

Residential Tenancy Application



PLEASE ENSURE YOU HAVE READ THROUGH AND COMPLETED THE ENTIRE APPLICATION AND THAT YOU UNDERSTAND ALL TERMS. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

NOTE: A separate application must be completed for each tenant applying

Property: _____

Your details			
Full Name:			
Mobile:		Home Phone:	
DOB:		Sex:	
No. of dependants:		Ages:	
Driver's License No:		State:	
Car Rego No:		Email:	
Passport No:		Country:	
Current Address:			
Period of Occupancy:			
Current Owner / Agent:		Contact Number:	
Rent per week:		Reason for leaving:	
Previous Address:			
Period of Occupancy:			
Previous Owner / Agent:		Contact Number:	
Rent per week:		Reason for leaving:	
Personal Referees (Not Relatives)			
Referee One			
Name:		Phone:	
Relationship:		Address:	
Referee Two			
Name:		Phone:	
Relationship:		Address:	
Income / Employment Details			
Occupation:		Employer:	
Length of employment:		Employer Contact No:	
Weekly Wage:		Employer Contact Name:	
Full Time / Part Time:			
Centrelink / Pension Details			
Pension Type		Fortnightly Income	
Next of Kin (In case of emergency)			
Name		Relationship	
Phone		Address	
Pets			
Type / Breed		Registered	
Age			

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Please list all people that will be living at the property		
Name	DOB	Relationship

Authority

I, the Applicant, do solemnly and sincerely declare that the above information is true and correct and that I have supplied this information at my own free will. I hereby authorise the letting agent to conduct and all enquiries and/or searches required to verify the information contained in this application. This authorisation includes the performance of a search with the Tenancy Information Centre of Australia (TICA).

I, the Applicant, solemnly and sincerely declare that I am not bankrupt. I have inspected the above mentioned premises and wish to take a tenancy, in its current condition, for a period of ____ months from ____/____/____ at a rental price of \$_____ per week and that the rent to be paid is within my means.

I also undertake to pay a Rental Bond which is equivalent to four (4) weeks rent, upon signing by me of the tenancy agreement

It is agreed that immediately upon communication of acceptance of this application by the landlord of their agent, that a deposit of one week's rent shall be paid within 24 hours of notification, whereupon this tenancy shall be binding.

Please note that should your application be unsuccessful, your application and all supporting documentation will be destroyed 24 hours after notification has been given.

Applicants Name: _____

Applicants Signature: _____ **Date:** _____

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Applicant's Checklist

To help us process your application as quickly as possible, please ensure that the following has been completed before handing in your application.

MUST PROVIDE (One form of ID, bank statement & payslips)		
Passport	50 Points	Yes/ No
Drivers License or 18+ card	50 Points	Yes/ No
Other Photo ID	30 Points	Yes/ No
Bank Statement	30 Points	Yes/ No
Pay Slips	30 Points	Yes/ No
OTHER IDENTIFICATION		
Citizenship Certificate	50 Points	Yes/ No
Written Reference from previous agent with phone number	20 Points	Yes/ No
Copy of Telephone/Electricity/Gas Account	10 Points	Yes/ No
Copy of Birth Certificate	50 Points	Yes/ No
Medicare or Bank Card with your name	10 Points	Yes/ No

Please ensure we have the contact number of your current Lessor or agent so that we can contact them with your rental details.

If you are a student, please ensure we have a copy of your most recent Austudy statement, or if self-funded, a copy of your bank statement.

If you are self-employed, please ensure we have the contact details of your accountant so we can confirm your details. Please ensure we have the contact number of your Employer so we can confirm your employment. Please ensure you have filled in the back of the front page of the application, including when you would like to move into the property, how much per week you are willing to pay and your preference for a Six to Twelve month lease.

Please check that you have read and signed the privacy statement on the back of the front and second page of the application.

Notes:

Please note that you are able to apply for more than one property, just make sure you clearly show which property is your first preference, second preference, etc.

If you are moving in with someone else, please note we cannot begin processing your application until we have had applications submitted by all applicants. Should you have any questions while filling out your application, please contact our office on 02 4342 4000.

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Privacy Act Acknowledgment Form for Tenant Applicants and Approved Occupants

This form provides information about how we, the below named agent, handle your personal information, as required by the National Privacy Principles in the Privacy Act 1988 and seeks your consent to disclosures to TICA Default Tenancy Control Pty Ltd (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application.

Member Name Domain Property Group
Address 1 Blackwall Road, Woy Woy
Phone 02 4342 4000
Email rentals@domainpropertygroup.com.au

As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office on the above numbers or addresses.

Primary Purpose

Before a tenancy is accepted, we collect your information to assess the risk to our clients in providing you with a tenancy for the property. In order to assess your application we disclose your personal information to:

- The Lessor/owner for approval or rejection of your application;
- TICA Default Tenancy Control P/L to assess the risk to our clients and verify the details provided in your tenancy application;
- Referees to validate information supplied in your application;
- Other Real Estate Agents to assess the risk to our clients.

Secondary Purpose

During and after the tenancy we may need to disclose your personal information to:

- Tradespeople to contact you for repairs and maintenance of the property
- Refer to Tribunals or Courts having jurisdiction seeking orders or remedies
- Refer to Debt Collection Agencies where Tribunal/Court orders have been awarded.
- Refer to TICA Default Tenancy Control P/L to record details of your tenancy history.
- Refer to the Lessor/owner's insurer in the event of an insurance claim.
- To provide future rental references to other asset managers/owners

If you fail to provide your personal information and do not consent to the uses set out above we cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently, we cannot provide you with the property you have requested to rent.

Applicants Name: _____

Applicants Signature: _____

Date: _____