

# Residential Application Form

## Penny Riggs Property Management

642B Grange Road Henley Beach SA 5022

Phone: 08 8353 0932 Fax: (08) 8353 1452

Email: admin@pennyriggspm.com.au



**PennyRiggs**  
Property Management

### APPLICANT 1

#### A. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

Postcode

Rent Per Week

\$

2. Lease commencement date?

	Day		Month		Year
--	-----	--	-------	--	------

3. Lease term?

	Years		Months
--	-------	--	--------

4. How many tenants will occupy the property?

	Adults		Children
--	--------	--	----------

#### B. APPLICANT DETAILS

5. Please give us your details

Mr  Mrs  Miss  Ms  Other

Surname

Given Name/s

--

Date of Birth

--

Driver's licence number

--

Driver's licence expiry date

--

Driver's licence state

--

Passport no.

--

Passport country

--

Pension no. (if applicable)

--

Pension type (if applicable)

--

Medicare no.

--

6. Please provide your contact details

Home phone no.

--

Mobile phone no.

--

Work phone no.

--

Fax no.

--

Email address

--

7. Please provide a contact in case of emergency

Surname

--

Given name/s

--

Address

--

Relationship to you

--

Phone no.

--

### APPLICANT 2

#### A. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

Postcode

Rent Per Week

\$

2. Lease commencement date?

	Day		Month		Year
--	-----	--	-------	--	------

3. Lease term?

	Years		Months
--	-------	--	--------

4. How many tenants will occupy the property?

	Adults		Children
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#### B. APPLICANT DETAILS

5. Please give us your details

Mr  Mrs  Miss  Ms  Other

Surname

Given Name/s

--

Date of Birth

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Driver's licence number

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Driver's licence expiry date

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Driver's licence state

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Passport no.

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Passport country

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Pension no. (if applicable)

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Pension type (if applicable)

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Medicare no.

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Home phone no.

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Work phone no.

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Email address

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7. Please provide a contact in case of emergency

Surname

--

Given name/s

--

Address

--

Relationship to you

--

Phone no.

--

## C. UTILITY CONNECTIONS

This is a FREE service that connects all your utilities and other services. Direct Connect can help arrange for the connection or provision of the following utilities and other services:



Electricity      Cleaners      Gas      Insurance  
Phone      Removalist      Internet      Truck or van hire      Pay TV

MAKES MOVING EASY

Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other



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 1	Signature <input type="text"/>	Date <input type="text"/>
APPLICANT 2	Signature <input type="text"/>	Date <input type="text"/>

PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F:1300 664 185. [www.directconnect.com.au](http://www.directconnect.com.au)

## D. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord 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 tradespeople 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)

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

APPLICANT 1	Signature <input type="text"/>	Date <input type="text"/>
APPLICANT 2	Signature <input type="text"/>	Date <input type="text"/>

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## APPLICANT 1

### E. EMPLOYMENT / INCOME DETAILS

#### 8. Please provide your employment details

What is your occupation?

Casual  Part Time  Full Time

Employer's Name

Employer's address

Postcode

Contact

Phone

Nett Wkly Income (excl. Overtime):

\$

Length of Employment

Years  Months

**If employed in this position for less than 2 years please provide previous employer details**

What was your occupation?

Employer's Name

Employer's address

Postcode

Contact

Phone

Nett Wkly Income (excl. Overtime):

\$

Length of Employment

Years  Months

#### 9. Are you self employed or own your own business

What is your position?

Registered Name of Business/ABN

What does your business do?

Address

Postcode

Personal Nett Income/Week:

\$

Accountant Contact

Phone

How Long in this Business

Years  Months

List one major creditor

## APPLICANT 2

### E. EMPLOYMENT / INCOME DETAILS

#### 8. Please provide your employment details

What is your occupation?

Casual  Part Time  Full Time

Employer's Name

Employer's address

Postcode

Contact

Phone

Nett Wkly Income (excl. Overtime):

\$

Length of Employment

Years  Months

**If employed in this position for less than 2 years please provide previous employer details**

What was your occupation?

Employer's Name

Employer's address

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Contact

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Nett Wkly Income (excl. Overtime):

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List one major creditor

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## APPLICANT 1

<b>10. Are you a student?</b>	
Name of Learning Institution <input type="text"/>	
Course you are studying <input type="text"/>	
Faculty/Department <input type="text"/>	
Student Union Number <input type="text"/>	Student Identification Number <input type="text"/>
Income Source <input type="text"/>	Nett Weekly Income <input type="text" value="\$"/>
<b>11. Do you receive a centrelink payment?</b>	
Type of Payment <input type="text"/>	
Centrelink Reference Number <input type="text"/>	
Total Centrelink Payment / Fortnight <input type="text" value="\$"/>	

## F. RENTAL HISTORY

<b>12. What is your current address?</b>	
<input type="text"/>	
Postcode <input type="text"/>	
How Long have you lived at your current address	
<input type="text"/> Years	<input type="text"/> Months
Name of landlord or agent <input type="text"/>	
Landlord/agent's phone no. <input type="text"/>	Weekly Rent Paid <input type="text"/>
Was bond refunded in full? <input type="text"/>	If not why not? <input type="text"/>
Reason for leaving <input type="text"/>	
<b>13. What was your previous address?</b>	
<input type="text"/>	
Postcode <input type="text"/>	
How Long have you lived at previous address	
<input type="text"/> Years	<input type="text"/> Months
Landlord/agent's phone no. <input type="text"/>	Weekly Rent Paid <input type="text" value="\$"/>
Was bond refunded in full? <input type="text"/>	If not why not? <input type="text"/>
Reason for Leaving <input type="text"/>	

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## APPLICANT 1

### G. OTHER INFORMATION

**14. If you currently own your own home or have recently sold or rented your own home:**

Address of property

Postcode

Sales Agent/Property Manager contact details

--

**15. Please provide at least two personal references (not related to you). Please ensure each has agreed for you to nominate them as a referee and can be contacted during business hours.**

1. Surname

Given name/s

--

--

Relationship to you

Phone no.

--

--

2. Surname

Given name/s

--

--

Relationship to you

Phone no.

--

--

3. Surname

Given name/s

--

--

Relationship to you

Phone no.

--

--

**16. Smoker / Non-smoker**

**(Please Circle)**

**17. Name & Ages of those permanently residing at the property**



**18. Please provide details of any pets**

Breed/type

Council registration / number

1.
2.

**19. Please provide registration, make & model of all vehicles permanently kept at the property**

1.
2.

## APPLICANT 2

### G. OTHER INFORMATION

**14. If you currently own your own home or have recently sold or rented your own home:**

Address of property

Postcode

Sales Agent/Property Manager contact details

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Relationship to you

Phone no.

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--

2. Surname

Given name/s

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--

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Phone no.

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