

ORANGE: 15/9 Telopea Way
ph: 6360 0002 fax: 6362 0366
leasing@mccormackbarber.com.au

BATHURST: 89 William Street
ph: 6331 1444 fax: 6332 3333
leasing@mccormackbarber.com.au

mccormackbarber

TENANCY APPLICATION FORM

Thank you for choosing a McCormack Barber property. Please complete this application thoroughly so we can process your application as quickly as possible, failure to complete sections may result in delays or the application not being processed. **Ensure that all applicants have signed privacy statement on the bottom of page 4.**

Please note: All tenants must provide copies of the following items otherwise application will be not processed.

- ☐ Drivers licence, proof of age card or passport
- ☐ Pensioner card/ health care card, ATM or credit card (must show your full name)
- ☐ Last 2 current pay slips or current Centrelink entitlement statements
- ☐ Current original bank statement NOT AN INTERNET TRANSACTION LIST (the account you wish to pay your rent from)
- ☐ Current council rates notice & mortgage payments/statements (if applicable)

ALL OUR RENTAL PROPERTIES ARE STRICTLY NO SMOKING INSIDE

Rental Property: _____

Rent per week: \$ _____ Length of lease: _____ Lease start date: ____/____/____

APPLICANT DETAILS

APPLICANT 1

APPLICANT 2

Full name: _____	Full name: _____
Address: _____ _____	Address: _____ _____
D.O.B: ____/____/____ Drivers Lic #: _____	D.O.B: ____/____/____ Drivers Lic #: _____
Home ph: _____ Work ph: _____	Home ph: _____ Work ph: _____
Mobile: _____	Mobile: _____
Email: _____	Email: _____
Vehicle Make/model: _____ Rego #: _____	Vehicle Make/Model: _____ Rego #: _____

CURRENT TENANCY DETAILS

APPLICANT 1

APPLICANT 2

Landlord/Agent: _____	Landlord/Agent: _____
Phone: _____	Phone: _____
Rent per week: \$ _____ Length: _____	Rent per week: \$ _____ Length: _____

FREE UTILITY CONNECTION SERVICE



MAKES MOVING EASY

Your Free No Obligation Utility Connection Service
"Let us do the running around and connect your utilities for you"

Electricity ☐ Internet ☐ Gas ☐ Phone ☐ Pay TV ☐

Direct Connect make your move easier. Our service is fast, easy-to-use and completely free for anyone moving home. All it takes is 8-10 minutes on the phone to organise your move.

P: 1300 664 715 F: 1300 664 185 W: www.directconnect.com.au

I acknowledge that I have read the declaration and execution on page 3 of this application

APPLICANT 1

APPLICANT 2

Print Name: _____	Print Name: _____
Signature: _____	Signature: _____

PREVIOUS RENTAL DETAILS

Prior to your current address – not the same as listed on page 1 of the application form

APPLICANT 1

Last Address: _____
Landlord/Agent: _____
Phone: _____
Rent per week: \$ _____ Length: _____
Prior Address: _____
Landlord/Agent: _____
Phone: _____
Rent per week: \$ _____ Length: _____

APPLICANT 2

Last Address: _____
Landlord/Agent: _____
Phone: _____
Rent per week: \$ _____ Length: _____
Prior Address: _____
Landlord/Agent: _____
Phone: _____
Rent per week: \$ _____ Length: _____

EMPLOYMENT DETAILS

APPLICANT 1

Current Employer: _____
Occupation: _____
Phone: _____
Salary per week: \$ _____ Length: _____
Previous Employer: _____
Occupation: _____
Phone: _____
Salary per week: \$ _____ Length: _____

APPLICANT 2

Current Employer: _____
Occupation: _____
Phone: _____
Salary per week: \$ _____ Length: _____
Previous Employer: _____
Occupation: _____
Phone: _____
Salary per week: \$ _____ Length: _____

NEXT OF KIN EMERGENCY CONTACT (not residing with you)

APPLICANT 1

Name: _____
Address: _____
Phone: _____ Relationship: _____

APPLICANT 2

Name: _____
Address: _____
Phone: _____ Relationship: _____

OTHER OCCUPANTS

Names and ages of ALL people to occupy the rental premises:

PETS

List all pets that will be residing at the premises:

Type	Breed	Name	Colour	DOB/age	Sex	Desexed	Inside/O utside

STATEMENTS OF COSTS: The following must be paid on or before the commencement of your lease agreement. No keys for the property will be made available until the following money is paid in full

Rental Bond: four (4) x weeks rent

Rent Payable: two (2) x weeks rent in advance

Tenant to complete the following

Rent upfront: \$_____ weekly rent x 2

Bond \$_____ weekly rent x 4

TOTAL \$_____ **Total payable on commencement of lease**

HOLDING FEE DEPOSIT: Once approved for the premises, the applicant/s agrees to pay one (1) weeks rent as a holding fee to secure the property within 24 hours of approval. The holding fee will be used towards the bond and rent in advance which is paid prior to the commencement of the tenancy agreement. This payment will be deducted from the bank account listed below, unless other arrangements have been agreed upon. Should the applicant/s decide not to proceed, the landlord may retain the holding fee in full.

RENT PAYMENTS: Rent must be paid a minimum of one (1) week in advance at all times. On the commencement of your lease agreement two (2) weeks rent is paid, meaning your next rent payment is due one(1) week after the commencement of your lease agreement. Rent and applicable water usage charges must be paid by one of the following methods: Direct Debit or CentrePay, rent can only be received on a minimum fortnightly basis. You must complete the following section detailing the account you wish to pay your rent or water usage charges from:

Financial Institution: _____

Account name: _____

Branch location: _____

BSB: |__|__|__| - |__|__|__| Six (6) Digits

Account number: _____

**THIS SECTION MUST BE
COMPLETED FOR YOUR
APPLICATION TO BE
PROCESSED**

DECLARATION AND EXECUTION FOR DIRECT CONNECT: 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 below; 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; 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; 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; 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, unauthorised 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.

DECLARATION: I/we apply for approval to rent the premises referred to in this form. I/we acknowledge that my/our application will be referred to the landlord of the property for their approval and if the application is approved, a Residential Tenancy Agreement for the premises will be prepared. I/we declare that I/we are not bankrupt and that the information provided by me is true and correct. I/we have inspected the premises and wish to apply for tenancy of the premises in its current condition. I/we undertake to pay the monies detailed below by payment via direct debit, money order or bank/building society cheque on or prior to signing the Residential Tenancy Agreement. Personal cheques will not be accepted.

PRIVACY STATEMENT: The personal information you provide in this application or collection by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage your tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application successful, may be disclosed for the purposes for which it was collected to other parties including your Landlord, referees, other agents and third party operator of tenancy reference databases. Information already held on these databases may also be disclosed to the Landlord and us. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that Agreement, the fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the Landlord, third party operators of tenancy database and other agents. If you do not provide the information required, we may not be able to process your application and manage your tenancy

Primary Purpose: As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested and if the risk is considered acceptable, to provide you with the lease/tenancy of the premises. To carry out this role and during the term of your tenancy, we usually disclose your personal information to: The Landlord, the landlord's lawyers and the landlord's mortgagee/insurer's; Referees you have nominated; Organisations/Trade people required to carry out the maintenance to the premises; Rental Bond Authorities and the Residential Tenancy Tribunal/Court; Debt Collection Agencies; TICA Database Default Tenancy Control Pty Ltd; Other real estate agents and landlords.

Secondary Purpose: We also collect your personal information to: Enable us, or the Landlords lawyers, to prepare the lease/tenancy documents for the premises; Allow organisations/trades people to contact you in relation to maintenance matters relating to the premises; Pay/release rental bonds to/from Rental Bond Authorities (where applicable); refer to Tribunals, Court and Statutory Authorities (where necessary); refer to Debt Collection Agencies/Lawyers (where default/enforcement action is required); refer to Landlords insurer's; report your conduct as a tenant on the TICA database.

I/we the applicants declare that I/we give our permission to the agent to collect my/our information and pass such information onto TICA default Tenancy Control Pty Ltd. I/we further give my/our permission for my/our information to be provided to any other tenancy database for the assessment of my/our tenancy application. I/we further consent to the member of the Database Company to contact any of my/our referees provided by me/us in my/our tenancy application. I/we agree and understand that once a tenancy application has been lodged with a member of the tenancy database and an inquiry made with a tenancy database my/our information may be recorded as making an inquiry. I/we agree that in the event of a default occurring under a tenancy agreement I/we give my/our permission to the member of the tenancy database to register any of my details of such in breach with a tenancy database. I/we further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company. I/we understand that TICA Default Control Pty Ltd is a database company that allows its member's access to information accumulated from its members about tenants who have breached their tenancy agreement. I/we agree and understand that should I/we fail to provide the database member with the information and acknowledgements required the database member may elect not to proceed with my/our tenancy application. I/we agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my/our application to obtain further rental accommodation. I/we acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 1900 222 0346. I/we agree that calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

AUTHORISATION: I/we do hereby authorise my agent to provide a copy of previous/current rental ledger, routine inspection report and information relating to my/our tenancy to McCormack Barber. I/we do hereby authorise my employee or referee's to provide McCormack Barber details of employment and personal details pertaining to my applications. This information is only for the purposes of assessing my suitability as a tenant.

I/we, or a representative acting on my/our behalf, have inspected the premises and agree that the property is being leased in its current condition unless otherwise specified during the inspection.

By signing this application I agree to all the terms and conditions within this document and the Privacy Conditions and Disclosure Statement.

APPLICANT 1

APPLICANT 2

Print Name: _____ Print Name: _____

Signature: _____ Signature: _____