



PETER

Dunn

REAL ESTATE

Tenancy Application Form

Property: _____ Rent: \$ _____

No. Adults Children Lease Term: **6 or 12** Lease start date: ___/___/___

Name & Ages of Children: _____ Pet/s **YES / NO** type/s: _____

APPLICANT 1

Surname: _____
 First & Middle Name: _____
 Phone:(H) _____ (M) _____
 Email: _____
 DOB: ___/___/___ Passport No. _____
 Drivers Licence _____ Exp date _____
 Car Registration: _____
 Will you require help to pay rental bond: **Y / N**
 Are you a smoker: **Y / N inside or outside**
Current Employment: (if you are self employed please provide accountant details, business name & ABN)
 Occupation: _____
 Employer: _____
 Address: _____
 Salary: \$ _____ week/fortnight/monthly
 Contact Name _____ PH: _____
 Period of Employment: _____
Previous if less then 12 months:
 Occupation: _____
 Employer: _____
 Salary: \$ _____ week/fortnight/monthly
 Contact Name & No. _____
 Period of Employment: _____

Current Rental History:
 Address: _____
 Agency/Landlord: _____
 Contact Details: _____
 Weekly Rent:\$ _____
 Reason for leaving: _____

1.Previous Rental History:
 Address: _____
 Agency/Landlord: _____
 Contact Details: _____
 Weekly Rent: \$ _____ Bond Refunded **Y / N**

2.Previous Rental History:
 Address: _____
 Agency/Landlord: _____
 Contact Details: _____
 Weekly Rent: \$ _____ Bond Refunded **Y / N**

Emergency Contact:
 Next of Kin: _____
 Contact No: _____
 Relationship to you: _____

Signed: _____ Dated: _____

APPLICANT 2

Surname: _____
 First & Middle Name: _____
 Phone:(H) _____ (M) _____
 Email: _____
 DOB: ___/___/___ Passport No. _____
 Drivers Licence _____ Exp date _____
 Car Registration: _____
 Will you require help to pay rental bond: **Y / N**
 Are you a smoker: **Y / N inside or outside**
Current Employment: (if you are self employed please provide accountant details, business name & ABN)
 Occupation: _____
 Employer: _____
 Address: _____
 Salary: \$ _____ week/fortnight/monthly
 Contact Name _____ PH: _____
 Period of Employment: _____
Previous if less then 12 months:
 Occupation: _____
 Employer: _____
 Salary: \$ _____ week/fortnight/monthly
 Contact Name & No. _____
 Period of Employment: _____

Current Rental History:
 Address: _____
 Agency/Landlord: _____
 Contact Details: _____
 Weekly Rent:\$ _____
 Reason for leaving: _____

1.Previous Rental History:
 Address: _____
 Agency/Landlord: _____
 Contact Details: _____
 Weekly Rent: \$ _____ Bond Refunded **Y / N**

2.Previous Rental History:
 Address: _____
 Agency/Landlord: _____
 Contact Details: _____
 Weekly Rent: \$ _____ Bond Refunded **Y / N**

Emergency Contact:
 Next of Kin: _____
 Contact No: _____
 Relationship to you: _____

Signed: _____ Dated: _____



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Before we organise an inspection of a property, you will need to complete this application form. We require one application per person over the age of 18 who will be residing at the premises, even if their name will not be on the Residential Tenancy Agreement (lease). We also require the following supporting documentation:

- Photo ID (drivers licence, passport, proof of age card)
- Rental History (last 3 rent receipts, written reference, rental ledger)
- A bill with your name & current address (e.g. phone or electricity bill, car insurance)
- If you are a home owner, a copy of your latest council or water rates notice
- Proof of income (3 current pay slips, letter of offer on company letterhead)
NB: If self-employed, a letter from your Accountant.

Once all this information is received, we can process your application and will endeavour to do so as quickly as possible. You will hear from our office once your application is approved with the property owner and to arrange an inspection of your shortlisted properties.

Declaration: The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the Application and to manage the tenancy. Personal information collected about the Applicant in this Application and during the course of the tenancy if the Application is successful may be disclosed for the purpose for which it was collected to other parties including to the Landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to the Agent and/or Landlord. I am aware that the Agent will use and disclose my personal information in order to: communicate with the owner and select a tenant, prepare lease/tenancy documents, allow tradespeople or equivalent organisations to contact me, lodge/claim/transfer to/from a Bond Authority, refer to Tribunals/Courts & Statutory Authorities (where applicable), refer to collection agents/lawyers (where applicable) and complete a credit check with TICA (Tenancy Information Centre Australia). If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and/or other agents. If the Applicant would like to access the personal information the Agent holds, they can do so by contacting the Agent at the address and contact numbers contained in this application. If a holding deposit is paid The Applicant can also correct this information if it is inaccurate, incomplete or out-of-date. If the information is not provided, the Agent may not be able to process the application and manage the tenancy. If approved a Holding Fee of 1 weeks rent is to be paid. If the Applicant has paid a holding fee, the landlord must not enter into a residential tenancy agreement for the residential premises with any other person once payment is received. of the fee (or within such further period as may be agreed with the tenant) unless the tenant notifies the landlord that the tenant no longer wishes to enter into the residential tenancy agreement

Applicant 1. Full Name: _____ Signed: _____ Date: _____

Applicant 1. Full Name: _____ Signed: _____ Date: _____

RENTAL BONDS ONLINE: As of the 30th of January 2017 NSW Fair Trading have given tenants the option to use rental bonds online. Rental Bonds Online is a service helping tenants lodge and refund bond money securely and easily. Tenants can pay their bond direct to NSW Fair Trading using VISA, Mastercard, or BPay. If you wish to use Rental Bonds Online, Please provide email address below and our agency will create your bonds online account.

Email Address: _____

NOTICE TO PROSPECTIVE TENANTS The availability of telephone lines; NBN connections; internet services; analogue, digital or cable television (and the adequacy of such services); are the sole responsibility of the tenant(s) and tenants should make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenant, and tenants must rely upon their own enquiries.

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