

Tenancy Application Form



Thank you for choosing a DI JONES property. Please complete this application thoroughly so we can process it as quickly as possible. Please note the following important points:

1. We require all our tenants (where the rent is over \$300 per week) to pay rent on a calendar monthly basis by DEPT / or Internet Banking payment system.
2. This application must be accompanied by a copy of your Driver's Licence or Passport for identification purposes.
3. If there is more than one applicant, a separate Application Form is required for each applicant.
4. If the application is approved, you will be required to provide either a **bank cheque** or **money order for the Rental Bond, Agreement Preparation Fee and first month's rent.**

RENTAL PROPERTY

Property Address

TENANCY REQUIREMENTS

Length Of Tenancy Months	Rent Per Week	Commencement Date
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APPLICANT'S DETAILS

Name	Email
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Address

Home Phone	Work Phone	Mobile Phone
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OCCUPANCY DETAILS

No. of Occupants who will live in this Property	Number and Ages of Children (if any)	Number and Type of Pets (if any)
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CURRENT RENTAL DETAILS

Landlord/Agent/Property Manager	How Long Have You Lived There? Months	Current Rent \$ Per Week
	Landlord/Agent Phone	

PREVIOUS RENTAL DETAILS

Previous Property Address		
Landlord/Agent/Property Manager	How Long Did You Live There? Months	Rent \$ Per Week
	Landlord/Agent Phone	

CURRENT EMPLOYMENT

Current Employer (Company)		
Contact Name (Manager)	Contact's Work Phone	Your Position
Length of Employment	Net Income \$ Per Week	Full Time or Part Time?

PREVIOUS EMPLOYMENT

Previous Employer (Company)		
Contact Name (Manager)	Contact's Work Phone	Your Position
Length of Employment	Net Income \$ Per Week	Full Time or Part Time?

PERSONAL DETAILS

Date of birth	Drivers Licence Number	State of Issue
Passport Number	Country of Issue	

EMERGENCY CONTACT DETAILS

Name	Relationship	Contact Phone
Address		

PERSONAL / BUSINESS REFERENCES (Not Relatives)

Name	Occupation	Work Phone
Name	Occupation	Work Phone

HOW DID YOU FIND OUT ABOUT THIS PROPERTY

Sydney Morning Herald Internet Sign Board Referral Wentworth Courier Other _____

APPLICATION

I apply for approval to rent the premises referred to in this form. I acknowledge that my application will be referred to the Landlord of the property for their approval and if the application is approved, a Residential Tenancy Agreement for the premises will be prepared.

I declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the premises and wish to apply for tenancy of the premises for a period of months, at a rental of \$ per week.

I undertake to pay the monies detailed below by a bank cheque or money order made payable to DI JONES Real Estate upon signing the Residential Tenancy Agreement. Our office has a cash free policy.

STATEMENT OF COSTS

Rental Bond (4 week's rent)	\$ <input style="width: 100%;" type="text"/>
Rent in advance (one calendar month)	\$ <input style="width: 100%;" type="text"/>
Residential Tenancy Agreement preparation fee	\$ <input style="width: 100%;" type="text"/>
Less Deposit	\$ <input style="width: 100%;" type="text"/>
TOTAL	\$ <input style="width: 100%;" type="text"/>

IF A RESERVATION FEE IS BEING PAID ON THE PROPERTY, THE FOLLOWING CONDITIONS WILL APPLY

1. The premises will be reserved for the applicant for a period of 7 days
2. The Reservation Fee of \$, is equivalent to one week's rent to reserve the premises in favour of you for the period of seven 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 initial 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.

Di Jones Real Estate, acting for the Landlord of the premises, acknowledges receipt of the above application and the accompanying reservation fee and agrees:

1. To reserve the premises for the period in accordance with the conditions stated above.
2. To notify the applicant within the reservation period whether or not the applicant has been approved.
3. If the applicant has been approved, to prepare a Residential Tenancy Agreement for the premises.

By signing this Application, I agree to all terms & conditions within this document and the Privacy Conditions and Disclosure Statements on the next page.

Applicant's Signature	Date
Agent's Signature	Date

PRIVACY STATEMENT

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the Landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to us and the Landlord. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that Agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the Landlord, third party operators of the tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your Property Manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application and manage your tenancy.

TRA DISCLOSURE

I understand this agent is a member of Trading Reference Australia Pty. Ltd. (TRA) and may conduct a reference check with that organisation on myself and the company whose name appears on the lease. I authorise this Agent to provide any information about me or the company to TRA / Landlord for the purpose of the check and I acknowledge that such information may be kept and recorded by TRA. I realise that if a search is performed on the TRA database and my identification and the company whose name appears on the lease with the label "Refer to Agent" beside my name and the company name, the agency who conducted the search as a matter of procedure will call the listing agency to exchange information and establish why my name and the company's details have been entered on the register and in turn provide my contact details to the listing agency for the purpose of resolution and the removal of my name and the company details from the database. The agency that searched will then inform me of the listing / listings, the listing agency name and contact details giving me right of reply. I accept that if I and the company whose name appears on the lease are currently listed as a defaulter with TRA, this Agency / Landlord has the authority to reject my application. I understand that I am under no obligation to sign this consent form, but that failure to do so may result in my application being refused. I acknowledge that if I default on my tenancy / rental obligations in future, which means in breach of my contract / lease agreement for residential or commercial property and / or in accordance to the Property Stock and Business Agents Amendment (Tenant Databases) Regulation 2004. I and the company whose name appears on the lease may be listed with TRA, until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent / Landlord or in accord with the new regulations. The same applies to me if I am a Commercial Tenant and or Holiday Tenant and in breach of my contract whatever the stipulations are within that contract with the said agency. I hereby authorise this agent to provide information about me to TRA and my default to TRA in connection with that listing. I also understand that my agent may list me as an excellent tenant if my obligations during my tenure are fully compliant and are of a high standard. I will not hold TRA accountable for the inaccurate keying in of information by TRA members therefore delivering an incorrect search as I understand faults can be made within this process due to human error. It is also understood that technical failure can cause errors and I do not hold TRA or the Agent responsible for same. I understand that if the said eventuates I may question the source and understand this will be thoroughly investigated and corrected immediately. Furthermore I authorise the agent to contact my employers past and present to confirm my employment history and my previous Landlord /Agency to verify details of my tenancy. I also authorise the agent to contact two personal referees to establish my identification / location and concede that those referees have given permission for me to use them. I recognize that my photo id may be scanned onto TRA for absolute identification. I, the tenant, I, the referee, do acknowledge that information provided to TRA and/or the agent by these authorities given by me may be available to: a) Real Estate Agents and Landlords to assist them in evaluating applications for leases and b) Real Estate Agents, Landlords, Dentists, Video stores, Banks, Utility companies, Commercial Agents, organisations or any other members for the reason of locating me for any lawful purpose. Should this Agent transfer its agency business to another person, I consent to the new agent (and any further person to whom that business may be transferred) taking any step which the former agent could have taken. (If more than one applicant, "I" means "We" in this form). ***"I have read and I understand the above information"***

SIGNED BY THE APPLICANT

Application Signature	Print Application's Name	Date
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SIGNED BY THE WITNESS

Witness's Signature	Print Witness's Name	Date
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TRA adheres strictly to requirements of the Privacy Laws and therefore does not use the information supplied by the tenant for advertising purposes. Trading Reference Australia may be contacted at the above address during business hours 9-5 Monday to Friday regarding any records kept concerning you. However, we do not give information out over the phone regarding whether an individual is listed or not. To validate and correct inaccurate information we require a signed Personal Disclosure form. An urgent confirmation of your records can be done immediately by credit card payment using the secure section on our web page.

PH 02 8356 7878
FAX 02 8356 7888
EMAIL reception@dijones.com.au

THE FOLLOWING INFORMATION AND DOCUMENTATION IS REQUIRED BY EACH APPLICANT:

Identification (at least 100 points is required)

- Current drivers licence (40 points)
- Birth certificate (30 points)
- Proof of age card (30 points)
- Passport (40 points)
- Bank statement (30 points)
- Medicare card (20 points)
- Credit card (20 points)
- Motor vehicle registration certificate (10 points)
- Telephone account statement (10 points)
- Gas account statement (10 points)
- Electricity account statement (10 points)

Proof of Income

- 3 previous pay slips or
- Bank Statement or
- If self employed – most recent tax return and business registration

Optional information

- Print out of tenancy history (ledger)
- Written references from previous landlord/agent and/or
- Written references from employer or friend
- Previous rent receipts

Di Jones Real Estate

Ph. (02) 8356 7878

FAX (02) 8356 7888

Email reception@dijones.com.au

1/68 Moncur Street Woollahra NSW Australia 2025

Direct Connect Your free no obligation utility connection service

Please tick services required at your new property
(we will call you to confirm you details and connection timings within 24 hours of receiving this information)

- Electricity Internet Gas Phone Pay TV Insurance

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; 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 profile) 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 in this application form.

signed

date