

Application Form

Please complete all sections



Dungey Carter Ketterer
REAL ESTATE AGENTS

A. AGENT DETAILS

Dungey Carter Ketterer Pty Ltd
35 Queen St, Bendigo VIC 3550 ABN: 57 933 534 931
Phone: (03) 5440 5000
Fax: (03) 5440 5080 Email: rentals@dck.com.au

B. PROPERTY DETAILS

1. What is the address of the property you would like to rent? (If applying for more than one property, please list in order of preference)

Property Address.	Weekly Rental \$
1.	
2.	
3.	

2. What date would you like to move in?

Day Month Year

3. Lease term and bond details? (Please circle one)

6 months / 12 months / 2 years Own Bond / Dept of Human Services

4. How many people will occupy the property? Each adult will be required to complete a separate application

Adults Children Ages of Children _____

C. PERSONAL DETAILS

5. Please give us your details

Mr Ms Miss Mrs Other

Surname _____ Given Name/s _____

Date of Birth _____ Age _____ ABN (if applicable) _____

Driver's licence no. _____ Driver's licence state _____

Passport no. _____ Passport country _____

Medicare no. _____ 18+ Card no. _____

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 _____

Taken by / Collected:	Date Received:	Branch:
Comments:		

D. UTILITY CONNECTIONS

YourPorter

Connections, powered by iSelect

Telephone: 1300 400 600

Fax: 1300 326 468

www.yourporter.com.au

YourPorter is a FREE service connecting utilities and other services.

If the Agent approves this application, YourPorter will connect your water for the purpose of usage charges at your new property on behalf of the Real Estate Agent. YourPorter will be contacting you by phone, SMS, or email for the purposes of assisting you to connect your utilities within 24 hours of receiving this application for next business day connection.

- Electricity Gas Water
 Telephone Pay TV Internet
 Car Insurance Home & Contents Health Insurance
 Life Insurance Home Loans

DECLARATION AND ACCEPTANCE:

I/We consent to the disclosure of this application form (including any personal information contained in this form) to YourPorter Pty Ltd (ABN 36 252 576 050) for the purpose of allowing YourPorter and its service provider iSelect Ltd to contact me for the connection and disconnection of services as offered by YourPorter. I/We acknowledge that if I/We do not provide my/our personal information, YourPorter and iSelect will not be able to provide these services to me/us. YourPorter and iSelect will ensure that my/our personal information is collected, used, held and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth). I/We consent to YourPorter and its Agents and iSelect disclosing my/our personal information to providers of the services I/We have indicated above that I/we would like to connect, for the connection of those services and the disconnection of any existing services. I/We consent to YourPorter and iSelect disclosing connection confirmation details to the Agent. I/We acknowledge that iSelect, the Agent, its employees and YourPorter may receive a benefit in relation to the connection of any of the services listed above. I/We consent to YourPorter and iSelect contacting me by phone or SMS in relation to the connection of the services listed above. I/We acknowledge that this consent permits YourPorter and iSelect to contact me even if the numbers listed on this application are listed on the Do Not Call Register. YourPorter and iSelect will otherwise collect, hold, use and disclose personal information in accordance with their respective privacy policies, which are available at www.yourporter.com.au/general/privacy-policy/ and <http://www.iselect.com.au/privacy-policy/> YourPorter is a free service, but I/We acknowledge that standard connection fees may apply for services connected (in addition to the ongoing service fees). I/We acknowledge that neither YourPorter nor the Agent nor iSelect accept any responsibility for any delay in or failure to arrange or provide for any connection or disconnection of a service or for any loss, damage, cost or expense in connection with such delay or failure. By signing this application I/We understand YourPorter is a value add product and that I/We are under no obligation to use YourPorter.

Signature

Date

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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 about me from:

- (a) The owner or the Agent of my current or previous residences;
- (b) My personal referees and employer/s
- (c) Any record listing or database of defaults by tenants such as NDT, TICA or TRA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting:

NTD: 1300 563 826
TICA: 1902 220 346
TRA: (02) 9363 9244

If I default under the 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)
- (h) transfer water account into my name

I am aware that if the 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 the agent will disclose my personal information to YourPorter for the

T P

Signature

Date

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F. APPLICANT HISTORY**7. What is your current address?**

Postcode

8. How long have you lived at your current address?

	Years		Months
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9. Why are you leaving this address?

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

Name of landlord or agent	Email Address
Phone number (business hours)	Weekly Rent Paid
	\$

11. What was your previous residential address?

Postcode

12. How long did you live at this address?

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

Name of landlord or agent	Email Address
Phone number (business hours)	Weekly Rent Paid
	\$
Was bond refunded in full?	If not why not?

G. EMPLOYMENT HISTORY**14. 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 number (business hours)		
Length of employment			
	Years		Months
Net Income?	Net Weekly Income?		
\$	\$		

15. Please provide your previous employment details

Occupation				
Employer's name				
Contact name	Phone number (business hours)			
Length of employment	Net Income?			
	Years		Months	\$

H. IF YOU ARE SELF EMPLOYED**16. Please provide your company details**

Name of Business			
ABN			
What does your business do?			
Company address			
Postcode			
Phone number (business hours)			
Net Income?	Net Weekly Income?		
\$	\$		
Name of Accountant	Accountant Phone Number		
Length of employment			
	Years		Months

I. IF YOU ARE A STUDENT**17. Please provide your course details**

Name of University / Institution	
Course Being Studied	
Course Length	Enrolment Number
Campus Contact	Phone No.
Net Weekly Income?	
\$	

J. IF YOU RECEIVE A CENTRELINK PAYMENT

Type of Payment	(please provide copy of income statement)
Net Weekly Income?	
\$	
Customer Reference Number	

K. CONTACTS (excluding any person/s you will reside with)

18. Please provide a contact in case of emergency	
Name	Relationship to you
Phone no.	
Email Address	
Property Address	

L. REFEREES (Family OR Friends not permitted)	
19. Please provide your referees details	
1.Name and Relationship to you	
<input type="text"/>	
Address	
<input type="text"/>	
<input type="text"/>	
Postcode	
Phone no.	Mobile no.
<input type="text"/>	<input type="text"/>
Email	
<input type="text"/>	
2.Name and Relationship to you	
<input type="text"/>	
Address	
<input type="text"/>	
<input type="text"/>	
Postcode	
Phone no.	Mobile no.
<input type="text"/>	<input type="text"/>
Email	
<input type="text"/>	

M. OTHER INFORMATION	
20.Car Registration	
<input type="text"/>	
State of Registration	Make & Model
<input type="text"/>	<input type="text"/>
21. Please provide details of any pets	
Breed/type	Council registration / number
1.	
2.	
N. Special Requirements/request by applicant	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
PLEASE NOTE	
<ul style="list-style-type: none"> Security deposits are to be paid separately by money order or bank cheque made out to the RTBA within 24 hours as per approval of application Initial rent payment may be made by bank cheque, money order or cash prior to collection of keys. <p>Keys will not be handed over until the lease agreement has been signed by all applicants and bond and rent fully paid.</p>	

**** PLEASE NOTE: AT LEAST ONE FORM OF PHOTO ID IS REQUIRED****

PLEASE PROVIDE US WITH 100 POINTS OF ID		
Drivers Licence (50 points)	Passport (50 points)	
Proof of Age Card (50 points)	Student ID Card (50 points)	
Copy of Mobile Phone Account (20 points)	Copy of Medicare Card (20 points)	
Concession/Pension Card (10 points)	Copy of Gas/Water/Electricity Account (30 points each)	

DISCLAIMER - AUTHORITY

I, the said applicant, do solemnly and sincerely declare that the information in the application is true and correct and that all of the information was given of my own free will. I further consent to the lessor/agent contacting and or conducting any enquiries and/or searches with regard to the information and references supplied in this application

I, the said applicant, do solemnly and sincerely declare that I am over 18 years of age and have read and understand the contents of the agreement and have the competence and capacity to enter into this agreement.

The personal information the prospective tenant provided in this application or that which is collected from other sources is necessary for Dungey Carter Ketterer to verify the applicant's identity, to process and evaluate the application and or manage the tenancy.

The personal information collected about the applicant in this application may be disclosed during the course of the tenancy for the purpose that which it was collected, to other parties, including the Landlord, referees, financial institutions trades people, other agents, third party operators of tenant reference databases and other third parties as required by law. Information already held on tenancy reference databases may also be disclosed to the Agent and/or landlord. The Agent may also disclose information to other parties on the Internet.

If the applicant enters into a Residential Tenancy Agreement and the applicant fails to comply with their obligations under that agreement, the fact and other personal information collected about the applicant during the course of the tenancy may also be disclosed to other parties, including those referred to above.

Dungey Carter Ketterer will also disclose information in this way to other parties to achieve the purposes specified above or as otherwise allowed under the Privacy Act 1988.

If the applicant would like to access his/her personal information held by Dungey Carter Ketterer, they can do so by contacting Dungey Carter Ketterer at the address and contact numbers contained in this application. The applicant can also correct this information if it is inaccurate, incomplete or out of date.

If the information requested is not provided, Dungey Carter Ketterer may not be able to process the application and manage the tenancy.

Should an application for this tenant not be approved, the application and person details collected about the applicant will no longer be required and will not be used for any other purpose. Therefore, this application will be destroyed by means of shredding within a period of one month of notification to the applicant that the applicant was not successful.

- I have been informed, understand and agree should there be a requirement to commence proceedings for the recovery of rent, repairs and/or damage to the aforesaid property during the term or at the expiration of the tenancy agreement, all costs associated with these proceedings shall be able to be recovered from me.
- I further consent to the agent disclosing all personal information that they may hold for the purpose of
 - Listing my name with a default database, under this state's legislation
 - Enforcing a Tribunal Order
 - Commencing recovery action in relation to any debt owed as a result of outstanding rent, repairs and/or damage that occurred or occurs during my period of tenancy.

Applicant Name _____

Signature _____ Date / /