

Office: 79 Barrabool Road Highton VIC 3216  
Phone: 03 5241 1488  
Fax: 03 5249 0505  
Email: [highton@hayeswinckle.com.au](mailto:highton@hayeswinckle.com.au)

Office Hours: Mon- Fri 9-5.30pm  
Saturday 9-12 noon

## SUBMITTING YOUR APPLICATION

In order to process the tenancy application form each tenant must provide the following information

- Each person over the age of 18 must complete an application form**
- Privacy statement to be signed**
- Photo identification and proof of income must be submitted**
- Application must be completed in full**
- Property must have been viewed**
- Proof of income must be attached**

**As a tenant of Hayeswinckle all tenants must pay by direct debit through the IPay Rent system. A fee of 80c will occur with all of these transactions.**

**If your application is approved you will be required to pay your first 2 weeks rent, bond and sign leases within 48 hours**

## PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current or previous employer and your referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and owner's insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our privacy officer. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

## CONSENT

I, the Applicant acknowledge that I have read the Privacy Disclosure Statement. I authorise the Agent to collect information about me from:

1. My previous letting agents and/or landlords;
2. My referees;
3. Any tenancy default database which may contain personal information about me. I also authorise the Agent to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).

I authorise the Agent to disclose the personal information collected about me to the owner of the property even if the owner is a resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases.

Applicant Name

Signature

Date

**PROPERTY DETAILS**

Address of Property:	
Lease commencement date:	Lease term:
Rent per week:	Number and type of pets:
Names of all other occupants for the property:	
Names and ages of any children to occupy the property:	

**PERSONAL DETAILS**

Given Name(s):	Surname:
Home Phone:	Work Phone:
Mobile:	Fax:
Email:	Date of Birth:
Drivers Licence No:	Drivers Licence State:
Passport No:	Passport Country:

**NEXT OF KIN**

Given Name(s):	Surname:	
Relationship:		
Address:		
Phone:	Mobile:	Email:

**CURRENT ADDRESS**

Address:		
Length of time at above address: from	to	Rent Paid:
Name of Landlord / Agent:	Phone:	
Was Bond refunded in full?	Yes	No
If No, please specify reasons why:		

**PREVIOUS RENTAL HISTORY 2**

Previous Address:			
Length of time at above address:	from	to	Rent Paid:
Name of Landlord / Agent:		Phone:	
Was Bond refunded in full?	Yes	No	
If No, please specify reasons why:			

**CURRENT EMPLOYMENT DETAILS**

Occupation:	Current Employer:
Employer's Address:	
Contact Name (payroll / manager):	Contact Number:
Net weekly income:	Income from other sources:
Length of employment:	

**CENTRELINK DETAILS**

Type of benefit:	Amount per week/ fortnight:
Rent assistance:	Child support:

**STUDENT DETAILS**

Year of study:	Course:
Rent assistance:	Centrelink week/ fortnight:

**SELF EMPLOYMENT DETAILS**

Company Name:	Business Type:
Business Address:	
Position Held:	ABN:
Accountant Name:	Phone:

**REFEREES**

Business referee:	Relationship:
Phone:	Mobile:
Personal referee:	Relationship:
Phone:	Mobile:

## Direct Connect

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



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

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 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.

Signature

Date

P: 1300 664 715

F: 1300 664 185

W: [www.directconnect.com.au](http://www.directconnect.com.au)