

## TENANCY APPLICATION FORM

- Drivers Licence or Passport or Proof of Age Card
- Proof of Employment by Payslips or Letter of Offer from New Employer
- Bank Statement
- Proof of Current Address & 2 Paid Bills
- Centrelink Statement if applicable
- Copy of Tenant ledger or Lease Agreement if applicable
- Council or Water Rates if currently owner occupied

### PROPERTY BEING APPLIED FOR

Application for Premises at: \_\_\_\_\_

Rent Per Week: \$\_\_\_\_\_ Number of People to Occupy Property: \_\_\_\_\_

Names & Ages of Occupants: \_\_\_\_\_

Preferred Lease Term: 3 months (Shared Accommodation Only) 6 months or 12 months

Details of Pets: (Type/Breed) \_\_\_\_\_ Commencement Date: \_\_\_\_\_

(Please include a photo)

### APPLICANTS DETAILS

Full Name: \_\_\_\_\_ D.O.B: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Drivers Licence Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ State: \_\_\_\_\_

Passport Number: \_\_\_\_\_ Country of Issue: \_\_\_\_\_

Car Registration Number: \_\_\_\_\_ Is your car owned/under finance: \_\_\_\_\_

Do You Smoke: YES or No. Have you been known by any other name: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Relationship to You: \_\_\_\_\_ Email: \_\_\_\_\_

### EMPLOYMENT DETAILS

Current Occupation: \_\_\_\_\_ Length of Employment: \_\_\_\_\_

Employers Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Net Income: \_\_\_\_\_

Basis of Employment: Full-Time Part-Time Casual How many Hours: \_\_\_\_\_

Additional Income: (e.g. Centrelink) \_\_\_\_\_

### EDUCATIONAL DETAILS FOR STUDENTS

Name of Education Institution: \_\_\_\_\_ Course Name: \_\_\_\_\_

Duration of Course: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

### PERSONAL REFERENCES

Two personal references – Please include Name, Relationship to you and Phone Number

1) \_\_\_\_\_

2) \_\_\_\_\_

**RESIDENCE DETAILS**

Current Address: \_\_\_\_\_

Current Agent/Landlord: \_\_\_\_\_

Agent/Landlord Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Agent/Landlord Email: \_\_\_\_\_

Rent Per Week: \_\_\_\_\_ How long have you resided here: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Previous Agent/Landlord: \_\_\_\_\_

Agent/Landlord Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Agent/Landlord Email: \_\_\_\_\_

Rent Per Week: \_\_\_\_\_ How long have you resided here: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Previous Agent/Landlord: \_\_\_\_\_

Agent/Landlord Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Agent/Landlord Email: \_\_\_\_\_

Rent Per Week: \_\_\_\_\_ How long have you resided here: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**QUESTIONNAIRE**

Has your tenancy ever been terminated? Yes or No

Have you ever been refused a property by a landlord/agent? Yes or No

Are you in debt with another landlord/agent? Yes or No

Have any deductions ever been made from your rental bond? Yes or No

**HOLDING DEPOSIT**

The holding deposit (not exceeding one week's rent) keeps the premises off the market for the prospective tenant for seven (7) days or longer by agreement.

1. I/we agree that the holding fee is payable within 24 hours of approval by the agent/landlord
2. Once the holding fee is paid the owner/agent will not enter into a residential agreement for the premises with any other person/s within 7 days of receiving the deposit unless the applicant/s notifies the owner/agent that the applicant/s no longer wish to proceed with the tenancy
3. The holding deposit will be retained by the owner/agent and upon commencement of the tenancy will be allocated as rent
4. Where the applicant/s refuses or fails to proceed with the tenancy the entire holding deposit will be forfeited to the owner
5. If the applicant/s refuses/fails to proceed with the tenancy on the grounds of misrepresentation or failure to disclose a material fact by the owner/agent, the holding deposit will be refunded to the applicant/s by the way of a Trust Account Cheque

## DECLARATION

- I/we inspected the property being applied for on \_\_\_\_/\_\_\_\_/\_\_\_\_
- I accept the property in its current condition as at the time of inspection
- I/we offer to rent the property from the owner under the lease prepared by the agent
- I/we declare that all the information contain in this application is true and correct
- I/we authorise the agent to obtain personal information at their discretion from:
  - a) Personal referees that are listed in this application
  - b) Employer(s)
  - c) Current and Previous Landlords/Agents
- I/we authorise the agent to access and obtain record/listings on any Tenant Default Database at their discretion
- I/we agree to allow the agent to photocopy the information supplied by me/us for their records and acknowledge that this information will be archived (destroyed) within 4 weeks from the date the application was received.
- I/we understand that if I/we default under a rental agreement, the agent may disclose details of any such default to the Tenancy Default Database and to agents/landlords of properties I/we apply for in the future
- I/we further declare that we are not in rental debt with any other Agent/Landlord
- I/we acknowledge that the agent will use and disclose my/our personal information in order to:
  - a) Communicate with the owner to select a tenant
  - b) Prepare lease/tenancy documents
  - c) Allow organisations/ tradespeople to contact me/us
  - d) Facilitate the sale of the property should it be placed on the market
  - e) Lodge/Claim/Transfer of rental bond in co-operation with applicable Residential Tenancy Bond Authority
  - f) Refer to Tribunals/Courts and Statutory Authorities where applicable
  - g) Refer to Collection Agents/Lawyers where applicable

I/we acknowledge that if our application is unsuccessful there is no requirement by law for the agent to disclose to me/us any reason for such rejection. I/we also agree that I/we will not raise any objection for not being provided a reason for any rejection of this application.

- I/we acknowledge and understand that the availability of telephone lines, internet service, analogue, digital or cable television (and the adequacy of such services) are the sole responsibility of the tenant/s and the tenant should make their own enquiries as to the availability of such services before accepting the tenancy of the property. The landlord **does not** declare that any telephone plugs, antenna sockets or other service points are in good working order and such items are **not inclusions** of the property.

### SIGNATURES OF APPLICANT/S:

\_\_\_\_\_ / \_\_\_\_\_ DATE: \_\_\_\_\_

**DOWLING REAL ESTATE MAYFIELD - TENANCY REFERENCE CHECK**

In accordance with the Privacy Act, I/we the undersigned authorise the recipient of this fax to give information to Dowling Real Estate Mayfield regarding my/our rental history.

Applicant's Name: \_\_\_\_\_

Property Being Applied For: \_\_\_\_\_

Current Rental Address: \_\_\_\_\_

Current Period of Tenancy: \_\_\_\_\_ Weekly Rent: \_\_\_\_\_

Current Managing Agent: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Agent's Phone No: \_\_\_\_\_ Agent's Fax No: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE FILL IN ABOVE INFORMATION AND RETURN WITH THE COMPLETED & SIGNED APPLICATION FORM.**

Dear Agent, Please complete and email back with a ledger to  
[rentals@dowlingmayfield.com.au](mailto:rentals@dowlingmayfield.com.au) Thank you.

Name & Position of Person Completing Form	
Period of Tenancy	
Weekly Rent Amount	
Was Rent Paid on Time	
Were Termination Notices Issued	
Condition of Property on Inspection	
Were Lawns & Gardens Kept Neat	
Did the Tenants Have any Pets	
Have the Tenants Vacated	
If Yes was the Bond Refunded in Full	
Would you Rent to Them Again	
Any Further Comments	

Signature of Agent: \_\_\_\_\_ Date: \_\_\_\_\_