

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)			
Preference 1:	Rent Amount:	Date Inspected:	
Preference 2:	Rent Amount:	Date Inspected:	
Preference 3:	Rent Amount:	Date Inspected:	
Desired lease start date: / / <input type="checkbox"/> ASAP	Desired tenancy length: <input type="checkbox"/> 6 months <input type="checkbox"/> 12 months <input type="checkbox"/> 12+ months		
2. Applicants Information			
Full Name:	Date of Birth: / /	Age:	
Email:	Phone #:	Work #:	
Passport #:	Passport Attached: <input type="checkbox"/> Y <input type="checkbox"/> N	Drivers Licence #:	Licence Attached: <input type="checkbox"/> Y <input type="checkbox"/> N
Country Passport Issued in:	Permanent Resident: <input type="checkbox"/> Y <input type="checkbox"/> N	Visa Info Attached: <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"/> realestate.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. Details of Adults & Children to reside in property			
Names of other applicants (names of adults only):			
1. Full Name:	Age:	2. Full Name:	Age:
3. Full Name:	Age:	4. Full Name:	Age:
Names & Ages of Children:			
1. Child's Full Name:	Age:	2. Child's Full Name:	Age:
3. Child's Full Name:	Age:	4. Child's Full Name:	Age:
4. Pets to be kept at the property			
1. Pet Type:	Breed:	Name:	Age: years months
<input type="checkbox"/> Inside <input type="checkbox"/> Outside	Registered? <input type="checkbox"/> Y <input type="checkbox"/> N	Is the pet kept at your current address? <input type="checkbox"/> Y <input type="checkbox"/> N	
2. Pet Type:	Breed:	Name:	Age: years months
<input type="checkbox"/> Inside <input type="checkbox"/> Outside	Registered? <input type="checkbox"/> Y <input type="checkbox"/> N	Is the pet kept at your current address? <input type="checkbox"/> Y <input type="checkbox"/> N	
3. Pet Type:	Breed:	Name:	Age: years months
<input type="checkbox"/> Inside <input type="checkbox"/> Outside	Registered? <input type="checkbox"/> Y <input type="checkbox"/> N	Is the pet kept at your current address? <input type="checkbox"/> Y <input type="checkbox"/> N	

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5. Applicants Current Accommodation

Current Property Address:

Amount paid: \$ _____ per week fortnight month Current arrangement: Rental Own Home Parents Boarding

Agency/Landlord Name:

Agency Location:

Phone #:

Email:

How long have you been at this address? _____ years _____ months

Vacate notice given? Yes, vacate date ____ / ____ / ____ No

Reason for leaving:

6. Applicants Previous Accommodation

Previous address:

Amount paid: \$ _____ per week fortnight month Previous Arrangement: Rental Own Home Parents Boarding

Agency/Landlord Name:

Agency Location:

Phone #:

Email:

How long were you at this address? _____ years _____ months

What date did you vacate the property?: ____ / ____ / ____

Reason for leaving:

7. Current Employment (include accountant details if self employed or institution if a student)

Occupation: _____ Full time Part time Casual Self employed Unemployed

Company Name:

Company Address:

Income: \$ _____ per week fortnight month

Length of Employment: _____ years _____ months

Contact to Confirm Employment:

Phone #:

3 x payslips attached?: Y N

8. Previous Employment (include accountant details if self employed or institution if a student)

Previous Occupation: _____ Full time Part time Casual Self employed Unemployed

Company Name:

Company Address:

Income: \$ _____ per week fortnight month

Length of Employment: _____ years _____ months

Contact to Confirm Employment:

Phone #:

Reason for leaving position:

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9. 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

1. Referee's Full Name:

Referee's Address:

Mobile #:	Known for: years months	Relationship to you:
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2. Referee's Full Name:

Referee's Address:

Mobile #:	Known for: years months	Relationship to you:
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10. Emergency Contact Information

(please provide at least one contact who does not live with you, in the case of an emergency)

1. Emergency Contact's Full Name:

Emergency Contact's Address:

Mobile #:	Home #:	Relationship to you:
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2. Emergency Contact's Full Name:

Emergency Contact's Address:

Mobile #:	Home #:	Relationship to you:
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11. 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	\$
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FREE Utility Connection Service - with a difference!
 Electricity Gas Internet Phone Pay TV Insurance

- Access to genuinely discounted utility offers
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- Save time and not have to speak with a call centre
- Connect all your services in around 3 minutes on your mobile or computer
- Sign up to receive a FREE Domino's voucher for 2 pizzas, garlic bread and drink, delivered!

Move Me In will send you a personal invitation to connect via email and text once you have been approved to rent a property. Once you receive it, please click on the link and take 3 minutes to sign up online.

Move Me In is a FREE utilities connection service that offers you great discounted deals, saving you money right from the start! Other companies may have only ever offered you the standard off the shelf utility plans but Move Me In presents you with a selection of utility providers to choose from on our quick and easy online portal, so you can pick the discounted plan that suits you best.

E: support@movemein.com.au P: 1300 911 947 www.movemein.com.au



ELECTRICITY



GAS



BOTTLED GAS



INTERNET



PHONE



PAY TV



VAN HIRE

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12. Applicant Acknowledgement		
I have inspected the property that I am applying for: <input type="checkbox"/> Y <input type="checkbox"/> N	Date Inspected: / /	Time: : <input type="checkbox"/> AM <input type="checkbox"/> 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?: <input type="checkbox"/> Y <input type="checkbox"/> 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. _____ _____		
13. Important Notice to Applicants - <u>Applications WILL NOT be processed without the following</u>		
<input type="checkbox"/> Photographic Identification <ul style="list-style-type: none">• Driver's Licence• Passport• Proof of Age Card		
<input type="checkbox"/> Proof of Income <ul style="list-style-type: none">• 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)		
<input type="checkbox"/> Proof of current residential address <ul style="list-style-type: none">• Phone or electricity account (or similar)		
<input type="checkbox"/> Other documentation <ul style="list-style-type: none">• Medicare Card		
<input type="checkbox"/> Separate applications MUST be submitted by each adult with supporting documentation (Adult refers to any person over the age of 18)		
<input type="checkbox"/> Inspection of the premises by you or someone on your behalf (We will not commence processing applications until the property has been inspected)		
<input type="checkbox"/> Applicants Declaration & Authority to Obtain information MUST be signed		
14. Applicants Declaration & Authority to Obtain Information		
I authorise the landlord's agent: 1) To check with current and previous employers, 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: / /	