

16. CHECKLIST

In order to process your application each applicant must provide the following documents:

- 1. Fully completed and signed application form including your acknowledgement of the privacy act
- 2. Photo ID – Drivers Licence and/or passport
- 3. Copy of most recent payslip
- 4. If self employed – proof of income documents
- 5. Copy of utility bills for current address
- 6. Copy of lease and/or rental history for current rental property

17. PROPERTY ADDRESS

Address: _____
 Suburb: _____ Postcode: _____

18. UTILITY CONNECTION SERVICE



Phone: 1300 554 323
 Fax: 1300 889 598
 Email: info@connectnow.com.au
 Internet: www.connectnow.com.au

Connecting Your Utilities Has Never Been Easier ConnectNow is a simple and convenient time saving service assisting with your Telephone, Electricity & Gas connections.

ConnectNow also provide a range of additional services to compliment your household utilities, such as Internet & Pay TV.

A ConnectNow representative will make all reasonable efforts to contact you within 24 working hours of receiving an application. If ConnectNow was unable to contact you within this period it is the responsibility of the applicant to contact ConnectNow on 1300 554 323 or 03 9519 6000 to ensure connection is completed.

It is the responsibility of the Tenant to ensure that the Main Electricity Switch is in the "Off Position" between 8am & 7pm on the day connection is required and that there is easy access to the property.

While the ConnectNow service is FREE, standard service provider connection fees and charges still apply. You pay NO extra charges as a result of using the ConnectNow service. I consent to ConnectNow Pty.Ltd. A.C.N. 79 097 398 662 arranging for the disconnection of the nominated utility services and to providing information contained in this application to the utility providers for this purpose. I agree that neither ConnectNow nor the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated utilities. The service will be activated according to the applicable regulations, service provider time frames and terms and conditions once the client has agreed to use the chosen service provider. I authorise the obtaining of a National Metering Identifier (N.M.I.) on my residential address to obtain supply details. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from utility providers. I acknowledge that ConnectNow Pty Ltd will be paid a fee by the utility provider and will be paying a fee to the Agent in respect of the provision of the service being provided to me by ConnectNow Pty Ltd.

I consent to Sholl Communications arranging for the connection and disconnection of the nominated telephony services and products and agree to be bound by the terms and conditions of Sholl Communication and their agents and or suppliers. I agree that neither Sholl Communications nor their agents or suppliers accepts liability for loss caused by delay in, or failure to connect or provide the nominated product or service.

CONNECT ME NOW Yes

Signed: _____ Date / / _____

APPLICATION FOR TENANCY

ALL PAGES MUST BE FULLY COMPLETED FOR THIS FORM TO BE PROCESSED

1. RENTAL PROPERTY

Address: _____ Suburb: _____
 Commencement: _____ Term of Lease: _____
 Rent Pwk: \$ _____ P/Mth: \$ _____ Payable: Fortnightly / Monthly in advance Bond: \$ _____

2. APPLICANT'S PERSONAL DETAILS

Title: _____ Given Names: _____
 Family Name: _____ Date of Birth: / / _____
 Current Address: _____ Suburb: _____
 Drivers Licence No: _____ Expiry: _____ State of Issue: _____
 Passport No: _____ Expiry: _____ Country of Issue: _____
 Home Phone: _____ Mobile: _____
 Business Phone: _____ Email: _____
 Occupation: _____
 Names of Other Persons Occupying the Premises:
 1. _____ Age: _____
 2. _____ Age: _____
 3. _____ Age: _____
 4. _____ Age: _____

3. CURRENT SITUATION

Do you: Rent Own Share
 How long have you lived at this current address: _____ Years: _____ Months: _____
 Name of Landlord/Agent (if applicable): _____
 Property Managers Name (if applicable): _____
 Address: _____
 Phone Number: _____ Rent paid per Month: \$ _____
 Was Your Rental Payment: Always Early On Time Mostly on Time Always Late

4. PREVIOUS RENTAL HISTORY (If different to the above)

Address of Rental Premises: _____ Suburb: _____
 How long did you live at the premises: _____ Years: _____
 Name of Landlord/Agent: _____
 Property Managers Name: _____
 Address: _____
 Phone Number: _____
 Was Your Rental Payment: Always Early On Time Mostly on Time Always Late
 Reason for leaving: _____
 Was Bond repaid in full? Yes No (if No please specify) _____

5. OTHER INFORMATION

Do you have pets? Yes No (if Yes please specify) _____

6. NEXT OF KIN (NAME OF RELATIVE LIVING AUSTRALIA)

Emergency Contact: _____ Relationship: _____
 Address: _____
 Phone: _____ Mobile: _____ Other: _____

7. CURRENT EMPLOYMENT DETAILS

Business Name: _____
 Address: _____
 Position Held: _____ Contact Name: _____ Phone: _____
 Term of employment: _____ Permanent / Casual _____ Income per Annum: \$ _____
 Years with Current Employer: _____ Years: _____ Months: _____
 Self employed: Yes No (if Yes complete details below) A.B.N: _____
 Business Type: _____
 Accountant name: _____ Phone: _____
 Solicitor name: _____ Phone: _____
 Business Reference: _____ Phone: _____

8. PREVIOUS EMPLOYMENT DETAILS

Business Name _____
 Address: _____
 Position Held: _____ Contact Name: _____ Phone: _____
 Term of employment: _____ Permanent / Casual _____ Income per Annum: \$ _____
 Years with Employer: _____ Years: _____ Months: _____
 Self employed: Yes No (if Yes complete details below) A.B.N: _____
 Business Type: _____
 Accountant name: _____ Phone: _____
 Solicitor name: _____ Phone: _____
 Business Reference: _____ Phone: _____

9. PERSONAL REFEREES

1. Reference Name: _____ Phone: _____
 Relationship: _____ Occupation: _____
 2. Reference Name: _____ Phone: _____
 Relationship: _____ Occupation: _____
 3. Reference Name: _____ Phone: _____
 Relationship: _____ Occupation: _____

10. IF A STUDENT, PLEASE COMPLETE THE FOLLOWING

Place of Study: _____
 Course: _____ Enrolment Number: _____
 Course Length: _____ What year are you in: _____
 Campus contact: _____ Phone: _____
 Course Coordinator: _____ Phone: _____
 Parents Name: _____ Phone: _____
 Parents Address: _____
 Are you receiving financial support: Yes No (if Yes, from where?) _____

11. SOURCE OF ENQUIRY

Counter list The local paper Internet For Lease Board Referral Other (please specify) _____

12. DECLARATION

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997. I acknowledge that I will be required to pay rent in advance and a bond, and that this application is subject to approval from the owner/landlord. I declare that all information contained in this application 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 details of my credit worthiness from, the owner or agent of my current or previous residence, my personal referees, any record or listing or database of defaults by tenants. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonable considers has an interest receiving such information.

*Signed: _____ Date / / _____

13. TENANCY PRIVACY STATEMENT

The personal information you have provided to Lend Lease Realty Pty Ltd ACN 007 708 572 and its related bodies corporate (as defined in the Corporations Act 2001) will be used by us to assess your application for tenancy of a property we manage. We may disclose your personal information to the Landlord and other relevant people and organisations in connection with the application. If your application is accepted we may disclose your personal information on an ongoing basis to relevant people and organisations in connection with your tenancy such as trades people. We may also use your personal information to send you material about upcoming events and community news at Caroline Springs.

Subject to the provisions of the Privacy Act 1988, you may access your personal information held by us by contacting the Privacy Officer at Lend Lease Realty Caroline Springs on 03 9360 5488. An access fee may be charged to cover our costs of providing the information to you.

A copy of our Privacy Statement can be found on our website at www.lendlease.com.au. If you would like a copy of our Privacy Statement forwarded to you, please contact the Privacy Officer at Caroline Springs or e-mail: privacyofficer@lendlease.com.au

14. IMPORTANT INFORMATION

THE APPLICANT HEREBY AGREES TO:

1. Lend Lease Realty policy is that all rental payments are made via *Direct deposit or in person at our office
2. This application is subject to the owner's approval and may take 2-3 working days to process
3. All applicants must complete an application form
4. Bond payment must be paid in the form of a bank cheque or money order made payable to RTBA (Residential Tenancies Bond Authority) personal cheques or cash will not be accepted.
5. Initial rent payment must be made in the form of a bank cheque or money order made payable to Lend Lease Realty (personal cheques or cash will not be accepted)
6. The applicant hereby agrees to a credit check being carried out by the National Tenancy Database
7. The applicant acknowledges that the property is in a reasonably clean condition and in good repair as inspected.

15. APPLICANTS

Should your application be successful you will be notified by phone and requested to confirm your tenancy. We require FULL BOND to be paid and bond lodgement form to be completed in 48 hours of confirmation of your tenancy. Prior to your commencement date all tenants must have signed the tenancy agreement and paid the first months rental (please allow 30 minutes for this appointment). The property manager will supply you with these amounts at the confirmation of your tenancy. Keys will only be handed out when all parties have signed the tenancy agreement, bond lodgement form, all monies have been paid and the tenancy has commenced. No action will be taken against the landlord or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason.

*Applicants: _____ Date / / _____