

# APPLICATION FOR RESIDENTIAL TENANCY

## PLEASE READ CAREFULLY

### TO BE ABLE TO LEGALLY PROCESS YOUR APPLICATION FOR TENANCY, WE REQUIRE YOU TO:

1. All applications must complete and sign the Application Form.
2. All applicants must provide identification as per 100 POINT CHECK (below).

### PROOF OF IDENTIFICATION REQUIRED- 100 POINT CHECK

ALL APPLICANTS 18 YEARS AND OVER MUST PROVIDE IDENTIFICATION WITH A 100 POINT VALUE OR MORE

Identification required	Point Value
Current Driver's Licence- with Photo	40 Points
Latest Electricity or Gas Account	40 Points
Current Passport	40 Points
School/Tertiary Education Photo ID	40 Points
Medicare Card	20 Points
Current Vehicle Registration	20 Points
Citizenship Certificate	10 Points
Birth Certificate	10 Points
Bank Account Statement	10 Points
Debit/Credit Card	10 Points

### Application Acceptance/Non Acceptance

1. Your application will be processed with the information provided and put to the landlord for their acceptance or non-acceptance.
2. No reason will be disclosed for non-acceptance of application.
3. Should your application be accepted, and you accept, you will at that time be bound to the terms of the rent, agreed start date and term of the lease.
4. You will be requested to pay the bond once the tenancy has been accepted.
5. We will then arrange an appointment time to sign a written tenancy agreement and the payment of the first payment of rent.
6. It is up to you to arrange connection of electricity, telephone etc.

## PERSONAL DETAILS

Full Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_  
Phone: \_\_\_\_\_ Home \_\_\_\_\_ Work  
\_\_\_\_\_ Mobile \_\_\_\_\_ Facsimile  
\_\_\_\_\_ Email

PROOF OF ID:  
Drivers Licence; or  
Current Passport  
+ Medicare; or  
+ Credit Card

## EMERGENCY CONTACT

In case of an emergency, please contact:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_  
Phone: \_\_\_\_\_ Home \_\_\_\_\_ Work  
\_\_\_\_\_ Mobile \_\_\_\_\_ Relationship

## PERSONAL REFERENCES

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_  
Phone: \_\_\_\_\_ Home \_\_\_\_\_ Mobile  
\_\_\_\_\_ Work \_\_\_\_\_ Email  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_  
Phone: \_\_\_\_\_ Home \_\_\_\_\_ Mobile  
\_\_\_\_\_ Work \_\_\_\_\_ Email

Cannot be a relative

## EMPLOYMENT DETAILS

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Commencement Date: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Commencement Date: \_\_\_\_\_

Previous Employer: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Period of Employment: \_\_\_\_\_ to \_\_\_\_\_

If unemployed,  
please leave section  
black and provide  
full income details  
below.

## INCOME DETAILS

Employer: \_\_\_\_\_ Weekly: \$ \_\_\_\_\_ gross

Employer: \_\_\_\_\_ Weekly: \$ \_\_\_\_\_ gross

Other: \_\_\_\_\_ Weekly: \$ \_\_\_\_\_ gross

**TOTAL WEEKLY INCOME:** \$ \_\_\_\_\_ gross

FULL DETAILS  
MUST BE  
PROVIDED  
and PROOF MUST  
BE PROVIDED  
i.e. last Pay Slip,  
Centrelink  
Statement.

**IF SELF EMPLOYED PLEASE PROVIDE COPY OF LAST BAS.**

## RENTING HISTORY DETAILS

### CURRENT LANDLORD OR AGENT:

Current Rental Address: \_\_\_\_\_

Landlord/Agents Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Commencement of Lease: \_\_\_\_\_ Rent: \$ \_\_\_\_\_ per week

Reason for Vacating: \_\_\_\_\_

### PREVIOUS LANDLORD OR AGENT:

Rental Address: \_\_\_\_\_

Landlord/Agents Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Rent: \$ \_\_\_\_\_ per week

Reason for Vacating: \_\_\_\_\_

### IF NO REFERENCES, PLEASE STATE REASON:

Owned Home

Living with Friends/Relatives

Other: \_\_\_\_\_

## OCCUPANCY DETAILS

**NUMER OF PERSONS WHO WILL OCCUPY PREMISES:**

ADULTS: \_\_\_\_\_ CHILDREN: \_\_\_\_\_

FULL NAMES & AGES : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THESE DETAILS  
MUST APPEAR  
ON THE LEASE

**DO YOU HAVE ANY PETS?**

NO

YES - FULL DETAILS: \_\_\_\_\_

Does your pet come inside? \_\_\_\_\_

Include Pet's Name,  
Breed and Age

## PREMISES SOUGHT

**ADDRESS:** \_\_\_\_\_

**IF NOT, BRIEFLY DESCRIBE THE PREMISES YOU SEEK:**  
(i.e. Number of bedrooms, backyard space, shed, stairs, acreage, house, unit)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RENT LIMIT:** \$\_\_\_\_\_ Weekly **LOCATION:** \_\_\_\_\_

# PRIVACY STATEMENT

**PLEASE TAKE THE TIME TO READ THIS PRIVACY STATEMENT VERY CAREFULLY AND, ONCE COMPLETED, RETURN IT TO OUR OFFICE TOGETHER WITH YOUR APPLICATION FOR TENANCY**

All Property Managers must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional property managers, this is due to changes in the Privacy Laws implemented on 21 December 2001.

As professional property managers Deacon Real Estate Services (hereinafter may be referred to as “we”, “us”, “our” etc) collects personal information about you. The personal information we collect about you can be accessed by you, except where the law allows us to deny such access, by contacting us at:



## **DEACON REAL ESTATE SERVICES**

**Street:** 34 Darling Street, Wentworth  
**Postal:** PO Box 467, Wentworth 2648  
**Phone:** 03 5027 3411  
**Fax:** 03 5027 3511  
**Email:** admin@dfre.com.au

### **PRIMARY PURPOSE**

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested, and if the risk is considered acceptable, to providing you with the lease/tenancy of the premises. To carry out this role and during the term of your tenancy, we will disclose your personal information to:

- ⊗ The landlord;
- ⊗ The landlord's lawyer;
- ⊗ The landlord's mortgagee;
- ⊗ Referees you have nominated;
- ⊗ Organisations and/or trades people required to carry out maintenance to the premises;
- ⊗ Rental Bond Authorities;
- ⊗ Residential tenancy Tribunals/Courts
- ⊗ Collection Agents;
- ⊗ Other Real Estate Agents & landlords.

### **SECONDARY PURPOSE**

We also collect your information to:

- ⊗ Enable us, or the landlord's lawyer, to prepare the lease and tenancy documents on the premises;
- ⊗ Allow organisations and trades people to contact you in relation to maintenance matters relating to the premises;
- ⊗ Pay and release Rental Bonds to and from Rental Bond Authorities;
- ⊗ Refer to Tribunals, Courts and other Statutory Authorities;
- ⊗ Refer to collection agents and lawyers where default and/or enforcement action is required;
- ⊗ Provide confirmation details for organisations contacting us on your behalf i.e. banks, utilities (i.e. gas, electricity, water, phone), employers etc.

**If you fail to provide your personal information and/or do not consent to the use of your personal information as set out herein we cannot properly assess the risk to our landlord client or carry out our duty as a professional property manager. Consequently we cannot provide you with the property you requested to rent.**

# ACKNOWLEDGMENT

The Applicant:

1. acknowledges and agrees that the information provided herein is true and correct;
2. is not bankrupt or an undischarged bankrupt;
3. is over the age of eighteen (18) years;
4. consents to the Agent verifying personal references, employment references and tenant history references;
5. understands that immediately upon advice from the Agent that a landlord has offered to let a property to the applicant (based upon this application) and the applicant accepts that offer, a Tenancy Agreement with terms and conditions comes into existence and is legally binding upon the applicant in accordance with the rent amount, term and start date;
6. only those persons on this application will reside permanently at the property; and
7. We/I acknowledge that we/I have carefully and thoroughly read and understood this Tenancy Privacy Statement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

All persons over 18 that intend to stay at the premises must sign.

**PLEASE ENSURE THAT IDENTIFICATION EQUATING TO OR ABOVE 100 POINTS HAS BEEN PRESENTED AND SIGHTED BY THE AGENT, THAT THE AGENT HAS PHOTOCOPIED AND ATTACHED PHOTOCOPIES OF THE IDENTIFICATION TO THIS FORM.**