

# Application Form

Please complete all sections



Taken By / Collected _____	Date Rec ____/____/____	Branch _____
Comments _____		
_____		

## A. AGENT DETAILS

**Dungey Carter Ketterer Pty Ltd**  
35 Queen St, Bendigo Vic. 3550 ABN 17 976 718 730  
Phone no. 03 5440 5060  
Fax no: 03 5440 5080 Email rentals@dck.com.au

## B. PROPERTY DETAILS

1. What is the address of the property you would like to rent? (If applying for more than one property, please list in order of preference)

Property Address	Weekly rental \$
1.	
2.	
3.	

2. What date would you like to move in?

Day  Month  Year

3. Lease term and bond details? (Please circle one)

6 Months / 12 Months Own Bond / Ministry of Housing

4. How many people will normally occupy the property? Each adult will be required to complete a separate application

Adults  Children Ages of children \_\_\_\_\_

## C. PERSONAL DETAILS

5. Please give us your details

Mr  Ms  Miss  Mrs  Other

Full Name

Date of Birth  Age  ABN (if applicable)

Driver's license no.  Driver's license 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

## D. UTILITY CONNECTIONS

This is a free service that connects all your utilities



Once we have received this application we 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 the information on this Application and explain the details of the services offered. Please tick utilities requested

Water  Gas  Electricity  
 Phone  Internet  Insurance  PayTV

**DECLARATION AND EXECUTION:** By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out above; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue [for a period of 1 year from the date of our/my execution of this application/until [28] days after we/I disconnect the last of the services in respect of which this application is made]; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorized access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services. **By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.**

Signature  Date

POBox 1519, Box Hill, Victoria 3128. 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. Should the landlord accept this application 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;
- 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 trades people 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)
- (h) transfer water account details into my name

I am aware that if information is not provided or I do not consent to the uses to which personal information's 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.

Signature  Date

**F. APPLICANT HISTORY**

8. How long have you lived at your current address?

	Years		Months
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9. Why are you leaving this address?

10. Landlord/Agent details of this property (if applicable)

Name of landlord or agent	Email Address
Phone number (business hours)	Weekly rent paid
	\$ <span style="border: 1px solid black; display: inline-block; width: 50px; height: 20px;"></span>

11. What was your previous residential address?

Postcode

12. How long did you live at this address?

	Years		Months
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13. Landlord/Agent details of this property (if applicable)

Name of landlord or agent	Email Address
Phone number (business hours)	Weekly rent paid
	\$ <span style="border: 1px solid black; display: inline-block; width: 50px; height: 20px;"></span>
Was bond refunded in full?	If not why not?

**G. EMPLOYMENT HISTORY**

14. 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 a student)

Employer's address

Postcode

Contact name	Phone number (business hours)

Length of employment	Net income?				
<table border="1"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; text-align: center;">Years</td> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; text-align: center;">Months</td> </tr> </table>		Years		Months	\$ <span style="border: 1px solid black; display: inline-block; width: 50px; height: 20px;"></span>
	Years		Months		

15. Please provide your previous employment details

Occupation

Employer's name

Length of employment	Net income?				
<table border="1"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; text-align: center;">Years</td> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; text-align: center;">Months</td> </tr> </table>		Years		Months	\$ <span style="border: 1px solid black; display: inline-block; width: 50px; height: 20px;"></span>
	Years		Months		

**H. CONTACTS**

16. Please provide a contact in case of emergency

Name	Relationship to you
Address	Phone no.

**J. REFEREES (Family not permitted)**

1. Name and relationship to you

Phone no. (Business hours)	Email address

2. Name and relationship to you

Phone no. (Business hours)	Email address

**J. OTHER INFORMATION**

17. Car Registration

18. Please provide details of any pets:

Breed / type	Council registration / number
1.	
2.	

**K. Special Requirements/request by applicant**

**PLEASE NOTE**

- Security deposits are to be paid separately by credit card, money order or cheque made out to the RTBA within 24 hours after approval of application.
- Initial rent payment may be made by credit card, cheque, money order or cash prior to collection of keys.
- Keys will not be handed over until the lease agreement has been signed by all applicants and bond and rent fully paid.

We accept payment of bond &amp; rent by



# Privacy Act 1988 Collection Notice

## Management of Property

The personal information the prospective tenant provided in this application or that which is collected from other sources is necessary for the Dungey Carter Ketterer Pty Ltd (DCK) to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy.

The personal information collected about the applicant in this application may be disclosed during the course of the tenancy for the purpose for which it was collected, to other parties, including the Landlord, referees, financial institutions, tradespeople, other agents, third party operators of tenancy reference databases and other third parties as required by law. Information already held on tenancy reference databases may also be disclosed to the Agent and/or Landlord. The Agent may also disclose information to other parties on the Internet.

If the applicant enters into a Residential Tenancy Agreement and if the applicant fails to comply with their obligations under that Agreement, the fact and other relevant personal information collected about the applicant during the course of the tenancy may also be disclosed to other parties, including those referred to above.

DCK will also disclose information in this way to other parties to achieve the purposes specified above or as otherwise allowed under the Privacy Act 1998.

If the applicant would like to access his/her personal information held by DCK, they can do so by contacting DCK at the address and contact numbers contained in this application. The Applicant can also correct this information if it is inaccurate, incomplete or out of date.

If the information is not provided, DCK may not be able to process the application and manage the tenancy.

Should an application for tenancy not be approved, the application and personal details collected about the applicant will no longer be required and will not be used for any other purpose. Therefore, this information will be destroyed by means of shredding within a period of one (1) month of notification to the applicant that the application was not successful.

Name: \_\_\_\_\_ (Please print)

Signed: \_\_\_\_\_

Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_