information collected from the applicant(s) in the application or during the course of the tenancy, if successful, may be disclosed to these databases for the purpose of referencing previous or current tenancy history records. Information already held on these databases may also be disclosed to the agent and/or landlord for the purpose of processing and evaluating the application. These databases collect personal information on tenants that breach their lease agreement including rent outstanding at the end of a tenancy, damages to property and other breaches. If you do not provide us with your consent to disclose or reference your personal information to these tenancy database then we cannot properly process and evaluate the application therefore we will be unable to provide you with the lease/tenancy of the property. If you would like to access the information collected by these tenancy databases you can do so contacting the relevant organisation below. You can also correct this information if it is inaccurate, incomplete or out-of-date.


I hereby declare:

- **If accepted, I understand that a total of 2 weeks rent in advance and 4 weeks bond is required to be paid to Huxley & Partners on or before signing the tenancy agreement. Upon acceptance 1 week's rent must be paid as a holding deposit to secure the property for up to 7 days. Payments can be made by Bank Cheque or Money Order. Bank Transfers can also be done but must be transferred 4 working days in advance of the lease signing date. Cash and Credit are NOT accepted. Our office does NOT have Eftpos facilities for payments onsite.**
- I have read and understand all the terms and conditions (3 pages in total) of this application;
- I have provided all applicable information on and attachments with this application;
- All the information I have provided is true, correct and current where applicable;
- I am not bankrupt or insolvent and am able to meet the terms of the lease and rent payments;
- I consent to the privacy statement, collection and confirmation of my personal information;
- I consent to the tenancy reference database collection and disclosure notice.

I understand all the information above and hereby consent to the collection and disclosure of my personal information:

FULL NAME: SIGNATURE:


OFFICE USE ONLY:			
Rental Balance: \$	Lease Length:
Lease Start date:		
TICA: <input type="checkbox"/>	Date:	Rental History Check: <input type="checkbox"/>	Date:
Owner Approval: <input type="checkbox"/>	Date:		
Special Conditions:		
Property Manager/s:		

SEND US YOUR DETAILS

Ask your Real Estate Agent to send us your details, tick the box on your application form or submit your details online


1



WE'LL CALL YOU

Our local call centre will contact you within 24 hours of receiving your application to confirm your moving details


2



IT'S YOUR CHOICE

We will discuss and confirm with you the range of suppliers and connection options at your new home

3



GET CONNECTED

Relax knowing your connections will be taken care of hassle free thanks to our Always On Guarantee

4

Direct Connect can help arrange for the connection or provision of the following utilities and other services:



Electricity

Gas

Phone

Internet

Pay TV

Insurance

Removalist

Truck or van hire

Cleaners

Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.



This is a FREE service that connects all your 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