



61 Victoria St, PO Box 4035, East Gosford NSW 2250
T 02 4302 1713 F 02 4323 3813
E lease@gittoes.com.au W gittoes.com.au

Tenancy Application

1. A separate application form is required for each tenant.
2. This applicant must have attached a photocopy of;

- Photo Identification
- Pay slips/Centrelink Statements
- Birth Certificate
- Rental ledgers
- Utility bills
- ATM/Medicare Card

3. If the application is approved, you will be required to pay the rental bond and first two weeks rent via internet transfer with your tenant ID.

Lease Property:

property address:

Lease requirements:

length of lease:

(months)

rent:

\$

per week

lease start date:

Tenancy Details:

no. of adults who will live
in this property:

no. and ages of children:

no. and type of pets:

smoker y/n:

Applicants details:

name:

email

address:

home telephone:

work telephone:

mobile telephone:

Personal Details:

date of birth:

drivers licence number:

Drivers licence state of issue:

passport number:

country of issue:

car registration number:

Current lease details:

current rent: per week	how long have you lived there: months	reason for leaving:
agent/landlord:	contact number/s:	

Previous lease details:

previous property address:		
current rent: \$ per week	how long did you live there: months	reason for leaving:
agent/landlord:	contact number/s:	

Current Employment:

current employer (company):		
contact name (manager):	contact's work number:	your position:
length of employment:	net income: \$ per week	full time, part time or casual:

Previous Employment:

previous employer (company):		
contact name (manager):	contact's work number:	your position:
length of employment:	net income: \$ per week	full time, part time or casual:

Emergency contact details:

name:	relationship:	contact number:
address:		email:

Personal/business references: (not relatives)

name:	occupation:	contact number:
address:		email:
name:	occupation:	contact number:
address:		email:

Application:

I apply for approval to rent the premises referred to in this form, I acknowledge that my 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 declare that I am not bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the premises and wish to apply for tenancy of the premises for a period of _____ weeks, at a rental of \$_____ per week.

I undertake to pay the monies detailed below by an Electronic Funds Transfer made payable to Gittoes Property Management Trust Account (**BSB#** 082 574 **AC#** 89 256 1101 – Noting your individual tenant ID #) upon signing the Residential Tenancy Agreement.

Statement of Costs:

Rental Bond

\$

Rent in advance (2 weeks)

\$

TOTAL

\$

The personal information the prospective tenant provides in this application or collected from other sources is necessary for Gittoes, the agent, to verify the applicants identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the applicant in this application and during the course of tenancy and if the application is approved may be disclosed for the purpose for which it was collected to other parties including the landlord, referees, The Consumer Traders Tenancy Tribunal, other agents and third party operators of the tenant reference database.

Information already held on tenancy databases may also be disclosed to the agent and/or landlord. If the applicant enters into a Residential Tenancy Agreement and if the applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the applicant during the course of tenancy may also be disclosed to the landlord, insurance companies for the landlord, third party operators of the TICA Default Tenancy Control Database and/or other agents.

If a Holding Fee is being paid on the property, the following conditions will apply:

1. A Holding Fee will only be accepted once an application has been approved by the landlord.
2. The Holding Fee of \$ _____, is equivalent to one week's rent to reserve the for the period of seven days.
3. During this period, the premises will not be reserved for any other applicant, nor will a Holding Fee be received from any other applicant.
4. The Holding Fee will be paid towards the initial rent for the premises.
5. That should the applicant decide not to proceed, the Landlord may retain the full amount of the holding deposit.
6. That the Holding Fee will be banked into our Rental Trust Account.

The following questions must be answered:

Has your tenancy ever been terminated by a landlord or agent?
If yes, please give details...

Yes / No

Have you ever been refused a property by any landlord or agent?
If yes, please give details...

Yes / No

Are you in debt to another landlord or agent?
If yes, please give details...

Yes / No

Have any deductions ever been made from your rental bond?
If yes, please give details...

Yes / No

Is there any reason known to you that would affect your future rental payments?
If yes, please give details...

Yes / No

I acknowledge that the landlord and landlords agent will rely on the truth of the above answers in assessing the application for tenancy

Applicants Signature:



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Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants

This form provides information about how we the below named agent handle your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application.

If the applicant would like to access the personal information Gittoes holds, they can do so by contacting us and arranging an appointment to see the information

The applicant can also correct the information if it is inaccurate, incomplete or out of date. If the information is not provided we will be unable to process the application and manage the tenancy.

* By signing this application form, as the applicant I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form.

applicant signature:	date:
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Rental Reference – OFFICE USE ONLY

DEAR AGENT, PLEASE COMPLETE AND RETURN VIA FAX TO GITTOES ON **(02 4323 3813)** THANKYOU

Attention: _____ Fax # _____

Regarding (tenant) _____

Property Address _____

Agency Name	Was the tenant cooperative to deal with? Yes / No
Are all the applicant on the lease? Yes / No	What was the weekly rent amount \$ pw
Lease commencement date _____ / _____ / _____	Lease expiry date _____ / _____ / _____
Did your office terminate the tenancy? Yes / No If yes, Why?	
Were periodic inspections carried out? Yes / No	Were there any problems regarding the inspection? Yes / No If so, what were they?
Were gardens/lawns regularly maintained? Yes / No	Was the lessee ever in arrears? Yes / No
Were pets kept on the property? Yes / No	Was the property kept clean and tidy? Yes / No
Was the bond refunded in full? Yes / No If NO, please explain why	
Would you rent to this tenant again?	
Any additional comments?	

PLEASE ATTACH THE TENANT’S LEDGER – MANY THANKS

Property Manager:	date:
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Utility connections - A FREE of charge service to help connect you

www.realestate.com.au/connect

Step 1 Choose service	Step 2 Choose provider	Step 3 Requested connection date
<input type="checkbox"/> Electricity <input type="checkbox"/> Gas <input type="checkbox"/> Phone <input type="checkbox"/> Internet <input type="checkbox"/> Pay TV	<input type="checkbox"/> Origin <input type="checkbox"/> AGL <input type="checkbox"/> Telstra <input type="checkbox"/> Telstra <input type="checkbox"/> Foxtel	<input type="text" value="DD/MM/YYYY"/> <input type="text" value="DD/MM/YYYY"/> <input type="text" value="DD/MM/YYYY"/> <input type="text" value="DD/MM/YYYY"/> <input type="text" value="DD/MM/YYYY"/>

NO FIXED TERMS
on electricity & gas plans so you are not locked in.*

* Note, you may be charged fees such as a disconnection fee when exiting your contract. You may also be charged fees by your current energy provider when exiting your existing plan.

How Connection services from realestate.com.au works

1. Select the utilities and enter requested connection dates
2. Sign your consent on the next page
3. Your Agent will submit your request to us
4. We will lodge your connection requests with the utility companies
5. For phone and internet requests, we will call you to walk through the options
6. We will send confirmation to you and your Agent

Terms and conditions

This is an OPTIONAL connection service to assist you to obtain energy and/or telecommunications services for your new residence if your rental application is successful. Your decision whether or not to use this service will not affect your rental application. One of realestate.com.au's service providers Fast Connect Pty Ltd (telephone: 1300 661 464) (the "Service Provider") is the marketer of energy and telecommunications services provided by various retailers, and will assist realestate.com.au to provide this connection service to you.

If you have ticked one of the boxes above, you consent to realestate.com.au and its Service Provider using your personal information in this tenant application form in accordance with the Privacy Collection Statement below including using those details to contact you by phone, SMS and email in relation to the selected product(s). You acknowledge that realestate.com.au and its Service Provider may receive commissions or fees from your selected retailer(s), that commissions or fees may be paid between realestate.com.au and its Service Provider, and that your real estate agent may receive commissions or fees from realestate.com.au or its Service Provider, in each case for arranging provision of the requested services.

You may prefer to obtain services under different terms and conditions, or from different retailers, to those set out above. However, the above products are the only ones that are available as part of this connection service. You acknowledge that if you select one of the services above and the relevant retailer agrees to provide that service to you, then you will enter into a contract with that retailer for the provision of that service. Retailers retain discretion in relation to accepting your request for products or services - acceptance may be affected by factors such as a retailer's credit criteria or ability to supply to your selected address. While our connection service can help you get connected or disconnected by your requested dates, we cannot guarantee connection, disconnection or that either will be by your requested date. You agree that, to the maximum extent permitted by law, realestate.com.au and its Service Provider will have no liability to you for the provision of the service.

Energy (Electricity and Gas)

If you have selected an energy product above, you are entitled to be provided with certain information before you enter into a contract for the provision of that electricity or gas. That information is set out in, or accompanies, this form. A summary of some key useful information concerning these contracts is set out below:

Retailer contact details

Origin Energy Ltd.

Level 7, 321 Exhibition St Melbourne VIC 3000
 Ph: 132 463 Fax: 1800 132 463
 Email: enquiry@originenergy.com.au
 This market retail contract is: **Origin Supply**
 Electricity and/or Dual Fuel Plan.

If Origin is the existing retailer at your new address, you may be entitled to enter into a standard retail contract with Origin instead of a market retail contract.

AGL Energy Limited

L22, 120 Spencer Street Melbourne VIC 3000
 Phone: 131 245 Fax: (03) 8633 6002
 Email: enquiries@agl.com.au
 This market retail contract is: **AGL Freedom**
 Electricity and/or Dual Fuel Plan.

If AGL is the existing retailer at your new address, you may be entitled to enter into a standard retail contract with AGL instead of a market retail contract.

Tariffs and charges	We will email you a link with the prices and charges for your selected product upon receipt of your request for that product and also provide you with an opportunity to opt-out at this time.
Contract term	The contract commences when you satisfy any pre-conditions that may be specified in it. The contract may be terminated by you giving notice of termination or by agreement between you and the retailer. The contract will also end if energy is bought for the premises under a different contract or, in some cases, if the premises are disconnected. In addition, the retailer might be entitled to terminate the contract where you are in breach of it or if you vacate the relevant premises.
Billing and payment arrangements	Bills will be issued at least once every 3 months. You may generally pay your bills in person, by telephone, by mail, by direct debit or by electronic funds transfer. In certain circumstances, you may also be able to pay your bills by using Centrepay.
Concessions or rebates	If you hold a current government concession card you may be entitled to receive a rebate on your bill. Further information about the concessions and rebates that may be available to you can be obtained from the retailer.
Service levels	The service will comply with all laws and regulatory requirements applicable in the state or territory in which the supply address is located.
Cooling off period	If a cooling off period applies to your contract (which will typically be the case only where it is a market retail contract), then you may cancel the contract within 10 business days of receiving the retailer's welcome pack by informing the retailer by telephone or in writing of your intention to cancel the contract.
Electronic transactions	If any requirement in connection with the service is to be met electronically, it will be met in accordance with the contract. You will be recognised as having received the information and be bound by the transaction in accordance with applicable laws, regulatory requirements and the contract.
Complaints	You may complain to the retailer about the Service Provider. Contact the retailer if you wish to do this. If your complaint is not satisfactorily resolved by the retailer, then you may complain to the energy ombudsman.

eBilling and Welcome Pack




Unless you request otherwise, your electricity and/or gas bills will be sent to the email address provided in your rental application form.

No, please post these items to me in hard copy to my new address
(please tick)

Explicit Informed Consent

By signing below, I/we understand and agree:

- that I/we have read and accept the prices and charges applicable to the selected energy product;
- that, subject to the terms of the selected contract and any applicable legislation, the selected retailer may vary the energy rates which are used to calculate the applicable usage charges from time to time, and can vary the tariff structure, charges, billing frequency, and the terms of the contract at any time by writing to me/us;
- to become a customer of the selected retailer in accordance with the terms and conditions of the selected contract, including by transferring to that retailer, if the retailer agrees to provide me/us with my/our chosen product on those terms and conditions.

Tenant Signed	Co-Tenant (if any) Signed	Date
		

Please note, if you select ANY of the products displayed above, you must acknowledge your consent to the above information, our Privacy Collection Statement and you being contacted by our Service Provider in relation to the selected products, by providing your signature.

Privacy Collection Statement

realestate.com.au collects and uses the information in this form and your tenant application form to provide the connection service and will disclose this information to its Service Provider and to your chosen energy and telecommunication retailer(s). realestate.com.au may also use the information to promote its other services, and services of trusted third parties. realestate.com.au's Privacy Policy at www.realestate.com.au/privacy further explains how realestate.com.au collects, uses and discloses personal information and how to access, correct or complain about the handling of personal information. You agree that the personal information you provide to us (or authorise to be provided to us) is your information, or information which you have been authorised to provide us. Where you are authorised to provide another individual's information to us, you must inform that individual that their personal information will be used and disclosed by us in accordance with our Privacy Policy www.realestate.com.au/privacy and these terms and conditions.