

Property Address ..... at \$ ..... per week.

For a fixed term of ..... months, with the tenancy to start on ..... Bond of \$.....

You inspected the property on what date ..... How did you find out about this property? .....

Full Name of Applicant ..... D.O.B .....

Phone (H).....(W) ..... (M) ..... E mail .....

Drivers Licence / Passport # ..... State ..... Number of Vehicles ..... Rego Numbers .....

Dependants:

Dependant's Full Name(s)	Relationship to You	Dependant's D.O.B

Your Current Address ..... Date from ..... to

Name of Agent/Owner ..... Contact Name: ..... Phone: .....

Current Rent \$ ..... Per Week ..... Contact's Email Address .....

Previous Address ..... Date from ..... to

Name of Agent/Owner ..... Contact Name: ..... Phone: .....

Previous Rent \$ ..... Per Week ..... Contact's Email Address

Occupation ..... Period from ..... to ..... Income per Week \$

Employer ..... Address .....

Employment Status Full Time Part Time Casual Contract Self Employed Student

Employer contact ..... Phone ..... Email .....

Other Income per Week \$ ..... Are you or any of the dependants living with you a smoker? Yes No

Number of Pets: ..... Type..... Breed ..... Reg Number (s) .....

Personal Referees (two people we can contact by phone that are not relatives):

Name ..... Relationship ..... Phone .....

Their Occupation ..... Their Email .....

Name ..... Relationship ..... Phone .....

Their Occupation ..... Their Email .....

**Declaration**

- Has your tenancy ever been terminated?  Yes  No
- Do you have any applications pending on other properties?  Yes  No
- Was the rental bond for your last address refunded in full (if applicable)?  Yes  No
- Is there any reason known to you that would affect your ability to pay rent when due?  Yes  No
- Do you have an outstanding debt to another agent/lessor?  Yes  No

## Acknowledgement

Please acknowledge the following by selecting either Yes or No

1. I acknowledge that my personal contents insurance is not covered under any lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings.  Yes  No
2. I understand that you as the agent/lessor have collected this information for the purpose of determining whether I am a suitable tenant for the property - in particular to check my identification, my ability to care for the property, my character and my creditworthiness.  Yes  No
  - a. for such purposes, I authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy databases searches) as you consider reasonably necessary.  Yes  No
  - b. in doing so, I understand that information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties.  Yes  No
3. I acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons as to why.  Yes  No
4. I consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the agent/lessor to pass my details onto others which may include (but is not limited to) insurance companies, body corporates, contractors, other real estate agents, salespeople and tenancy default databases.  Yes  No
5. I acknowledge that I have received and reviewed the General Tenancy Agreement, the standard terms and any special terms before completing this application.  Yes  No
6. I consent to the use of email in accordance with the provisions set out in Chapter 2 of the Electronic Transactions(Queensland) Act 2001(Qld) and the Electronic Transactions Act1999 (Cth);  Yes  No
7. I acknowledge that I have signed the agency's Privacy Notice and Consent.  Yes  No
8. I acknowledge that the lessor and applicant (tenant) are bound by this agreement immediately upon communication of either the lessor or agent's acceptance of the application; and  Yes  No
9. I declare that the above information is true & correct and that I have supplied it of my own free will.  Yes  No

## In Case of Emergency

Contact Name: ..... Relationship ..... Phone .....

**Finally** – You are required to meet a **100** point identification upon submission of your application. The agent/lessor may photocopy any item and retain as part of your application. Please tick the identifying documents you have provided with your application.

### 70 Points

- |                                   |   |  |
|-----------------------------------|---|--|
| <input type="checkbox"/> Passport | <input type="checkbox"/> Full birth certificate | <input type="checkbox"/> Citizenship certificate |
|-----------------------------------|---|--|

### 40 Points

- |  |   |  |    |
|--|---|--|----|
| <input type="checkbox"/> Australian driver's licence | <input type="checkbox"/> Centrelink Card  | <input type="checkbox"/> Department of Veterans Affairs card | 9. |
| <input type="checkbox"/> Proof of age card           | <input type="checkbox"/> Student Photo ID | <input type="checkbox"/> State/Federal Government Photo ID   |    |

### 25 Points

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Gas bill                | <input type="checkbox"/> Telephone bill         | <input type="checkbox"/> Electricity bill           |
| <input type="checkbox"/> Last Four rent receipts | <input type="checkbox"/> Tenancy History Ledger | <input type="checkbox"/> Previous tenancy agreement |
| <input type="checkbox"/> Bank statement          | <input type="checkbox"/> Credit card statement  | <input type="checkbox"/> Medicare card              |
| <input type="checkbox"/> Council rates notice    | <input type="checkbox"/> Rent bond receipt      | <input type="checkbox"/> Motor vehicle registration |

**IMPORTANT: At least one form of Photo Identification MUST be provided.**

Applicants Signature

Date: .../ ... / .....

# UTILITY APPLICATION FORM



**DIRECT CONNECT PROVIDES A FREE SERVICE THAT TAKES THE HASSLE OUT OF MOVING.**

Simply complete the form below, select the services you would like organised and return this form to your Agent. Direct Connect will then contact you to confirm your details and service request.

Electricity                      Gas                                      Phone                                      Internet                                      Pay TV

Insurance                      Removalist                                      Truck Hire                                      Cleaning

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

PERSONAL DETAILS		
Title	Given Name	
Surname	Date of Birth	
Mobile phone	Home phone	Work phone

ADDRESS DETAILS	
New address connection details - Address you are moving to	Connection date (if known)



**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 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

**Merv Smith Realty**  
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**Privacy Notice and Consent**

**Consent**

I,   
(Full name)

of   
(Residential Address)

have read and understood the attached information. I authorise employees of Merv Smith Realty, and independent contractors of Merv Smith Realty including their directors, officers and employees, to obtain relevant information from, and release relevant information to, the parties described on page 2 to assist with my involvement with Merv Smith Realty. I understand that I can revoke my authority at any time. I acknowledge that if I revoke my authority, or if I decline to provide information as requested by Merv Smith Realty, Merv Smith Realty may be unable to provide the products or services I have requested.

Signed:

Date:  /  / 2 0

Parent/Guardian Signature  
(if under 18 years of age)

**Privacy**

Merv Smith Realty Pty Ltd (ACN 076565 378) trading as Merv Smith Realty is committed to protecting your privacy in compliance with the *Privacy Act 1988* (Cth) and the Australian Privacy Principles (APPs). This document sets out Merv Smith Realty's condensed Privacy Notice. Merv Smith Realty also has a full Privacy Policy, which contains information about how you can complain about any breach by Merv Smith Realty of the APPs or an applicable APP Code. A full copy of our Privacy Policy can be accessed by contacting our office.

**Information Collection, Use and Disclosure**

During the course of your involvement with Merv Smith Realty, we may collect, use or disclose personal information about you for the following purposes:

- Assisting you to sell your property;
- Assisting you to purchase a property;
- Assisting you to lease a property (either as lessor or lessee);
- Assisting you to obtain a loan;
- Assisting you with payment or refund of a bond;
- Assisting you with tenancy disputes;
- Coordinating repairs or maintenance of a property owned or leased by you;
- Recording or accessing information at the Titles Registry Office or other government agency;
- Recording or accessing information at the Residential Tenancies Authority;
- Recording or accessing information on tenancy information services or databases;

- Client and business relationship management;
- Marketing of products and services to you;

The types of personal information we may collect, use or disclose about you includes but is not limited to:

- Your full name;
- Your date of birth;
- Your residential address;
- Your postal address;
- Your email address;
- Your home telephone number;
- Your work telephone number;
- Your mobile telephone number;
- Your occupation and business address;
- Financial information including details of your employer, income, name of bank or financial institution;
- Details of your spouse, de facto, dependent children, and roommates;
- Details of properties owned by you;

In order to provide products and services to you, we may disclose your personal information to the persons/organisations described below:

- In the event that you are a seller or a lessee, we may disclose your personal information to prospective buyers of the property owned or leased by you;
- In the event that you are a buyer or a lessee, we may disclose your personal information to the sellers of the property you are purchasing or leasing;
- Your legal advisor(s) and the legal advisor(s) representing the other party(s) involved in your transaction;
- Your financial institution and/or financial advisor;
- Insurance providers and brokers;
- Utility providers and utility connection service providers;
- Persons or organisations involved in providing, managing or administering your product or service including independent contractors engaged by us as real estate agents;
- Tradespeople engaged by us to repair or maintain a property owned or leased by you;
- Organisations involved in maintaining, reviewing and developing our business systems, procedures and infrastructure including maintaining or upgrading our computer systems;
- Persons or organisations involved in purchasing part or all of our business;
- Our related companies;
- Organisations involved in the payments systems including financial institutions, merchants and payment organisations;
- The Titles Registry Office or other government agencies;
- The Residential Tenancies Authority;
- Police;

- Tenancy information services or databases;
- Real estate websites;
- Real estate peak bodies;

Whenever it is reasonable or practicable to do so, we will collect your personal information directly from you. Sometimes it will be necessary for us to collect information from a third party or a publicly available source, such as a credit reporting agency, your legal adviser, your past or current employers, your previous lessors or property managers, and tenancy information services or databases.

In the course of providing services to you, it may be necessary for us to enter your personal information into forms generation software and real estate websites. Depending on the terms of use of such software and websites, a third party may acquire rights to use or disclose information entered into the relevant forms or websites.

We may disclose your personal information to recipients within Australia or to overseas recipients. Should information be required to be sent interstate or overseas, we will take steps to protect the privacy of your information.

We need your permission to collect, use and disclose your personal information, and we therefore ask that you sign the consent on the first page of this document to indicate your consent.

In the event that you do not consent to Merv Smith Realty collecting and releasing your personal information as described above, we may be unable to provide the services requested by you.

### **Access to, and correction of personal information**

You have the right to request access to your information and to request that Merv Smith Realty update or correct your personal information. A charge may apply for providing access to your information.

Our Privacy Policy contains further information about how you may request access to, and correction of, your personal information.

### **Contacting Us**

You may contact us by mail, email or telephone as follows:



**Merv Smith Realty**

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