



RIVIERA MANAGEMENT

APPLICATION FOR TENANCY

NOTICE TO ALL PERSONS APPLYING FOR RESIDENTIAL PREMISES

- Attached application form must be completed in full with all relevant names/numbers etc.
- Please print clearly
- All persons over 18 years must complete a separate application form and supply own references
- The managing agent reserves the right to reject any application that is found to contain false or misleading information.

Application will not be processed unless the following information totals the 100 points:

Drivers Licence or Passport	40 Points	Must provide
Bank statement	30 Points	Must provide
Last 3 Payslips	10 Points	
Group Certificate	10 Points	
Letter from Account Manager	10 Points	
Letter of Guarantee from Parents/Guardian	10 Points	

Current Tenants must supply as proof of last address

Telephone Bill or similar bill	20 Points	Must provide
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Current Owner Occupiers to supply as proof of last address

Council rates or similar bill	20 Points	Must provide
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Total Points _____

All references will be called and checked and confirmed. If the 100 points is not provided and the application is subsequently rejected the deposit can be kept as per the reservation terms and conditions on the application. The landlord will make the final decision. You should allow at least 48 hours for the application to be processed, but this will depend how quickly we can contact all referees provided. We will contact you and advise you as soon as possible.

Reservation Fee

A property will only be held if a Reservation Fee is paid. The reservation fee must be equivalent to one weeks rent and must be paid in **cash**. The property will be held up to seven (7) days. If the supporting documentation is not submitted within 24 hours of a deposit being taken and/or application being submitted, and the application is denied, then the deposit will not be refunded. If the application is not approved the reservation fee will be refunded in full.

If the application is accepted the reservation fee will go toward the first weeks rent. You should contact the leasing representative concerned and arrange a date and time to sign the lease and pay the entry fees and collect the keys. **All applicants must sign the lease.**

The following entry fees must be paid by **BANK CHEQUE, MONEY ORDER or DIRECT DEPOSIT** (BSB: 012402 Account: 198176414 ref: unit number then DEP e.g. 121DEP) prior to lease commencement:

RENT: Fortnightly or monthly in advance depending on preference

BOND The equivalent of 4 weeks rent for both unfurnished and furnished properties

Property Management, Sales and Onsite Caretaking

Residential Application Form

For your application to be processed you must answer all questions:
(Including the reverse side)



Riviera Management

property sales, management and onsite caretaking.

A. AGENT DETAILS

Riviera Management Chatswood

Address: 14 Brown Street, Chatswood NSW 2067
Phone Number: (02) 9412 1112
Fax Number: (02) 9412 1132
Email: highpark@rivieramanagement.com.au
Web: www.rivieramanagement.com.au

Property Manager Name

B. PROPERTY DETAILS

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

Postcode

2. Lease commencement date?

Day Month Year

3. Lease term?

Years Months

4. How many tenants will occupy the property?

Adults Children

C. PERSONAL DETAILS

5. Please give us your details

Mr Ms Miss Mrs 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)

6. Please provide your contact details

Home phone no. Mobile phone no.

Work phone no. Fax no.

Email address

7. What is your current address?

Postcode

HOW DID YOU FIND OUT ABOUT THIS PROPERTY?

- Newspaper The Internet Local Paper
 Office Office Window Sign Board at property
 Referral Other (specify)

D. UTILITY CONNECTIONS

This is a free service that connects all your utilities

Direct Connect

Once we have received this application we 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 the information on this Application and explain the details of the services offered. Direct Connect is a utility one stop connection service.

Please tick utilities as required

Electricity Gas Phone
 Pay TV Internet

The Property is: New, or Vacant for 1 month or more

DECLARATION AND EXECUTION: 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 above; 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; 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.

Signature Date

PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F: 1300 664 185. www.directconnect.com.au

E. 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/we acknowledge and understand that TICA Default Tenancy Control Pty Ltd is a database company that allows its members access to information accumulated from members about tenants who have breached their tenancy agreements and can be contacted on 190 222 0346. I/we agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

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.

Signature Date

Application Fax to Direct Connect (If Required) F:1300 664 185

F. APPLICANT HISTORY**9. How long have you lived at your current address?**

		Years			Months
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10. Why are you leaving this address?

11. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

12. What was your previous residential address?

Postcode

13. How long did you live at this address?

		Years			Months
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14. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

Was bond refunded in full?

If not why not?

G. EMPLOYMENT HISTORY**15. Please provide your employment details**

What is your occupation?

What is the nature of your employment?
(FULL TIME/PART TIME/CASUAL)

Employer's name (inc. accountant if self employed or institution if student)

Employer's address

Postcode

Contact name

Phone no.

Length of employment

Net Income

		Years			Months
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16. Please provide your previous employment details

Occupation?

Employer's name

Length of employment

Net Income

		Years			Months
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H. CONTACTS/REFERENCES**17. Please provide a contact in case of emergency**

Surname

Given name/s

Relationship to you

Phone no.

18. Please provide 2 personal references (not related to you)

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

I. OTHER INFORMATION**19. Car Registration**

20. Please provide details of any pets

Breed/type

Council registration / number

J. PAYMENT DETAILS**Property Rental**\$ per week\$ per month

Rental Bond (4 weeks rent):

First payment of rent in advance

Tenants share of cost of preparing tenancy agreement:

Sub Total

Less: deduct Reservations Fee (see below)

**Amount payable on signing tenancy agreement
(bank cheque or money order only)**

K. RESERVATION

Complete this section if you wish to reserve the property for a period of time:

Reservation Fee

Reservation Period

The Landlords Agent undertakes:

- a) The premises will not be let during the Reservation Period, pending the agreement of a residential tenancy agreement;
- b) The whole fee will be refunded if the Landlord does not decide to enter into a residential tenancy agreement for the premises for the Reservation Period;
- c) The whole fee will be refunded if the Landlord does not carry out (during the Reservation Period) repairs or other work on which it is a condition to enter into a residential tenancy agreement;
- d) If the applicant decides not to enter into a residential tenancy agreement the landlord may retain the portion of the fee representing each of the days the property was held
- e) If a residential tenancy agreement is entered into, the fee is to be contributed towards rent for the premises.

Signature of Landlords Agent

Date