

## *Tenancy Application Form*

*Applicants must supply a form of identification from the list below with a minimum total of 100 points for their application to be considered.*

*ID must include at least 1 type of Photo ID plus the applicant's current residential address and date of birth.*

Drivers Licence	50pts
Passport	50pts
Other photo ID	50pts
Birth Certificate	50pts
Medicare Card	25pts
Bank Card	25pts
Bank Statement	25pts

### ***Property Managers:***

***Nadia Barnes***

***Head of Department – Residential Property Management***

***[nadiab@dixonkestles.com.au](mailto:nadiab@dixonkestles.com.au)***

***Natalie Farah***

***Residential Portfolio Manager***

***[natalief@dixonkestles.com.au](mailto:natalief@dixonkestles.com.au)***

***Stacey Macdonald***

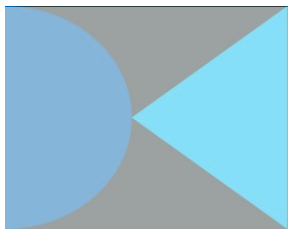
***Residential Portfolio Manager***

***[staceym@dixonkestles.com.au](mailto:staceym@dixonkestles.com.au)***

***Eva Alexiadis***

***Residential Portfolio Manager***

***[evaa@dixonkestles.com.au](mailto:evaa@dixonkestles.com.au)***



# Dixon Kestles

### Property Details:

Address you are applying for \_\_\_\_\_

Have you inspected the property? Yes  No  Lease commencement date \_\_\_\_\_

Lease term \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Rental amounts? \$ \_\_\_\_\_ per week

How many people will occupy the property? Adults \_\_\_\_\_ Children \_\_\_\_\_ Ages of Children \_\_\_\_\_

Names of other applicants: \_\_\_\_\_

### Personal Details:

Mr/Ms/Miss/Mrs/Other \_\_\_\_\_

Date of Birth \_\_\_\_\_ Driver's Licence number \_\_\_\_\_ Expiry date \_\_\_\_\_ State of Issue \_\_\_\_\_

Passport No. \_\_\_\_\_ Passport country \_\_\_\_\_

Mobile No. \_\_\_\_\_ Work Phone No. \_\_\_\_\_ EmailAddress: \_\_\_\_\_

Do you have pets? Yes  No  Breed/Type \_\_\_\_\_

### Applicant's Rental History:

What is your current address? \_\_\_\_\_

How long have you lived at your current address? Years \_\_\_\_\_ Months \_\_\_\_\_

Reason for leaving this address? \_\_\_\_\_

Name of landlord or Real Estate Agent \_\_\_\_\_

Landlord/Agent's phone no \_\_\_\_\_ Weekly rent paid \$ \_\_\_\_\_

Previous residential address \_\_\_\_\_

How long did you live at this address? Years \_\_\_\_\_ Months \_\_\_\_\_

Name of landlord or Real Estate Agent \_\_\_\_\_

Landlord/agent's phone no \_\_\_\_\_ Weekly rent paid \$ \_\_\_\_\_

Was the bond refunded in full? \_\_\_\_\_ If not, why not? \_\_\_\_\_

### Current Employment History:

What is your current occupation? \_\_\_\_\_ (FULL TIME/PART TIME/CASUAL)

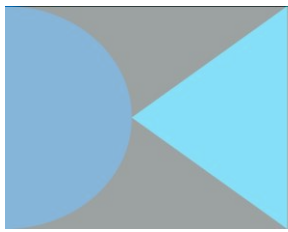
Employer's name (inc. accountant if self employed) \_\_\_\_\_ Phone No. \_\_\_\_\_

Employer's address \_\_\_\_\_

Contact name \_\_\_\_\_ Position \_\_\_\_\_

Length of employment Years \_\_\_\_\_ Months \_\_\_\_\_ Gross income per annum \$ \_\_\_\_\_





# Dixon Kestles

## Previous Employment

Please provide your previous employment details

Contact name \_\_\_\_\_ Position \_\_\_\_\_

Employer's name (inc, accountant if self-employed) \_\_\_\_\_

Contact name \_\_\_\_\_ Position \_\_\_\_\_

Length of employment    Years \_\_\_\_\_    Months \_\_\_\_\_    Gross income per annum \$ \_\_\_\_\_

## Study Information (if applicable)

Course Name \_\_\_\_\_

Name of Institution \_\_\_\_\_

Contacts/References \_\_\_\_\_ Phone No \_\_\_\_\_

## Personal Information:

Next of Kin \_\_\_\_\_ Relationship \_\_\_\_\_ Phone No \_\_\_\_\_

Address \_\_\_\_\_

Please provide two personal references (no relatives)

Name \_\_\_\_\_ Phone No \_\_\_\_\_

Relationship to you \_\_\_\_\_

Name \_\_\_\_\_ Phone No \_\_\_\_\_

Relationship to you \_\_\_\_\_

Our complementary partner On The Move can connect your utilities;

- It's a free and simple service
- Your connection is guaranteed by the On The Move promise
- There is no obligation to proceed with connections

Terms & Conditions: **Unless you advise us otherwise, by signing this application you are consenting to On The Move contacting you to arrange the connection of your utility services.** Regardless, you consent to On The Move contacting you regarding the connection and disconnection of your water services as a minimum. On The Move may need to disclose personal information to utility companies to arrange your services. On The Move and Dixon Kestles may receive a benefit for arranging your services. Please see On The Move's Privacy Policy at: [www.onthemove.com.au/legal-and-privacy](http://www.onthemove.com.au/legal-and-privacy). Standard connection fees may apply.

No, aside from my water service, I will connect my utilities of my own accord.

I consent to the disclosure of this application form to **On The Move** ABN 84 101 648 257 for the purpose of enabling **On The Move** to offer the connection and disconnection of my water services as a minimum. I am aware that if I do not consent to the disclosure of my personal information for the purposes set out above, I may not be eligible to lease this premises. Where **On The Move** is requested to arrange for the provision of services, I consent to **On The Move** disclosing personal information it has collected about me to the applicable utility service provider for that purpose and to obtain confirmation of the connection or disconnection.

I acknowledge that Dixon Kestles does not accept any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. I acknowledge that Dixon Kestles, its employees and **On The Move** may receive a benefit in relation to the connection of a utility service.

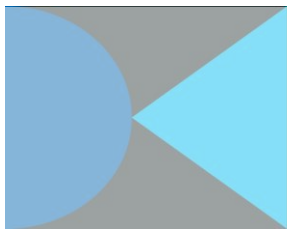


We guarantee that your electricity and gas will be connected on your agreed move-in date\*.

\*Terms and conditions apply. Full details at [onthemove.com.au/on-the-move-promise-terms-and-conditions](http://onthemove.com.au/on-the-move-promise-terms-and-conditions)

Signature \_\_\_\_\_

Date \_\_\_\_\_



# Dixon Kestles

## Tenancy Privacy Statement

The information on this form is being collected by Dixon Kestles & Co Pty Ltd. It is a condition of application for a tenancy for any property managed by us, or in conjunction with other agents that you consent to us collecting and using your personal information. We collect your personal information for the purposes of assessing the risk of leasing the rented premises to you, processing your tenancy application, preparing the lease or tenancy agreement, collecting rental payments and other purposes related to the management of your tenancy. We also collect personal information about you for the purpose of delivering and improving the services we provide. If you provide us with the personal information of other parties (such as joint tenant, emergency contact or your referees), you must make them aware of the matters contained in this collection statement and let them know that their personal information has been provide to us.

We may provide this information and any or all information provided to us by any party to third parties including landlords, landlords' agents, solicitors, contractors, tradespeople and various government or statutory authorities in the interests, openness and transparency between all parties concerned. We may also contact personal and credit referees you nominate and exchange personal information according to normal commercial practice. You authorise us to conduct a tenant check with National Tenancy Database (NTD). Your information will be listed on the NTD and may be made available to other users of the NTD in the future. You may contact the NTD directly to verify the accuracy of the information on NTD and request any amendments. The NTD can be contacted on 1300 563 826 or GPO Box 13294 George St Brisbane QLD 4003.

## Declaration

If the "property details" section is completed, I hereby offer to rent the property from the owner under a lease to be prepared by Dixon Kestles & Co Pty Ltd. I declare that I have inspected the premises and am satisfied that the premises are in a reasonably clean condition. I also acknowledge that I am responsible for ensuring the main power switch is turned off before the power is connected. I confirm that I am not bankrupt. No action will be taken against the owner or agent if the application is unsuccessful. I also acknowledge that the premises are a "Smoke Free Zone" and will ensure they I/we and any invitees do not smoke inside the premises. I acknowledge that I will be required to pay rental in advance and a rental bond, subject to owner's approval of my application. and should my application be accepted by the owner, I agree to enter into a Residential Tenancies Agreement pursuant to the Residential Tenancies Act 1997.

I declare that all information contained in this application is true and correct and given of my own free will.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## OFFICE USE ONLY

Application approved by Landlord/Landlord's Agent on \_\_\_\_\_

## Notes

\_\_\_\_\_