

Property Applied for:			DATE OF INSPECTION	
Length of Lease 6M * 6-12M * 12M		I would prefer my lease to commence on (date) :	Amount per week (as per rental list)	\$
Will you have pets?	YES / NO	Type and Number of Pets	Size and Age of Pets	
Number of People at Premises		Number of Children	Age of Children	

Applicant's Full Name : (one form per person) Other Persons to occupy property				TYPES OF ID YOU CAN PROVIDE Information to attach: <ul style="list-style-type: none"> • Photo ID – Drivers Licence, Passport or Proof of Age Card • Birth Certificate • ATM Card (NOT Credit Card) • Last 2 years Tax Returns • Bank Statements • Supporting Proof of Income (ie Pay Slip or Centerlink Info) • Car Registration Papers • Electricity, Telstra, or other Service Accounts
	First Name	Middle Names	Surname	

Personal Details	Home Phone		Work Phone	
	Mobile Phone		Other Phone	
	Email Address			
	Date of Birth		Smoker Yes / No	
	Drivers Licence Number		Passport Number	
			Car Rego	

Next of Kin <i>Pls ensure you detail the relationship of the person to you.</i>	Next of Kin & relationship		Their Address		Their Phone No.s
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Employment Self Employed? <i>We require copies of at least 2 BAS/IAS statements.</i>	Occupation		Contact Person :		Period Employed
	Employer and Location of Business		Contact Phone Number :		Full Time Part Time Casual
				SALARY \$	PER WEEK

Current Residence Home Owners? <i>We require that you provide a copy of your council and home loan Statement</i>	Address				Rent paid per week	\$
	Reason for Leaving				Period at premises	
	Current Landlord or Agent		Phone Number :		Person's Name to Contact	

Previous Residence Private landlord Information? <i>We require copies of the private lease & bond form.</i>	Address				Rent paid per week	\$
	Reason for Leaving				Period at premises	
	Previous Landlord or Agent		Phone Number :		Person's Name to Contact	

Character References <i>Pls ensure you detail the relationship of the person to you.</i>	NAME : & relationship		Their Address		Phone Number/s :
	NAME : & relationship		Their Address		Phone Number/s :

DECLARATION BY APPLICANT

I, the applicant, hereby agree:

- that the above information is true and correct and I have **physically inspected the property**, and I understand I am taking the property in the condition as viewed;
- that I am financially able to meet all commitments under the Residential Tenancy Agreement and that I have not been declared bankrupt;
- that Day BY Day Property Solutions may check all references and make any enquiries that they feel necessary; that information given herewith may be placed on our rental system for the purposes of managing the property applied for and details given herein may be issued to tradespeople, landlord, landlords' solicitors, Rental Bond Authorities, Consumer Trading & Tenancy Tribunal / Courts, Collection Agents, Insurance Companies, Banks, Government Departments or any other people associated in the management of the property for Day BY Day Property Solutions (unless otherwise notified in writing).
- that the information given in this application may be used to check any tenancy databases or other agent reference checks.
- that in the course of an approved tenancy there is a default or breach of the lease, information given in the application may be placed on a tenancy database (ie TICA / RPDData) and/or any information given now, or created through the history of a tenancy with Day By Day Property Solutions may be passed on as a rental reference at a later date.
- that information contained herein can be passed onto a debt collector or court of law, if payment of monies owing is required.

Signed: _____

Dated: _____

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Personal Details	Home Phone		Work Phone			
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Signed:

Dated:

Day By Day Property Solutions is committed to ensuring the confidentiality and privacy of our customers personal information. In relation to managing personal information, Day By Day Property Solutions abides by the National Privacy Principles contained in the Privacy Act. For the purpose of assisting you with renting a property for you or to you, we collect and record your personal information to register your contact and property details, maintain our customer rental databases and to administer and invoice accounts. If you do not provide us with your personal details, we may not be able to provide our services to you. If you require further information, or wish to access, update or correct your personal information, please contact the Property Management Department of Day By Day Property Solutions

OTHER INFORMATION RELEVANT TO YOUR APPLICATION

Upon signing of the Lease, you are required to pay:

- A bond of 4 weeks rent if unfurnished.
- Rent in advance of 2 weeks

Your first payment with us will be required when you attend our office for the lease signing appointment. Payment is to be by way of Bank Cheque, Building Society Cheque or Money Order.

Please make 1 cheque payable to **Day By Day Property Solutions** for the total of 2 weeks rent.
Please make 1 cheque payable to **Rental Bond Board** for the total of 4 weeks rent as a bond.

PLEASE NOTE, WE DO NOT ACCEPT PERSONAL CHEQUES OR CASH OVER OUR COUNTER.

WHAT HAPPENS AFTER YOU APPLY TO RENT THROUGH US?

- Provided sufficient ID has been made available we will then check and confirm all details you have provided.
- The property manager and the property owner will then evaluate each application on its merits.
- The property owner will then approve the most suitable applicant via the property manager.
- **PLEASE NOTE: It is difficult to call people to inform them in relation to their application. Please phone the office if you have not heard within 3 working days of your application.**
- A reservation fee of one week rent will be required to remove the property from the availability list if the lease documents are not being signed straight away. This amount forms to part of the required monies. The successful applicant will then sign the lease documents and pay appropriate monies.

*In the event that a reservation fee has been paid and a tenant is unable to proceed, please note,
The reservation fee may not be refunded.*

The time taken to approve an application varies. Usually we will process the application in **2 working days**. However, some delays could be experienced if the property owners cannot be contacted.

Telephone, Gas and Electricity connections are the tenant's responsibility.

Day By Day Property Solutions or the property owners take no responsibility for the status of the telephone, gas or electricity connections. Tenants are asked to contact suppliers directly - Energy Australia 131 535 / AGL (gas company) 131 606 / Telstra 132 200

Please attach with your application the following information:

<ul style="list-style-type: none"> • Photo ID – Drivers Licence, Passport or Proof of Age Card • Birth Certificate or ATM card (NOT credit card) • Electricity, Telstra, Service Account • Land Rates or Water Rates 	50 Points 40 Points 30 Points 20 Points	100 Points Required
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The more information you provide to us the easier and quicker your application will be processed. Please supply (if available):

- Last 2 years Tax Returns
- Bank Statement
- Supporting Proof of Income (i.e. Pay Slip or Centerlink Info)
- Car Registration Papers
- Previous written references
- If you are self-employed, a copy of at least 2 BAS/IAS statements will be required as proof of the company/self employment.

In accordance with the Privacy Act, I/we the undersigned authorise the recipient of this fax to give information to Day By Day Property Solutions, regarding my/our rental history.
 I/we understand this information will be used to assess my/our application.

Applicants Name/s			
Property Applied For			
Current Rental Property Address			
Period of Tenancy	FROM:	TO:	Rent Paid per week
Company Managing the Rental Property			Contact Agent Name
Phone No. of Agent / Private Owner			Fax No. of Agent/Owner
Signature/s of Applicant/s			Dated

PLEASE FILL IN ABOVE INFORMATION AND RETURN WITH YOUR APPLICATION

Our office will fax this to your agent and request a reference from them. **Please do not complete the lower section.**

Dear Agent,
 Please complete and return by facsimile to Day By Day Property Solutions(fax – 49 557919)
 Thank you.

Name and position of person filing this form out from above Agency.	
How Long at Ppty?	
How much did they pay?	
Was the tenant cooperative to deal with?	
Did they pay rent on time? If not perfect and consistent, please specify problems.	
Were there any general inspections?	YES / NO
Result of General Inspections?	
Where lawns & gardens kept in good order?	
Did they have pets? If yes, please state the kind.	YES / NO
Did the pets do damage? If yes, please specify and state remedy effected.	YES / NO
Are the tenant/s considerate of neighbours?	
Were any Notices to Remedy Breach issued to the tenant/s? If yes, please provide details.	
Do you know why they left the ppty?	YES / NO
Was the full bond returned? If no, please give details.	
Would you rent to them again?	YES / NO
Signature of Agent/Private Owner Please attach the tenants ledger	