



Phone: 07 3721 8585
Fax: 07 3870 5830
Email: reception@dorealestate.com.au

RESIDENTIAL TENANCY APPLICATION

Property Applying For:
Name of Applicant: Date:
Contact Numbers: (H)... (W)... (M)...
Email Address:
Number of Other Applicants: (Complete Separate Application each)

NOTICE TO ALL RESIDENTIAL TENANCY APPLICANTS

ALL TENANTS AND APPROVED OCCUPANTS WILL BE CHECKED AGAINST DEFAULTING TENANTS DATABASES

BEFORE ANY APPLICATION WILL BE CONSIDERED, EACH APPLICANT MUST ACHIEVE A MINIMUM OF 100 CHECK POINTS.

NOTE: Must have at least one of the items listed with \*\* next to points

- DRIVERS' LICENSE # 40 POINTS\*\*
PHOTO I.D./PROOF OF AGE CARD # 30 POINTS\*\*
PASSPORT # 30 POINTS\*\*
CURRENT M.V. REGO PAPERS # 10 POINTS
MIN. 2 REF. FROM PREVIOUS L/L/AGENT # 20 POINTS
LAST 4 RENT RECEIPTS # 20 POINTS
COPY OF PREVIOUS ACCOUNTS
TELSTRA, ELECTRICITY, GAS, # 10 POINTS EACH
BANK STATEMENT # 10 POINTS
COPY OF BIRTH CERTIFICATE # 10 POINTS

SHOULD YOU NOT BE ABLE TO MEET THE 100 POINTS, PLEASE SPEAK TO THE PROPERTY MANAGER PRIOR TO COMPLETING

ON ACCEPTANCE OF TENANCY STRICT TIME FRAMES EXIST FOR PAYMENT OF THE HOLDING DEPOSIT TO SECURE THE TENANCY AND TO SIGN THE LEASE (REFER CLAUSES 13 & 18).

Full Name D.O.B.
Current Address Phone
Period of Occupancy
Current Lessor/Agent
Address of Agent Phone
Reason for Leaving
Previous Address
Period of Occupancy
Previous Lessor/Agent
Address of Agent Phone
Was Bond Refunded in Full YES or NO (circle one only)
If NO Why Not

Pets
Are They Registered with Any Organization Council YES NO
If Yes Who Reg Details

Names of other Adults to reside with you
Number of Children (residing with you) & Ages

Car Reg State Drivers Lic No. State 18+ Card

PERSONAL REFERENCES

1. Name Address Phone
Relationship How Long Known
2. Name Address Phone
Relationship How Long Known
3. Name Address Phone
Relationship How Long Known

COMPLETE ONLY IF STUDENT

Name of College, TAFE or University
Faculty/Course
Student Union No Student Id No

**OCCUPATION**

Current Occupation \_\_\_\_\_  
Current Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Period of Employment \_\_\_\_\_  
Weekly Salary \$ \_\_\_\_\_ Net \$ \_\_\_\_\_  
If Employed For Less than 6 Months  
Previous Employer \_\_\_\_\_

**COMPLETE ONLY IF SELF EMPLOYED**

If self-employed evidence will be required such as Tax or Annual Returns, please advise of details:  
Name of Business \_\_\_\_\_ A.C.N. \_\_\_\_\_  
Industry \_\_\_\_\_ How Long \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

**BUSINESS/WORK REFERENCES**

1. Name \_\_\_\_\_  
Business/Work Name \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
2. Name \_\_\_\_\_  
Business/Work Name \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
3. Name \_\_\_\_\_  
Business/Work Name \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

**OTHER RELATIVE NOT LIVING WITH YOU**

Name \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

**PARENTS/ GUARDIANS**

Parents/Guardians Name \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

Preferred contact in Emergency is Relative or Parents/Guardians (Circle One)

**PERSONAL DETAILS CONTINUED**

The following questions must be answered:

1. Has your tenancy ever been terminated by a landlord or agent? YES  NO

If yes give details \_\_\_\_\_

2. Have you ever been refused a property by any landlord or agent? YES  NO

If yes give details \_\_\_\_\_

3. Are you in debt to another landlord or agent? YES  NO

If yes give details \_\_\_\_\_

4. Have any deductions ever been made from your rental bond YES  NO

If yes give details \_\_\_\_\_

4. Is there any reason known to you that would effect your future rental payments?  
YES  NO

If yes give details \_\_\_\_\_

I acknowledge that the Lessor and the Lessors Agent will rely on the truth of the above answers in assessing the application for tenancy.

**DISCLAIMER/AUTHORITY/SPECIAL CONDITIONS/TERMS**

I the said applicant, do solemnly and sincerely declare that the information contained in this application is true and correct and that all of the information was given of my own free will. I further authorise the agent to contact and or conduct any inquires and or searches with regard to the information supplied in this application for verification of the details provided (refer Privacy Act Acknowledgement). I further acknowledge that this application provides some agreement and advice of terms which will form a tenancy agreement upon acceptance as a Tenant but also provide advice of process to which I agree and acknowledge.

**I the said applicant do solemnly and sincerely declare that:**

1. I have inspected the property located at: \_\_\_\_\_
2. I have of my own accord decided that I wish to rent the aforementioned property commencing \_\_\_\_/\_\_\_\_/\_\_\_\_ for a period of \_\_\_\_\_.
3. I have been informed, understand and agree that the rental for the aforesaid property is to be \$ \_\_\_\_\_ per week and that this rental is within my means to support.
4. I have been informed, understand and agree that the rental for the aforesaid property is to be paid no less than every fortnight and is to be TWO WEEKS in advance at all times.
5. I have been informed, understand and agree that the bond for the aforesaid property will be \$ \_\_\_\_\_ and I further agree and undertake to pay the said bond on/before signing the tenancy agreement. I further authorise the letting agent to attend to all details regarding the lodgment of the said rental bond with the appropriate authority.
6. The tenants acknowledge that the Lessor/Agent makes not warranty as to the quality of TV reception, or the facilities provided to include Internet, Cable TV. Nor do they make any undertakings as to the availability, timeframes nor approvals for upgrades or additional services, be it at the tenants cost or not and shall remain at the Lessor and/or Body Corporate discretion for any changes to existing facilities

## PRIVACY ACT ACKNOWLEDGEMENT

7. I have been informed, understand and agree that should the full amount of the bond not be paid by the signing of the tenancy agreement, I authorise the letting agent to apply all or part of the subsequent payments to be apportioned to finalising the rental bond for the aforesaid property.
8. I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from information supplied on the Tenancy Application, submitted by me. I authorise the agent to access and check any information that may be listed about me on the TICA DEFAULT TENANCY DATABASE and any other database which may be available.
9. I agree and understand that in the event of this application being rejected there is no requirement at law for the agent to disclose to me any reason for such rejection. I also agree that I will not raise any objection for not being provided a reason for any rejection of this application.
10. I declare that I am not bankrupt and that I have not entered into any scheme of arrangement for payment of monies to any creditors. I further declare that I am not paying off any previous rental debt or will be bound to any agreement to rent other property after 14 days of the commencement of a new tenancy which will form as a result of approval of this application.
11. I agree and understand that in the event of this application being approved by the agent, the agent may report any defaults that may occur from time to time in the tenancy with TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available. I understand that in the event of a default being reported to TICA DEFAULT TENANCY DATABASE or any other tenancy database, the removal of such information is subject to the guidelines of the database companies and the law.
12. I have been informed, understand and agree that should there be a requirement to commence proceedings for recovery of rent, repairs and or damage to the aforesaid property during the term or at the expiration of the tenancy agreement all costs associated with these proceedings shall be able to be recovered from me.
13. I have been informed, understand and agree that on approval of tenancy the HOLDING DEPOSIT must be paid by close of business on the day of approval to the Agent if approval is communicated by 1pm on the day of approval or by Noon on the following day if approval is communicated after 1pm on the day of approval or such other period specified by the Agent and recorded by the agent at the time of communicating the offer of tenancy. This payment holds the Property and is non-refundable as the tenancy then becomes binding (Refer clause 18).
14. I have been informed, understand and agree that Rent payments after the Lease is signed, may be made by, direct deposit (code) from my bank account, Internet Banking (code) by direct transfer or by Cheque/Postal Order & post or payment across the counter at the 48 Sherwood Rd. (estimated cost of postal orders is \$4 below \$1000 and \$6 above \$1000). Cash payments at counter are not an option contained in the Lease.
15. I have been informed, understand and agree that the first rental payment of second weeks rent and Bond, will only be accepted in Money Order or bank Cheque by the Agent, the holding deposit will normally be attributed to the first weeks rent.
16. I acknowledge having received (annexed hereto blue form) a standard tenancy agreement Form 18a prior to making this application and acknowledge that special terms and conditions as negotiated will be inserted as instructed by the Lessor or myself.
17. I agree to allow the agent to photocopy the information supplied by me for their records.
18. I have been informed, understand and agree that upon payment of the holding deposit normally attributed to the First Weeks Rent, that this tenancy shall be immediately binding on both lessor and tenant (there will be no further option period provided for the tenant to reject the tenancy) and I agree to sign the Tenancy Agreement. If I fail to sign the Tenancy Agreement I acknowledge and agree that I shall be still bound by the terms of the Tenancy Agreement as if it were signed, further the Holding deposit becomes forfeited in full. A time for signing of the lease should be made and agreed, failure to attend the appointment may have the property placed back to the rental market without consultation and at your risk.
19. I agree that no keys for the property will be provided by the agent to me until such time as all monies owed are paid in full in accordance with clause 14 above and all parties to the lease have signed and attended our 30 minute briefing, by way of interview and/or video.

In accordance with the Privacy Act we require you to read and sign this acknowledgement. In order to process the application a tenancy applicant is required under the National Privacy Principles of privacy Act to be made aware that an organization may access a database. In addition an approved tenant or occupant is entitled to know what will happen to their information when passed onto an agent.

In accordance with the National Privacy Principles the database member discloses that in addition to information being supplied to a database company other organizations may receive information from time to time. Other organizations may include debt collection agencies, insurance companies, government departments and other landlords or agents. The agents Privacy Policy in Full may be viewed at [www.activerealestate.com.au](http://www.activerealestate.com.au) which covers collection, use and disclosure of your private information.

I the said applicant declare that I give my permission to the agent to collect our information and pass such information as outlined in the Agents published Privacy Policy. I further give my permission for my information to be provided to any other tenancy database or agent/lessor for the assessment of this tenancy application or subsequent applications in the future for other tenancies. I further give consent to the contact any of my referees provided by me in my tenancy application.

I agree that in the event of a default occurring under a tenancy agreement I give my permission to the member of a tenancy database to register any of my details with a tenancy database as a tenant or occupant only and also to register any of my details of such breach with a tenancy database as a tenant. I further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company.

I understand that TICA Default Tenancy Control Pty Ltd is a database company that allows its member's access to information accumulated from members about tenants and approved occupants who have breached their tenancy agreements.

Applicant Name: \_\_\_\_\_ Applicant Signature \_\_\_\_\_

Dated: \_\_\_\_\_

**OFFICE USE ONLY**

Address: \_\_\_\_\_ DATE/TIME recd \_\_\_\_\_

RENT \$ \_\_\_\_\_ EMPLOYMENT DETAILS CONFIRMED

BOND \$ \_\_\_\_\_ PREVIOUS AGENTS/LESSORS

OTHER \$ \_\_\_\_\_ 100 POINT CHECKLIST PASSED

TOTAL \$ \_\_\_\_\_ TICA CHECK COMPLETED

LESS DEPOSIT \$ \_\_\_\_\_ LESSOR CONTACTED (as required)

(receipt number ) In Name of:

OWING \$ \_\_\_\_\_ ACCEPTED  REJECTED

DIRECTCONNECT YES  NO

Property Manager Recommendation Yes  No

Applicants Advised  Advised Deposit Due

Rent Confirmed at: \$

Term Agreed: Date from: to

Special Terms: Yes  (see opposite) No

Date: Time:

Staff Member who advised: .....

Appointment made for Lease Signing

Date: Time:

Tenants advised of requirement to all be present and to allow minimum 30 minutes.

Direct Connect Lodged: Date: Time:

Staff Member who made appointment: .....

**OFFICE USE ONLY**  
**ADDITIONAL COMMENTS**

Any Special Tenancy Terms or Conditions: