

Tenancy Application Form

Dowling Real Estate Maitland
36 Church Street, Maitland NSW 2320
P: 02 4934 9300 E: pm@dowlingmaitland.com.au




1. Rental Property Details (addresses of the properties you're applying for)			
Property 1:			
Property 2:			
Desired lease start date: / / <input type="checkbox"/> ASAP		Desired lease term: <input type="checkbox"/> 6 months <input type="checkbox"/> 12 months	
2. Applicant Information			
Full Name:			Home #:
Mobile#:	Work #:	Email:	
Date of Birth: / /	Age:	Drivers Licence #:	Licence Attached: <input type="checkbox"/> Y <input type="checkbox"/> N
Passport #:	Passport Country:	Passport Attached: <input type="checkbox"/> Y <input type="checkbox"/> N	
How many people will normally occupy the property? # of Adults:		# of Children:	Ages of children:
Names of other applicants (names of adults only):		1.	
2.		3.	
Pet Type:	Breed:	Age:	<input type="checkbox"/> Inside <input type="checkbox"/> Outside Registered? <input type="checkbox"/> Y <input type="checkbox"/> N
Pet Type:	Breed:	Age:	<input type="checkbox"/> Inside <input type="checkbox"/> Outside Registered? <input type="checkbox"/> Y <input type="checkbox"/> N
Pet Type:	Breed:	Age:	<input type="checkbox"/> Inside <input type="checkbox"/> Outside Registered? <input type="checkbox"/> Y <input type="checkbox"/> N
Car Registration:	Make:	Model:	Year:
How did you find out about this property? <input type="checkbox"/> domain.com.au <input type="checkbox"/> realsate.com.au <input type="checkbox"/> Other website <input type="checkbox"/> Signboard <input type="checkbox"/> Rent list <input type="checkbox"/> Referral <input type="checkbox"/> Other			
3. Applicant History			
Current address:		Amount paid: \$ per <input type="checkbox"/> week <input type="checkbox"/> fortnight <input type="checkbox"/> month	
Current living arrangement: <input type="checkbox"/> Rental <input type="checkbox"/> Own Home <input type="checkbox"/> Parents <input type="checkbox"/> Boarding		Agency/Landlord Name:	
Agency/Landlord Phone #:		Agency/Landlord Email:	
How long have you been at this address? years months		Vacate notice given? <input type="checkbox"/> Yes, vacate date / / <input type="checkbox"/> No	
Reason for leaving:			
Previous address:		Amount paid: \$ per <input type="checkbox"/> week <input type="checkbox"/> fortnight <input type="checkbox"/> month	
Previous living arrangement: <input type="checkbox"/> Rental <input type="checkbox"/> Own Home <input type="checkbox"/> Parents <input type="checkbox"/> Boarding		Agency/Landlord Name:	
Agency/Landlord Phone #:		Agency/Landlord Email:	
How long did you live at this address? years months		What date did you vacate the property?: / /	
Reason for leaving:			
4. Current Employment (include accountant details if self employed or institution if a student)			
Occupation:		<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Casual <input type="checkbox"/> Self employed <input type="checkbox"/> Unemployed	
Company Name:		Company Address:	
Income: \$ per <input type="checkbox"/> week <input type="checkbox"/> fortnight <input type="checkbox"/> month		Length of Employment: years months	
Supervisor/HR Contact to Confirm Employment:		Phone #:	3 x payslips attached?: <input type="checkbox"/> Y <input type="checkbox"/> N

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5. Previous Employment (include accountant details if self employed or institution if a student)				
Previous Occupation:		<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Casual <input type="checkbox"/> Self employed <input type="checkbox"/> Unemployed		
Company Name:		Company Address:		
Income: \$ per <input type="checkbox"/> week <input type="checkbox"/> fortnight <input type="checkbox"/> month		Length of Employment: years months		
Supervisor/HR Contact to Confirm Employment:		Phone #:		
6. Personal/Business References (MUST NOT BE A RELATIVE OR FRIEND) It is also advantageous to provide different contacts to those provided in previous sections of this application and/or on the applications of the other person/s who you are applying with				
First Name:		Surname:		
Mobile #:	Known for: years months	Relationship to you:		
First Name:		Surname:		
Mobile #:	Known for: years months	Relationship to you:		
7. Emergency Contact Information (please provide at least one contact who does not live with you, in the case of an emergency)				
First Name:		Surname:		
Mobile #:	Home #:	Relationship to you:		
First Name:		Surname:		
Mobile #:	Home #:	Relationship to you:		
8. Statement of Costs Payable				
Holding deposit (2 weeks rent) To be paid within 24 hrs of your application being accepted		\$	Rental Bond (4 weeks rent) Paid direct to the bond board 24 hrs prior to your lease sign appointment	\$
9. Utilities Connection This is a <u>no obligation</u>, 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/Internet <input type="checkbox"/> Pay TV <input type="checkbox"/> Insurance <input type="checkbox"/> Removalist <input type="checkbox"/> Truck Hire				
 MAKES MOVING EASY				
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 and 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 upon receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop shop 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 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 our 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: _____		Date: / /		
Direct Connect contact information P: 1300 739 751 W: www.directconnect.com.au				

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11. Applicant Acknowledgement

I have inspected the property that I am applying for: Y N

Date Inspected:

Time Inspected: AM PM

Name of person who inspected the property on my behalf:

During my inspection, I found the property to be in a reasonably clean condition?: Y N

If no, I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the landlord's approval.

10. Important Notice to Applicants - Applications WILL NOT be processed without the following

Photographic Identification

- Driver's Licence
- Passport
- Proof of Age Card

Proof of Income

- 3 x payslips
- Centrelink Statement with 'Future Regular Entitlements' page
- Letter of Offer (if you have not commenced work with your current job. Previous employment information also required with payslips)
- Most Recent Tax return (if self employed)
- Bank Statement (if self-funded retiree)

Proof of current residential address

- Phone or electricity account (or similar)

Other documentation

- Medicare Card

Separate applications MUST be submitted by each adult with supporting documentation (Adult refers to any person over the age of 18)

Inspection of the premises by you or someone on your behalf (We will not commence processing applications until the property has been inspected)

Applicants Declaration & Authority to Obtain information MUST be signed

12. Applicants Declaration & Authority to Obtain Information

I authorise the landlord's agent:

- 1) To check with current and previous employer, landlord/agents and the referees named as to my suitability as a tenant;
- 2) To request and receive from any tenancy recording services such as TICA, Barclay MIS, RP Data and from other real estate agencies information regarding my previous and current tenancies and to report any details of the tenancy to any tenancy recording services as the agent deems necessary, including breaches of the tenancy agreement or positive references.

I acknowledge that:

- 1) The information given is true and correct to the best of my knowledge.
- 2) My application is subject to the landlord's approval.
- 3) If submitting by email, my application MUST be scanned (not photos) with all documents contained within **ONE** attachment only.
- 4) Photocopying is NOT provided by our agency, applications must be completed prior to submitting to the agency.
- 5) If UNSUCCESSFUL, the agent is not obligated to disclose why the application was unsuccessful.
- 6) If UNSUCCESSFUL, the documents I have provided are not able to be returned. All unsuccessful applications will be kept for 2 weeks only.
- 7) If APPROVED, a holding deposit of two weeks rent is to be paid within 24 hours.
- 8) If APPROVED, rent and invoices will be payable via direct debit set up in our office. No changes to the direct debit bank details will be made unless a new direct debit form has been completed.
- 9) The premises will not be let or advertised after the holding deposit has been paid for a period equal to the amount.
- 10) No action will be taken against the landlord or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason.
- 11) Should a Residential Tenancy Agreement be entered into, the holding deposit will be paid towards the rent for the premises.
- 12) Should the applicant choose not to proceed, the holding deposit will not be refunded.

PRIVACY NOTICE:

The agent is committed to the principles of the Privacy Act 1998. The Act regulates the collection, use, disclosure and maintenance of personal information by the Agent from the Applicant and from third parties relating to the Applicant. Information collected enables the Agent to identify the tenant, to assess this application and for the proper management of the landlord/tenant relationship should the application be successful. Personal information of the Applicant also includes personal information already held by the agent on any database. Failure to provide all or any of the personal information, renders the Agent unable to assess the application and/or properly manage the landlord/tenant relationship. The intended recipients of the information are any person to which it is usual to disclose the information to enable the Agent to properly assess the application including the landlord, nominated referees, other agents, tenancy reference databases, owner's corporations and otherwise permitted by the Privacy Act 1998, this will include information about the Applicant's performance of its obligations pursuant to and under any Residential Tenancy Agreement entered into and information collected during the term of the tenancy. All steps are taken to ensure that any personal information collected is protected from unauthorised use.

Applicant Name (Print):

Applicant Signature:

Date: / /