

TENANT APPLICATION INFORMATION**(APPLICANT TO KEEP THIS PAGE)****APPLICATIONS WILL NOT BE PROCESSED UNLESS ALL INFORMATION IS SUPPLIED****REQUIRED SUPPORTING DOCUMENTS**

You will be required to submit supporting documents with your application, and you **MUST** submit a clear form of photo identification. Your application **will not be processed** if all documents are not given.

SUPPORTING DOCUMENTATION (Please provide at least one from each of the following categories):

- ☐ Photo Identification (18+ Card, Driver's Licence, University or TAFE Card, Passport)
- ☐ Other Identification (Medicare card, bank card, pensioner card)
- ☐ Copy of recent Bank Statement with no less than 3 months of transactions
- ☐ Proof of current address (Phone Bill, Electricity Account, Tenancy Agreement, Council Rate Notice)
- ☐ Proof of regular housing payments (Rent Receipts, Tenant Ledger, Proof of Mortgage Payments)
- ☐ Proof of Income (Wage Slips, Bank Statements, Centrelink letter, Letter from Accountant & Tax Assessment Notice if self-employed)

PROCESSING AN APPLICATION

In most instances, we are able to process your application within 24 hours and advise you by telephone. If we are unable to contact all of your referees, this process may take longer.

TENANT DATABASE CHECKS

When processing your application form, our office will conduct the necessary tenant checks with the national tenant database agency TICA. If you are found to be listed on TICA, as required under legislation, we will notify you in writing of the details.

SECURING THE PROPERTY – PAYMENT OF HOLDING FEE

Once our office has communicated to you that the application has been approved, you will be required to pay a holding fee equal to two week's rent to secure the property. Personal cheques will not be accepted when paying the initial monies. The property will not be secured for you until this money has been received.

UNSUCCESSFUL APPLICATIONS

If your application is unsuccessful, a member of our team will notify you. As you can appreciate, we receive many applications on properties and the final decision is often determined by the owner of the property. No further correspondence will be entered into. If you are unsuccessful, our office may retain your application on file in the event of the successful applicant not proceeding.

ONCE YOUR APPLICATION HAS BEEN APPROVED THE PROPERTY WILL NOT BE SECURED UNTIL YOU HAVE PAID A HOLDING FEE EQUAL TO TWO WEEK'S RENT IN CLEARED FUNDS.

PAYMENT OF RENT AND BOND

On the day of signing the lease you will be required to pay one weeks' rent and four weeks' rent for bond. **Our office does not accept bond transfers and does not transfer Department of Housing Bonds.**

SIGNING OF DOCUMENTS

All approved tenants listed on the Tenancy Agreement (excluding additional occupants not required to sign the Agreement) must be present to sign the Tenancy Agreement and other associated documents prior to collecting the keys. The keys will not be released unless all tenants have signed the Tenancy Agreement, shown photo identification and paid all money in full.

A member of our team will contact you to organise an appointment time to sign these documents. You should allow up to an hour for this appointment to enable the Property Manager to discuss all obligations associated with signing the agreement as well as our expectations during the tenancy.

The documents that will be reviewed include: the Tenancy Agreement and any additional terms to the agreement, Form 17A pocket guide for tenants, Condition Report, Bond Form and Body Corporate By-Laws (if applicable). It is important that you read and understand this documentation, including any additional terms prior to entering into the Tenancy Agreement.

PETS

If our office has approved pets at the property you will be required to sign a Pet Additional Terms Agreement.

COMPLETED APPLICATION FORMS

Once the form has been completed in full, please scan application form and supporting documentation and email to enquiries@dreampropertymanagement.com.au.



You are able to scan documents using a smartphone using a downloadable app called SCANNABLE by Evernote which is available for both Apple and Android phones.

Date received ____/____/____ Time ____am/pm

OFFICE USE ONLY

Application signed and all details complete ☐
Photocopy Tenant's ID ☐ 100 Point check ☐
Holding Fee paid ☐ Yes Date Paid ____/____/____

Tenant database check: Listed ☐ Yes ☐ No ☐
Owner Approved ☐ Yes ☐ No / Contact tenant ☐

APPLICATION FOR RESIDENTIAL TENANCY

THIS APPLICATION MUST BE COMPLETED IN FULL AND SIGNED BY ALL PERSONS OVER THE AGE OF 18 WHO WILL BE RESIDING AT THE PROPERTY

RENTAL PROPERTY: _____

HOW DID YOU FIND OUT ABOUT THE PROPERTY? ☐ To Let Sign ☐ Internet Site: _____

Rental price per week: _____ Lease start date: _____ Length of lease (6 or 12 months): _____

GENERAL INFORMATION

How many tenants wish to reside in the property? ____ Adults ____ Children ____ Ages

List the names of tenants to be the applicants (Signing agreement)

List names of other people wishing to reside at the property and ages of children (if applicable)

Do any applicants have pets? (Check with agent for approval) ☐ Yes ☐ No

☐ Cats No. ____ ☐ Dogs No. ____ Breed / Type _____

Other _____ (List No. & Breed/Type)

Are the pets (if applicable) registered with council? ☐ Yes ☐ No

If the property has a pool – have any of the applicants cared for a pool previously? ☐ Yes ☐ No

Have any of the applicants wishing to reside in the property been evicted or are in debt to another owner / agent?

☐ No ☐ Yes – if Yes give details: _____

APPLICANT ONE DETAILS

Title: ____ Given Name: _____

Surname: _____

Are you known by another name: _____

D.O.B. ____/____/____

Home ph: (____) _____

Mobile ph: _____

Work ph: _____

Work fax: _____

Email: _____

Car registration: _____

Driver's License No. _____ Licensed state ____

Passport No. _____ Other ID _____

No. Of cars to be kept at property _____

Are all cars registered? ☐ Yes ☐ No

APPLICANT TWO DETAILS

Title: ____ Given Name: _____

Surname: _____

Are you known by another name: _____

D.O.B. ____/____/____

Home ph: (____) _____

Mobile ph: _____

Work ph: _____

Work fax: _____

Email: _____

Car registration: _____

Driver's License No. _____ Licensed state ____

Passport No. _____ Other ID _____

No. Of cars to be kept at property _____

Are all cars registered? ☐ Yes ☐ No

CURRENT ACCOMODATION DETAILS

Address _____

☐ Rented \$ _____ per week ☐ Owned

Name of Real Estate, Lessor or Agent if property sold:
_____ Ph: _____

Period of occupancy ____/____/____ to ____/____/____

Reason for leaving: _____

Will the bond be repaid in full? ☐ Yes ☐ No
If no, why: _____

Address _____

☐ Rented \$ _____ per week ☐ Owned

Name of Real Estate, Lessor or Agent if property sold:
_____ Ph: _____

Period of occupancy ____/____/____ to ____/____/____

Reason for leaving: _____

Will the bond be repaid in full? ☐ Yes ☐ No
If no, why: _____

PREVIOUS ACCOMMODATION DETAILS (4 Years required)

Address _____

☐ Rented \$ _____ per week ☐ Owned

Name of Real Estate, Lessor or Agent if property sold:
_____ Ph: _____

Period of occupancy ____/____/____ to ____/____/____

Reason for leaving: _____

Will the bond be repaid in full? ☐ Yes ☐ No
If no, why: _____

Address _____

☐ Rented \$ _____ per week ☐ Owned

Name of Real Estate, Lessor or Agent if property sold:
_____ Ph: _____

Period of occupancy ____/____/____ to ____/____/____

Reason for leaving: _____

Will the bond be repaid in full? ☐ Yes ☐ No
If no, why: _____

Address _____

☐ Rented \$ _____ per week ☐ Owned

Name of Real Estate, Lessor or Agent if property sold:
_____ Ph: _____

Period of occupancy ____/____/____ to ____/____/____

Reason for leaving: _____

Will the bond be repaid in full? ☐ Yes ☐ No
If no, why: _____

Address _____

☐ Rented \$ _____ per week ☐ Owned

Name of Real Estate, Lessor or Agent if property sold:
_____ Ph: _____

Period of occupancy ____/____/____ to ____/____/____

Reason for leaving: _____

Will the bond be repaid in full? ☐ Yes ☐ No
If no, why: _____

INCOME DETAILS - ALL INCOME IS NETT OR TAKE HOME "PER WEEK"

Occupation: _____

Period of employment: _____

Employer: _____

Address: _____

Phone: _____ Fax: _____

Weekly Wage \$ _____

☐ Full-time ☐ Part-time ☐ Casual [____] hours/week

If employed for less than 12 months, please complete previous employment details

Occupation: _____

Period of employment: _____

Employer: _____

Address: _____

Phone: _____ Fax: _____

Weekly Wage \$ _____

☐ Full-time ☐ Part-time ☐ Casual [____] hours/week

Other : Self-Employed (Please provide copy of Certificate of Business Registration)

Name of business _____

Wage: \$ _____ ABN No. _____

How long established: _____

Accountant Name: _____

Phone: _____

☐ Other type of income (e.g. savings / investments)
\$ _____

Other : Student

Name of college/TAFE/Uni _____

Student ID No. _____ Newstart \$ _____

Overseas Student ☐ No ☐ Yes

Occupation: _____

Period of employment: _____

Employer: _____

Address: _____

Phone: _____ Fax: _____

Weekly Wage \$ _____

☐ Full-time ☐ Part-time ☐ Casual [____] hours/week

If employed for less than 12 months, please complete previous employment details

Occupation: _____

Period of employment: _____

Employer: _____

Address: _____

Phone: _____ Fax: _____

Weekly Wage \$ _____

☐ Full-time ☐ Part-time ☐ Casual [____] hours/week

Other : Self-Employed (Please provide copy of Certificate of Business Registration)

Name of business _____

Wage: \$ _____ ABN No. _____

How long established: _____

Accountant Name: _____

Phone: _____

☐ Other type of income (e.g. savings / investments)
\$ _____

Other : Student

Name of college/TAFE/Uni _____

Student ID No. _____ Newstart \$ _____

Overseas Student ☐ No ☐ Yes

If yes, Visa expiry: ____/____/____

Other : Government Benefits

☐ Pensioner Type _____

Allowance \$ _____

☐ Unemployment Benefit Allowance \$ _____

If yes, Visa expiry: ____/____/____

Other : Government Benefits

☐ Pensioner Type _____

Allowance \$ _____

☐ Unemployment Benefit Allowance \$ _____

PERSONAL REFERENCES – DO NOT INCLUDE RELATIVES (must be completed in full)

Name: _____

Address: _____

Phone: _____

Relationship to you: _____

Name: _____

Address: _____

Phone: _____

Relationship to you: _____

Next of kin or other person to contact in case of emergency (not living with you):

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

Relationship to you: _____

Name: _____

Address: _____

Phone: _____

Relationship to you: _____

Next of kin or other person to contact in case of emergency (not living with you):

Name: _____

Address: _____

Phone: _____

I, the applicant/s, accept the property in its present condition
(A detailed Condition Report will be completed prior to you taking possession).
If no, provide details:

☐ Yes ☐ No

NOTICE TO PROSPECTIVE TENANTS:

The availability of telephone lines; internet services including NBN; 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.

Applicant 1 Signature: _____

Applicant 2 Signature: _____

TERMS AND CONDITIONS

AUTHORITY AND PRIVACY DISCLAIMER

Applicant's Name/s: _____
(Include Applicant 1 and Applicant 2 Name)

I/we, the applicant/s, do solemnly and sincerely declare that the information provided is true and correct and has been supplied of my own free will. I/we, the applicant/s, understand that you as the agent for the owner have collected this information for the specific purpose of checking identification, character, creditworthiness and determining if the applicant will be a suitable tenant for the property. I/we have inspected the above listed rental property and wish to take a tenancy of such premises for a period of _____ months / years from _____/_____/_____ at a rental of \$_____ per week. The rent to be paid is within my means and I agree to pay a bond of \$_____.

I/we, the applicant/s, agree that I/we will not be entitled to occupation of the premises until:

- (i) Vacant possession is provided by the current occupant of the premises
- (ii) The tenancy agreement is signed by the applicant/s; and
- (iii) The payment of all monies due are paid by the applicant/s in cleared funds prior to occupation of the premises.

It is agreed that acceptance of this application is subject to a satisfactory report as to the applicant's creditworthiness. I/we understand that you as the agent are bound by the Privacy Act and the National Privacy Principles and **authority** is hereby given to the agent to check credit references, employment details, previous rental references, TICA tenancy database agency, personal references and any other searches that may verify the information provided by me. I/we also **authorise** the agent to give information to the owner of the property, credit providers, insurance providers, other agents, salespeople, database agencies, references named in this application or any other third party who would have a beneficial interest relating to a tenancy matter and understand this can include information about my tenancy, creditworthiness, credit standing, credit history or credit capacity. Once a tenancy agreement has been entered into the applicant/s **agrees** that should they fail to comply with their obligations under the agreement, the failure to comply may be disclosed to a third-party operators of tenant default registry agents and/or other agents.

Once the application has been approved I/we agree to pay a holding deposit equal to two week's rent to secure the property. In this instance, that being \$_____. I/we the applicant/s agree that the property will be advertised and marketed until the requested holding fee has been paid.

In the event that the application is successful, acceptance is communicated and the holding fee has been paid, but I/we the applicant/s decide not to proceed, I/we agree that this money will be forfeited to the landlord. Upon communication of acceptance of this application by the agent, I agree that I will enter into a written Tenancy Agreement in accordance with the Residential Tenancies Act.

I/we the applicant/s, **accept** that if the application is rejected the agent is not legally obliged to give a reason.

Applicant 1 Signature: _____ Date: ____/____/____

Applicant 2 Signature: _____ Date: ____/____/____

PET APPLICATION

Property:

Name/s of applicant:

Type of pet – Dog/Cat/Bird/Other:

Breed: Age:

Name/s of pet:

Is the pet registered by council: Yes / No Registration Number:

Type of pet – Dog/Cat/Bird/Other:

Breed: Age:

Name/s of pet:

Is the pet registered by council: Yes / No Registration Number:

Type of pet – Dog/Cat/Bird/Other:

Breed: Age:

Name/s of pet:

Is the pet registered by council: Yes / No Registration Number:

Pet's emergency caretaker:

Name:

Phone Number/s:

Address:

A Current photo is required of all pets named on the application

Should the application be approved, the tenants agree to the following:

1. If an outside pet, the tenant/s agree not to allow the pet inside the house at any time. 2. The tenant/s agree to have flea control treatment for the keeping of dogs and cats, and lice control treatment for the keeping of birds, carried out by a registered pest control company upon vacating the property. A receipt is to be produced as proof of having this done. 3. Should there be evidence of fleas and lice during the tenancy, the property must be fumigated by a registered pest control company at the tenant's expense and a receipt is to be produced. 4. The tenant/s agree to remove the pet droppings from the property on a weekly basis. 5. The tenant/s agree that any pet dog or cat will be registered in accordance with the local council and will adhere to all council by-laws. 6. The tenant/s hereby indemnify and keep the lessor/agent indemnified in respect of all damages, injuries, loss, costs or any other expenses, whether caused directly or indirectly from the tenants dog, including but not limited to, the tenants dog escaping the property and causing loss, damage injury or costs to any third party. 7. The tenant/s agree that any damages caused by the pet during the tenancy will be repaired immediately, at the tenant/ss expense. 8. The tenant/s agree that no unauthorised pets will be kept at the property, even on a short-term or temporary basis. 9. The tenant/s agree that this agreement is only for the specific pet/s described above, and that the tenant/s will not harbour, substitute or "pet-sit" any other pet. 10. The tenant/s agree that the pet shall not cause any sort of nuisance or disturbance to neighbours, and agree to do whatever is necessary to keep the pet from making noise that would annoy others, and will take steps immediately to rectify complaints made by neighbours or other tenants. 11. The tenant/s agree that if they keep fish in a fish tank, they accept responsibility for any damage caused by leakage or spillage of water, and or the cause of mould due to moisture. The tenant understands that failure to comply with these terms shall give the owner the right to revoke permission to keep the pet and is also grounds for further action.

Applicants Name/s:

Applicants Signature/s:

Date: