

DOWLING EASTLAKES PROPERTY MANAGEMENT

603 Pacific Highway, Belmont 2280
Phone: 49455546 Fax: 4947 7888

APPLICATION FOR TENANCY

PREMISES

Address of Premises: _____
Weekly Rent: \$ _____ I inspected the property on ____ / ____ / 08
Proposed Commencement Date: _____ Length of Tenancy: _____ months
Number of persons to live at premises: (Adults) _____ (Children) _____

APPLICANT

Full Name: _____ Date of Birth: _____
Phone: (h) _____ (w) _____ (m) _____
E-mail: _____
Ages of Children: _____ Pets?: NO / YES (Number & Type) _____
Drivers Licence Number: _____ Car Registration: _____

TENANCY HISTORY

1. Present Address: _____
Present Landlord/ Agent: _____ Phone: _____ Fax: _____
Rent: \$ _____ per week Length of Occupancy: _____
Reason for Leaving: _____

2. Previous Address: _____
Previous Landlord/ Agent: _____ Phone: _____ Fax: _____
Rent: \$ _____ per week Length of Occupancy: _____
Reason for Leaving: _____

EMPLOYMENT

Current Employer: _____ Occupation: _____
Employer's Address: _____
Phone: _____ Contact Name: _____
Date Commenced Employment: _____ Income: _____

PERSONAL OR CREDIT REFERENCES (not related)

1. Name: _____ Address: _____
Phone: _____ Relationship: _____

YOUR BANK DETAILS

Bank: _____ Branch: _____

EMERGENCY CONTACT DETAILS (not living with you)

Name: _____ Address: _____
Phone: _____ Relationship: _____

RESERVATION FEE

1. That the applicant might pay a reservation fee equivalent to seven days rent to reserve the premises in favour of the applicant for the period of 7 days. (Calculated on the basis that one day reserved equals one day's rent, subject to a maximum of seven day's rent).
2. The premises will be reserved for the applicant for a period of 7 days.
3. That during this period, the premises will not be reserved for any other applicant, nor will a reservation fee be received from any other applicant.
4. That should the landlord decline the application the reservation fee will be refunded to the applicant in full.
5. That should the landlord accept this application the reservation fee will be paid towards the rent for the premises.
6. That should the applicant decide not to proceed, the landlord may retain so much of the reservation fee as is equal to the amount of rent that would have been paid during the period the premises were reserved but shall refund the remainder (if any) of the reservation fee to the applicant on a pro-rata basis
7. That the reservation fee will be banked into a trust account and any refund given will be by way of a trust account cheque.

Dowling Eastlakes Property Management, acting for the landlord of the premises, acknowledges receipt of the application and agree:

To reserve the premises for the period and in accordance with the conditions above stated.

To prepare a Residential Tenancy Agreement for the premises

PRIVACY ACT ACKNOWLEDGEMENT FOR TENANTS

- In accordance with Privacy Principle 1.3 of the Privacy Act we require you to read and sign this acknowledgement. In order to process a tenancy application a tenancy applicant is required under the National Privacy Principles of Privacy Act to be made aware that an organisation may access a database. In addition a tenancy applicant is entitled to know what will happen to their information when it is 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 organisations may receive information from time to time. Other organisations may include debt collection agencies, insurance companies, government departments and other landlords or agents. I/we the said applicant/s declare that I/we give my/our permission to the agent to collect my/our information and pass such information onto TICA Default Tenancy Control Pty Ltd. I/we further give my/our permission for my/our information to be provided to any other tenancy database for the assessment of my/our tenancy application. I/we further give consent to the member of the Database Company to contact any of my/our referees provided by me/us in my/our tenancy application. I/we agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with tenancy database my/our information may be recorded as making an enquiry. We agree that in the event of a default occurring under a tenancy agreement I/we give my/our permission to the member of a tenancy database to register any of my details of such breach with a tenancy database. I/we further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company. I/we agree and understand that should I fail to provide the database member with the information and acknowledgements required the database member may elect not to proceed with my/our tenancy application. I/we agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my/our ability to obtain future rental accommodation. I/we acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 190 222 0346. I/we agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

D. UTILITY CONNECTIONS

This is a free service that connects all your utilities



Once we have received this application we 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 on receipt of this Application to confirm the information on this Application and explain the details of the services offered. Direct Connect is a utility one stop connection service.

Please tick utilities as required

- Electricity Gas Phone Internet
 Insurance Pay TV Removals

DECLARATION AND EXECUTION: By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue [for a period of 1 year from the date of our/my execution of this application/until (28) days after we/I disconnect the last of the services in respect of which this application is made]; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services. By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed

Tick if you do not require this service.

Applicants Name/s _____

Signed by applicant/s _____

Dated _____

ENSURE YOU HAVE READ THIS DOCUMENT AND UNDERSTAND IT COMPLETELY BEFORE SIGNING

RETAIN THIS PAGE FOR YOUR RECORDS - DO NOT SUBMIT IT WITH YOUR APPLICATION.

IMPORTANT INFORMATION ABOUT YOUR APPLICATION

(Note – application processing can take up to 4 business days. You will be notified once a decision has been made).

1. **Each applicant must complete a separate Application For Tenancy document. Omitting information will delay the processing of your application.** (No person can be named on the lease without completing an application for tenancy and inspecting the property)

2. **Your application cannot be processed until we have copies of these documents:**
 - Photo I.D, (Drivers Licence or Passport or Proof of Age Card)
 - Proof of income (payslip, letter from employer on letterhead or Centrelink statement)
 - Rates notice (if living in own home)

3. **Payment of rent by Direct Debit from any nominated account or Centrelink is compulsory.** (Other methods of payment are not available except at the signing of the lease & making the initial rent/bond/lease fee payment)

4. **If your application is approved you must provide the following:**
 - A reservation fee equal to one weeks rent immediately to secure the property.
 - A firm date to sign the lease

5. **You will be required to pay the following at the time of signing the lease:**

| | |
|--|-----------------|
| <input type="checkbox"/> Bond (4 weeks rent) | \$ _____ |
| <input type="checkbox"/> Rent (2 weeks rent) | \$ _____ |
| <input type="checkbox"/> Lease fee | \$ <u>15.00</u> |
| Less reservation fee | \$ _____ |
| TOTAL | \$ _____ |

WE DO NOT ACCEPT CASH, PLEASE PAY BY CHEQUE OR MONEY ORDER ONLY.

ADDRESS OF PROPERTY APPLIED FOR _____

DATE APPLICATION SUBMITTED _____