



232 Unley Road, Unley, SA, 5062  
T (08) 8172 1977 F (08) 8373 2211  
rentals@walterandirvine.com.au  
www.walterirvine.com.au

FORM 1 – CL8

# TENANT APPLICATION INFORMATION

\*\*\*\*\* TENANT TO RETAIN THIS INFORMATION \*\*\*\*\*

APPLICATIONS **WILL NOT** BE PROCESSED UNLESS ALL INFORMATION IS SUPPLIED

**OFFICE HOURS** - Our office is open Monday to Saturday 9 am – 5 pm and Sunday 12 noon – 5pm

**PHOTO IDENTIFICATION** - When submitting your application, you **MUST** submit a form of photo identification.

## REQUIRED SUPPORTING DOCUMENTS

You will also be required to submit supporting documents with your application. Your application **will not be processed** if all documents are not given. Our office will require you to submit a minimum of 100 points for your application to be considered.

## 100 POINT IDENTIFICATION CHECK

Please speak with the Property Manager should you be unable to meet the 100-point check criteria

- |  |   |
|--|---|
| <input type="checkbox"/> 50 points – Previous Rent Ledgers   | <input type="checkbox"/> 20 points – Min. 2 references from previous Agent/Landlord |
| <input type="checkbox"/> 30 points – Passport  | <input type="checkbox"/> 20 points – Current Motor Vehicle Rego Papers              |
| <input type="checkbox"/> 30 points – Driver's Licence  | <input type="checkbox"/> 10 points – Copy of Telstra/Origin/Gas Account             |
| <input type="checkbox"/> 20 points – Birth Certificate   | <input type="checkbox"/> 10 points – Other Identification                           |
| <input type="checkbox"/> Photo Identification (e.g. 18+ Card, Driver's Licence, University or TAFE Card, Passport)               |   |
| <input type="checkbox"/> Other Identification (e.g. Medicare card, bank card, pensioner card)                                    |   |
| <input type="checkbox"/> Proof of current address (e.g. Phone Bill, Electricity Account, Tenancy Agreement, Council Rate Notice) |   |
| <input type="checkbox"/> Proof of regular housing payments (e.g. Rent Receipts, Tenant Ledger, Proof of Mortgage Payments)       |   |
| <input type="checkbox"/> Proof of Income (e.g. Wage Slips, Bank Statements, Employee Letter, Centrelink Income Statement)        |   |
| <input type="checkbox"/> Written References (e.g. Personal, Rental and Employment)   |   |

## PROCESSING AN APPLICATION

In most instances, we are able to process your application within 48 hours and advise you by telephone. If we are unable to contact all of your referees, this process may take longer.

## TENANT DATABASE CHECKS

Our agency utilises TICA (a national tenant database agency) for tenant screening purposes. When processing your application form, our agency will conduct the necessary tenant checks with this company. In accordance with current legislation requirements if a breach or default occurs with your tenancy, the details of such breach or default may be listed on this database for other agents to access when you apply for future properties. If you have any questions relating to this service or your personal information that may be held you can contact the company direct on 02 9743 1800.

## SECURING THE PROPERTY

Once our office has communicated to you that the application has been approved, you will be required to pay a minimum of two weeks' rent to secure the property. Please note that this must be paid in cleared funds. Personal cheques will not be accepted when paying the initial monies. The property will not be secured for you until this money has been received.

## UNSUCCESSFUL APPLICATIONS

If your application is unsuccessful, a member of our team will notify you. As you can appreciate we receive many applications on properties and the final decision is often determined by the lessor of the property. If you are unsuccessful, our office will retain your application on file in the event of the successful applicant not proceeding or you may request that your application be transferred to another available property for rent.

## APPROVAL OF AN APPLICATION – TENANCY AGREEMENT AND ADDITIONAL TERMS

Upon your application being approved, you will receive a copy of the Tenancy Agreement and any additional terms, Body Corporate By-Laws (if applicable), the prescribed Information for a Tenant, our agency's Tenant Information Sheet and an additional terms for pets if pets have been approved at the premises. It is important that you read and understand this documentation, including any special conditions prior to entering into the Tenancy Agreement.

## PAYMENT OF RENT AND BOND

Prior to taking possession of the property, we require two weeks' rent and six weeks' bond (if your weekly rent is more than \$250 per week, four weeks' bond for rent under \$250 per week). **This office does not accept full bond transfers and does not transfer Department of Housing Bonds.** If you are relying on a bond transfer, please discuss this with our office prior to signing the Tenancy Agreement. All monies must be paid in cleared funds or cash prior to collecting the keys.

## BOND LODGEMENT

It is important to know that all parties signing the Bond Lodgement Form at the commencement of the tenancy must be present in our office at the end of the tenancy to sign the Refund of Bond Form. Failure to have all signatures on the Refund of Bond Form will result in delays of up to three weeks for monies to be released. You will also need to inform our office of the portion of bond each tenant is contributing.



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### **PAYMENT OF RENT DURING THE TENANCY**

It is our company policy that all rental payments are to be made direct to our bank trust account. We will provide you with our bank trust account details and your personal Direct Credit Reference Number. This will also be discussed with you when signing your tenancy agreement.

### **SIGNING OF DOCUMENTS**

All approved tenants listed on the Tenancy Agreement (excluding additional occupants not required to sign the Agreement) must be present to sign the Tenancy Agreement and other associated documents prior to collecting the keys. The keys will not be released unless all tenants have signed the Tenancy Agreement, shown photo identification and paid all monies in cleared funds and in full.

A member of our team will contact you to organise an appointment time to sign these documents. You should allow up to half an hour for this appointment to enable the Property Manager to discuss all obligations associated with signing the agreement as well as our expectations during the tenancy.

### **PETS**

If our office has approved pets at the property you will be required to sign a Pet Additional Terms Agreement.

### **SMOKING**

It is our company policy that no smoking is permitted inside the property due to health and safety and fire risks.

### **ELECTRICITY CONNECTION / TELEPHONE CONNECTION**

It is the tenant's responsibility to connect the electricity and to ensure that it is disconnected at the end of the tenancy. All connection costs and deposits are the tenant's responsibility.

Should you wish to engage the services of Direct Connect, please fill in the section at the end of this form. "Direct Connect provides a free service that takes the hassle out of moving"

### **COLLECTION OF KEYS**

Finalising payment of monies, signing lease and bond documents and collection of keys should be done in regular office hours only.

### **EQUALITY AND FAIRNESS OF THE APPLICATION PROCESS**

When processing applications all applicants must be considered in accordance with the Equal Opportunity Act. Our office supports this and there is no discrimination based on: sex, marital status, pregnancy, gender history, parental or carer status, sexual orientation, race, religious or political conviction, disabilities, mental health, age or discrimination by personal association with someone else who may be treated unfairly on the basis of any of the above.

### **CUSTOMER SERVICE STANDARDS... WE CARE FOR OUR TENANTS**

Our philosophy is that tenants are our business! Without you we have no business. For this reason it is more important than ever that we value, respect and care for your needs. We don't want you to feel like outsiders, but part of our business. We understand that you deserve our immediate attention with requests and deserve to be greeted with a friendly, courteous smile at all times.

### **OUR CUSTOMER SERVICE STANDARDS ARE:**

- ✓ To present to you well-maintained and clean properties
- ✓ To process tenancy applications within 48 hours
- ✓ To clearly explain your rights and obligations at the commencement of the tenancy
- ✓ To prepare all documentation in accordance with the Residential Tenancies Act
- ✓ To prepare a detailed condition report and inventory list if applicable
- ✓ To collect a full rental bond prior to the tenant receiving the keys
- ✓ To respond to your telephone calls within 24 hours
- ✓ To respond to fax and email requests within 48 hours
- ✓ To attend to complaints promptly and to listen and understand both sides' point of view
- ✓ To attend to maintenance promptly in accordance with priority
- ✓ To keep all appointments and turn up on time (extreme circumstances prevailing)
- ✓ To carry out regular property inspections and forward a detailed report to our lessor
- ✓ To protect your privacy in accordance with legislation requirements
- ✓ To ensure that you have quiet enjoyment of your home
- ✓ To provide you with a quality service based on honesty, integrity and professionalism
- ✓ To not make excuses, but provide solutions

### **INSPECTION REPORTS**

When you move into the property, be very particular with the inspection report and make sure you mark down anything not already outlined on the report. If you do not mark it down, you will be liable for discrepancies when you vacate. You must return the Inspection Report to our office within two weeks of moving into the property. Please keep your copy in a safe place during your tenancy, as you will need to refer to the report when vacating.

### **WE WANT TO DELIGHT YOU WITH OUR SERVICE**

If you have any questions relating to the application or sign up process, please feel welcome to contact our office.



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Date received \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_ am/pm

**OFFICE USE ONLY**

Application signed and all details complete ☐  
Photocopy Tenant's ID ☐ 100-point check ☐

**TENANT INFORMATION**

Below is a summary of the money required in cleared funds prior to taking possession of the property

Six weeks' bond & two weeks' rent

RENT \$ \_\_\_\_\_ + BOND \$ \_\_\_\_\_

Tenant Database Check: Listed ☐ Yes ☐ No ☐  
(Advised tenant of listing **TEN 8J**) ☐  
Process Application – Attach **F1A/B/C** ☐  
Lessor Approved ☐ Yes ☐ No ☐ Contact Tenant ☐

# APPLICATION FOR TENANCY

THIS APPLICATION MUST BE COMPLETED IN FULL AND SIGNED BY ALL APPLICANTS TO BE PROCESSED

RENTAL PROPERTY: \_\_\_\_\_

HOW DID YOU FIND OUT ABOUT THE RENTAL PROPERTY? ☐ To Let Sign ☐ Rental List ☐ Telephoned  
☐ Newspaper \_\_\_\_\_ ☐ Window Card ☐ Internet Site

**GENERAL INFORMATION**

Are there additional Applications for Tenancy forms being submitted for this tenancy? ☐ Yes (please attach) ☐ No

How many tenants wish to reside in the property? \_\_\_\_\_ Adults \_\_\_\_\_ Children

List the names of the tenants to be the applicants (Signing Agreement)

\_\_\_\_\_

List full names of requested approved applicants wishing to reside at the property & ages of children (if applicable)

How many cars will be kept at the property? \_\_\_\_\_ Are all the cars registered? ☐ Yes ☐ No  
Will a ☐ Boat ☐ Trailer ☐ Caravan ☐ Motor Home ☐ Motorbike be kept at the property? ☐ Yes ☐ No  
Do any applicants have pets? (Check with agent for approval) ☐ Yes ☐ No  
☐ Cats No. \_\_\_\_\_ ☐ Dogs No. \_\_\_\_\_ Breed / Type \_\_\_\_\_  
☐ Birds No. \_\_\_\_\_ Breed / Type \_\_\_\_\_ No. of Cages \_\_\_\_\_ ☐ Fish No. of Tanks \_\_\_\_\_  
Other \_\_\_\_\_ (list number, breed, type)

Are the pets (if applicable) registered with the council? ☐ Yes ☐ No

Do any applicants smoke? ☐ Yes ☐ No

Do you have contents insurance? ☐ Yes ☐ No

If the property has a pool – have any of the applicants cared for a pool previously? ☐ Yes ☐ No

Have any of the applicants wishing to reside in the property been evicted or are in debt to another owner or agent?  
☐ Yes ☐ No If Yes, give details: \_\_\_\_\_

**APPLICANT ONE DETAILS**

Name	D.O.B.	/	/
Are you known by another name			
Contact No. Home	Work	Mobile	
Email Address	Fax No.		
Car Registration	Driver's Licence No.	Licensed State	
Passport No.	18+ Card No.	Other ID	



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#### APPLICANT ONE CURRENT ACCOMMODATION DETAILS

Address	<input type="checkbox"/> Rented \$ _____ per week <input type="checkbox"/> Owned
Name of Real Estate, Owner or Sales Agent (if property sold)	
Address of above	Phone No.
Period of occupancy / / to / / [ ] years [ ] months	
Reason for leaving	
Do you expect the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why	

#### APPLICANT ONE PREVIOUS ACCOMMODATION DETAILS

Address	<input type="checkbox"/> Rented \$ _____ per week <input type="checkbox"/> Owned
Name of Real Estate, Owner or Sales Agent (if property sold)	
Address of above	Phone No.
Period of occupancy / / to / / [ ] years [ ] months	
Reason for leaving	
Was the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If No, why	

#### APPLICANT ONE INCOME DETAILS – ALL INCOME IS NET OR TAKE HOME “PER WEEK”

Occupation	Period of Employment
Employer	Net Weekly Wage \$
Address	Phone No.
Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual <input type="checkbox"/>	Hours Per Week
<b>If less than 6 months list Previous Employer</b>	
Occupation	Period of Employment
Employer	Net Weekly Wage \$
Address	Phone No.
Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual <input type="checkbox"/>	Hours Per Week
Other <input type="checkbox"/> Student (Name of College, TAFE, Uni)	Austudy \$
Student Identification No.	Overseas Student <input type="checkbox"/> Yes <input type="checkbox"/> No Visa Expiry Date / /
<input type="checkbox"/> Pensioner Type	Allowance \$
<input type="checkbox"/> Unemployment Benefit	Allowance \$
<input type="checkbox"/> Self-employed - Name of Business	Wage \$
Address	Phone No.
How Long Established	ABN No.
Accountant Name	Phone No.
<input type="checkbox"/> Other Type of Income (ie Savings / Investments)	Other Income \$

#### APPLICANT ONE PERSONAL REFERENCES – Does not include relatives (this must be completed in FULL)

Contact Name	Address
Phone No.	Relationship
Contact Name	Address
Phone No.	Relationship
Contact Name	Address
Phone No.	Relationship

Next of Kin not living with you or other person to contact in case of emergency \_\_\_\_\_

Address \_\_\_\_\_ Phone No. \_\_\_\_\_



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### APPLICANT TWO DETAILS

Name	D.O.B.	/	/
Are you known by another name			
Contact No. Home	Work	Mobile	
Email Address	Fax No.		
Car Registration	Driver's Licence No.	Licensed State	
Passport No.	18+ Card No.	Other ID	

### APPLICANT TWO CURRENT ACCOMMODATION DETAILS

Address	<input type="checkbox"/> Rented \$ per week <input type="checkbox"/> Owned
Name of Real Estate, Owner or Sales Agent (if property sold)	
Address of above	Phone No.
Period of occupancy / / to / / [ ] years [ ] months	
Reason for leaving	
Do you expect the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why	

### APPLICANT TWO PREVIOUS ACCOMMODATION DETAILS

Address	<input type="checkbox"/> Rented \$ per week <input type="checkbox"/> Owned
Name of Real Estate, Owner or Sales Agent (if property sold)	
Address of above	Phone No.
Period of occupancy / / to / / [ ] years [ ] months	
Reason for leaving	
Was the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If No, why	

### APPLICANT TWO INCOME DETAILS – ALL INCOME IS NET OR TAKE HOME “PER WEEK”

Occupation	Period of Employment
Employer	Net Weekly Wage \$
Address	Phone No.
Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual <input type="checkbox"/>	Hours Per Week
<b>If less than 6 months list Previous Employer</b>	
Occupation	Period of Employment
Employer	Net Weekly Wage \$
Address	Phone No.
Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual <input type="checkbox"/>	Hours Per Week
Other <input type="checkbox"/> Student (Name of College, TAFE, Uni)	Austudy \$
Student Identification No.	Overseas Student <input type="checkbox"/> Yes <input type="checkbox"/> No Visa Expiry Date / /
<input type="checkbox"/> Pensioner Type	Allowance \$
<input type="checkbox"/> Unemployment Benefit	Allowance \$
<input type="checkbox"/> Self-employed - Name of Business	Wage \$
Address	Phone No.
How Long Established	ABN No.
Accountant Name	Phone No.
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Contact Name	Address
Phone No.	Relationship
Contact Name	Address
Phone No.	Relationship
Contact Name	Address
Phone No.	Relationship

Next of Kin not living with you or other person to contact in case of emergency \_\_\_\_\_

Address \_\_\_\_\_ Phone No. \_\_\_\_\_



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## CONDITION OF PROPERTY

I, the applicant/s, accept the property in its present condition

☐ Yes ☐ No

(A detailed Condition Report will be completed prior to you taking possession)

If no, please provide details \_\_\_\_\_

Please list any other information about your application: \_\_\_\_\_

If you require further assistance or information prior to moving into your property, please feel free to contact our office.

## TERMS AND CONDITIONS

## AUTHORITY AND PRIVACY DISCLAIMER

**Applicant's Name/s:** \_\_\_\_\_

(Include Applicant 1 and Applicant 2 Name)

**RENTAL PROPERTY:** \_\_\_\_\_

### GENERAL TERMS AND CONDITIONS:

I/we, (the applicant/s), do solemnly and sincerely declare that the information provided is true and correct and has been supplied of my own free will.

I/We, agree that we have inspected the above listed rental property and wish to take a tenancy of such premises for a period of \_\_\_\_\_ months/years from \_\_\_\_ / \_\_\_\_ / \_\_\_\_ at a rental of \$\_\_\_\_\_ per week. The rent to be paid with within my means and I agree to pay a bond of \$\_\_\_\_\_.

I/we agree that once the application has been approved I agree to pay at least two weeks' rent to secure the property. In this instance that being \$\_\_\_\_\_. I agree that the property will be advertised and marketed until the requested rent has been paid and the Tenancy Agreement has been signed by all parties.

I/we, agree that in the event that the application is successful, acceptance is communicated and the rent has been paid, but I decide not to proceed, I agree that this money will be forfeited to the lessor. Upon communication of acceptance of this application by the agent, I agree that I will enter into a written Tenancy Agreement in accordance with legislation requirements.

I/we, agree that I will not be entitled to occupation of the premises until:

- (i) vacant possession is provided by the current occupant/s of the premises
- (ii) the tenancy agreement is signed by the applicant/s; and
- (iii) the payment of all monies due are paid by the applicant/s in cleared funds prior to occupation of the premises

I/we, the applicant, accept that if the application is rejected, the agent is not legally obliged to give a reason. If the application is declined, your details will be held on file for 3 weeks. Following this period all details held will be securely disposed of.

I/we, agree that acceptance of this application may be subject to a satisfactory report as to the applicant's creditworthiness.

### PRIVACY TERMS AND CONDITIONS:

I/we, understand that you as the managing agent for the owner of the property and have collected this information for the specific purpose of checking identification, character, creditworthiness and determining if the applicant/s will be suitable tenant/s for the property.

I/we, understand that the agent is bound by the Privacy Act and the Australian Privacy Principles (APPs) and authority is hereby given to the agent to check credit references, identity checks, current and past employment details, current and previous rental references from an owner or agent, any record listing or tenant database agency, personal references, current or previous sales representatives involved in a property transaction and any other searches that may verify the information provided by me in accordance with legislation requirements.

I/we, authorise the agent to collect, use and disclose personal information to:

- (a) communicate with the owner (relevant to the premises) during the tenant selection process as well as any other matter arising during and at the end of tenancy
- (b) prepare agreements and tenancy documents
- (c) allow tradespeople or equivalent organisations to contact me
- (d) lodge, claim or transfer (to or from) a Bond Authority





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- (e) refer to Tribunals and/or Courts & Statutory Authorities (where applicable)
- (f) refer to Collection Agents and Lawyers (where applicable)
- (g) lodge Insurance claims (where applicable)
- (h) communicate with Body Corporate or Strata Groups (relevant to the premises)
- (i) utility connection providers, where the applicant has opted for such a service
- (j) undertake any act, process or communication with any other third party as required by the agent or owner relating to the administration of the premises and use of the Agent's services.

I/we, understand that once a tenancy has been entered into our personal information (such as names, contact details and any other details contained on this application or which can be obtained from a public source) can or will be kept or stored in files or a data entry computer format.

I/we, agree that once a tenancy agreement has been entered into that should there be a failure to comply with the obligations under the agreement; the failure to comply may be disclosed to third party operators of tenant database registers and/or agent in accordance with legislation requirements.

I/we, agree that we have been provided with the Tenant Database Agency details (including the name and contact numbers) that may be accessed by our agency during the application process.

The applicant/s have the right to access personal information held by our agency and may request correction or amendment of any inaccurate, incomplete, out of date or irrelevant information.

I/we, authorise the agent to send information to our contact details to promote, market or sell rental properties, sales properties or information in general that relates to the real estate industry. Tick here ☐ if you do not wish to receive this information.

[Each applicant must read and initial every page of this application as acceptance of the information provided]

Applicant 1 Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Applicant 2 Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Agent to Witness: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

#### 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:

- |                                      |                                   |                                   |  |                                 |
|--------------------------------------|-----------------------------------|-----------------------------------|--|---------------------------------|
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Gas      | <input type="checkbox"/> Phone    | <input type="checkbox"/> Internet          | <input type="checkbox"/> Pay TV |
| <input type="checkbox"/> Insurance   | <input type="checkbox"/> Cleaning | <input type="checkbox"/> Removals | <input type="checkbox"/> Truck or van hire |                                 |
- ☐ Please tick this box if you would like Direct Connect to contact you in relation to any of the above 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 of applicant: \_\_\_\_\_ Date:...../...../..... Application sent to Direct Connect (if required) ☐