

Tenancy Application Form

PROPERTY ADDRESS			
Unit number:		@ 120 Alma Rd Dakabin 4503	Application date:
Weekly Rent / Bond:	\$	Bond: \$	Preferred lease: 6 / 12 months
Move in Date:		<i>Please note this date should be as close to the available date</i>	
# adults/children:		Please complete this application page for each resident over 18	
PERSONAL INFORMATION / IDENTIFICATION & PREVIOUS RENTAL HISTORY			
Surname:		<input type="checkbox"/> copy of ID included (license/passport)	
Given names:			
Emergency contact:			
License number:		<input type="checkbox"/> copy of drivers license included	
Passport number:		<input type="checkbox"/> copy of passport included	
Date of birth:			
Phone/Mobile:		Please hyphen into 3 parts, ie 0451 977 123	
Email address:		Please write email as neat as possible	
Medicare number:		<input type="checkbox"/> copy of Medicare card included	
Car registration(s):			
Current address:			
Agents email:		<input type="checkbox"/> proof of address included	
Agents telephone:		<input type="checkbox"/> were you breached during tenancy	
Rent Paid per week:		<input type="checkbox"/> rental ledger/receipts included	
FINANCIAL INFORMATION & EMPLOYMENT DETAILS			
Employment (role):			
Employment length:			
Employers name:			
Employers address:			
Employers phone:		Employers Contact Name:	
Income per week:		<input type="checkbox"/> copy of recent pay-slips	
bank statement:		<input type="checkbox"/> bank statements may be included to show tenant has sufficient funds to afford rent	
OFFICE USE ONLY			
<input type="checkbox"/> application complete	<input type="checkbox"/> TICA	<input type="checkbox"/> Finance	<input type="checkbox"/> Approved
<input type="checkbox"/> Owner	<input type="checkbox"/> Payment	<input type="checkbox"/> DC	

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ANNEXURE A TO TENANCY AGREEMENT

1. I/We acknowledge this annexure forms part of our Tenancy Agreement.
2. I/We acknowledge that should my/our application be accepted I/we am/are required to pay two weeks rent in advance plus bond. I/We acknowledge once payment is made that should I/we change my/our mind, one weeks' rent will be forfeited.
3. I/We acknowledge receipt of the **Body Corporate by-laws** (attached to initial lease) which I/We agree to comply in full.
4. I/We acknowledge that damage caused by me/us, visitors, removalists, delivery vehicles engaged by us will be at a cost to me/us as the tenant/s. Parents/guardians are held responsible for any damage or vandalism caused by their children under 18. Any repairs and painting must be carried out by a professional tradesperson with a warranty for the work.
5. I/We acknowledge that the peaceful coexistence of all residents within the complex is essential and that I/we will respect all residents in relation to my/our behaviour and guests which I/we invite into this complex.
6. I/We wish to accept the offer of an **option to extend** my/our lease for a period of 12 months made up of two (2) x 6 month leases from the date of expiry of my/our existing lease. I/We understand that this option is to be exercised at my/our sole discretion by our giving notice to you in writing or email at least eight (8) weeks prior to the expiry of my/our existing lease of my/our intention to exercise this option. To exercise this option I/we must not have been in breach of my existing tenancy agreement during the term. I/We realise there may be a rent review at the end of each fixed term agreement.
7. I/We acknowledge that contactable hours are 9am to 5pm Monday to Friday and preferred method of contact is via email.
8. I/We acknowledge receipt of **keys** (during lease signing). It is strongly suggested that a spare copy is made and provided to friends for safe keeping. I/We acknowledge that should we lose or lock the keys inside the property the following options apply:
 1. Office hours, agent onsite: If the agent is onsite during office hours (Mon-Fri 9-5pm) then you can collect the management set of keys and return them within an hour. Identification is required to collect keys. Please note the agent is not required to be in the office every day and if not onsite then options 2 and 3 apply.
 2. After hours, agent available: If you lock yourself out after hours and unable to obtain backup keys from a friend then please call the agent. If the agent is available to unlock the property you will incur a **\$100 + GST** call out fee payable on call out.
 3. After hours, agent not available: If you lock yourself out after hours and the agent is not available (ie non-contactable or unable to return to the complex), then you will need to ring a locksmith to gain entry. The cost of a locksmith to come out and open your property may cost over **\$200 + GST**.
 4. Lost keys: If you lose your keys and unable to find them then all apartment locks (including post-box locks) will need to be replaced at a cost of **\$400 + GST**.
9. I/We acknowledge that the agent will be notified of any **changes** to the **residents** residing in the property. Subsequent changes required to the lease or bond will incur a **\$50 + GST** processing fee. Please note: new tenants will need to be authorised by the agent.
10. I/We acknowledge that it is my/our responsibility to pay the water consumption usage on a quarterly basis as invoiced by the agent. I/We acknowledge that payment of the water consumption must be paid within 30 days of date of invoice.
11. I/We acknowledge that it is a tenants responsibility to ensure the hot water system is re-filled (topped up) as required by pressing relief valve and ensuring water is dispensed (required every 3 months). The process will be shown to the tenant by the agent at the start of the lease.
12. I/We as tenant/s understand that it is tenants responsibility to insure their own property and possessions by way of **personal contents insurance**.

13. I/We acknowledge that it is the tenants responsibility to ensure smoke alarms are in working order and to report any problems promptly to the agent. I/We acknowledge that should the smoke alarm battery go flat after the commencement of the lease, then it is the tenant/s responsibility to replace the battery. I/We acknowledge that the smoke alarm or batteries are not to be permanently removed.
14. I/We acknowledge that smoking inside the property is prohibited. If smoking occurs on balconies or outside the property it is the tenant/s responsibility to ensure that smoke does not drift inside the property or adjoining properties.
15. I/we acknowledge that it is the responsibility of the tenant/s to gently clean the air conditioner filters at least twice a year.
16. I/we acknowledge that my/our courtyard/backyard/balconies must remain clean & tidy at all times.
17. I/we acknowledge that my/our driveway/car space must remain clean & tidy and free of oil stains at all times.
18. I/We acknowledge that I/we are only allowed to park my/our vehicle in our designated car park. I/we acknowledge that I/we are/am not allowed to park in any other car park or visitor car park. I authorise management to tow my/our vehicle at my/our expense should we park in a non-designated car park.
19. I/We acknowledge that no pets are allowed to be kept on or inside the property, unless first approved by the manager.

Pet you would like to keep (type/breed/size): _____

20. Should you need to break your lease then please contact the agent using an RTA form 13 "Notice of Intention to Leave". In the event of a break-of-lease, I/we agree to pay a break-of-lease fee (also known as letting fee) of **one week rent + GST** and an advertising marketing fee of **\$150 + GST**. I/We acknowledge the existing tenancy will terminate only when a new Residential Tenancy Agreement with a new replacement tenant commences. Until that time I/we acknowledge that it is the tenant/s responsibility to continue to pay the rent.
21. I/We acknowledge that our agent is the Vidorra Dakabin onsite property manager and we have specifically signed a lease due to the professionalism and convenience of having our property manager on site including Saturdays, Sundays and after hours by arrangement. I/we are entitled to break our lease without penalty should the management agreement on our leased property be terminated by the owner.
22. At the completion of the tenancy agreement, I/we agree to clean our property to the same standard as the property was provided at the start of the tenancy agreement or to engage a **professional cleaner**.
23. At the completion of the tenancy agreement, I/we agree to clean our carpets to the same standard as the carpets were provided at the start of the tenancy agreement or to engage a **professional carpet cleaner**.
24. At the completion of the tenancy agreement, I/we agree to ensure pest control has been carried out to ensure the property is returned to the same standard as was provided at the start of the tenancy agreement or to engage a **professional pest controller**.
25. Please note we are under no obligation to provide you a reason should your application be declined.
26. I/We consent to the agent using our personal information being used to perform previous rental history and TICA tenancy database checks.

Applicant(s) signature(s):

Dated:

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

 <p>MAKES MOVING EASY</p>	<input checked="" type="checkbox"/> Electricity	<input checked="" type="checkbox"/> Gas
	<input checked="" type="checkbox"/> Phone	<input checked="" type="checkbox"/> Internet
	<input type="checkbox"/> Pay TV	<input type="checkbox"/> Insurance
	<input type="checkbox"/> Removalist / Truck or van hire	<input type="checkbox"/> Cleaners
<input checked="" type="checkbox"/> 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 of 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.

Applicant(s) signature(s):

Dated:

Direct Connect:

Phone: 1300 664 715

Fax: 1300 664 185

Web: www.directconnect.com.au