

Tenancy Application Form

Address of property applied for: _____

SUPPORTING DOCUMENTS REQUIRED – 100 POINTS OF ID					
You must provide <u>one</u> of the below items		✓	You must provide <u>one</u> of the below items		✓
Drivers Licence	30 Points		Recent Pay Slip(s)	20 Points	
Passport	30 Points		Letter of Employment	20 Points	
Proof of Age Card	30 Points		Bank Statement	20 Points	
Other identification/documentation that can be provided					
Previous/Current Lease	10 Points		Telephone Account	10 Points	
Current Rental Ledger	10 Points		Electricity Account	10 Points	
Rent Receipt	10 Points		Gas Account	10 Points	
Vehicle Registration	10 Points		Council Rates	10 Points	
Water Rates	10 Points		Birth Certificate	10 Points	
Pension Card	10 Points		Health Care Card	10 Points	
Medicare Card	10 Points		Bank Card	10 Points	

TENANCY DETAILS

Start Date: _____ Length of Tenancy Required: _____

Number of Adults: _____ Number of Children: _____ Age(s): _____

Pets: _____ Breed: _____ Age(s): _____

PERSONAL DETAILS

Surname: _____

Given Names: _____

Date of Birth: _____

Current Address: _____

Drivers Licence No: _____

Status: Employed/Student/Homemaker/Retired

CONTACT DETAILS

Home No: _____

Mobile No: _____

Email: _____

CURRENT TENANCY

Agent/Landlord: _____

Phone: _____ Rent: _____

Length of Tenancy: _____

Reason for Leaving: _____

PREVIOUS TENANCY

Address of the property: _____

Agent/Landlord: _____

Phone: _____ Rent: _____

Length of Tenancy: _____

Reason for Leaving: _____

OWNER/OCCUPIER

Complete if you own or have sold/selling your home

Address of the property: _____

Time at this address: _____

Reason for leaving: _____

EMPLOYMENT DETAILS

Current Employer: _____

Contact Name & Number: _____

Occupation: _____

Employment Type: Full Time/Part Time/Casual/Contract



P: 02 4258 0088 f: 02 4258 0089 e: rentals@dimosons.com.au w: dimosons.com.au
31-33 Wentworth Street, Port Kembla / PO Box 209, Port Kembla, NSW, 2505

SELF EMPLOYED

Business Name: _____

Type of Business: _____

Occupation/Title: _____

ABN/ACN: _____

Accountant Contact: _____

REFERENCE (not a relative)

Name: _____

Phone: _____

Relationship to you: _____

EMERGENCY CONTACT

Name & Contact: _____

AUTHORITY & DECLARATION OF APPLICANT

I authorise the landlord's agent –

- ✓ To check with my previous or current employer, my previous or current landlord/agent, and the referees named as my suitability as a tenant;
- ✓ To request and receive from any tenancy recording services and from other real estate agencies information regarding my previous 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 am not a bankrupt or undischarged bankrupt or insolvent and declare the information in this application is true and correct.
- ✓ I have inspected the subject premises and accept them as inspected.

Signed by the Applicant

HOLDING FEE

The holding fee can only be accepted after the application for tenancy is approved. The holding fee (not exceeding 1 week's rent) keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement).

In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that: The application for tenancy has been approved by the landlord; and The premises will not be let during the above period, pending the making of a residential tenancy agreement; and If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee; and If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.

The whole of the fee will be refunded to the prospective tenant if: The entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period the landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

PRIVACY NOTICE

The Privacy Act 1988 (Cth) regulates the collection, use, storage and disclosure of personal information of the Tenant by the Agent.

The information collected enables the Agent to properly carry out its obligations as Agent for the landlord during the course of the tenancy, including the proper administration and management of the property and the tenant and landlord relationship.

You consent to personal information being collected by the Agent pursuant to this Application. Such information will be collected from the Tenant directly or from authorised third parties (including information that is in the public domain). All personal information is stored by the Agent at its premises or at the premises of a third party service provider of the Agent. Such information may include the information provided by the Tenant in this Application, together with any other personal information of the Tenant or personal information already held by the Agent on any data base. Failure to provide all or any personal information may render the Agent unable to assess the application and/or carry out its obligations as Agent for the landlord.

The Tenant may review or correct any personal information of the Tenant held by the Agent by contacting the Agent. The Tenant may also direct any queries and complaints about the Agent's collection, use, storage or disclosure of the Tenant's personal information to the Agent.

Signed by the Applicant