



PETER

Dunn

REAL ESTATE

Tenancy Application Form

Title: <small>(choose from Mr/Mrs/Miss/Ms/other)</small>	First Name:	Surname:
Mobile:	Home Tel:	Work Tel:
Current Address:	Date of Birth:	
Email Address:		
Driver's Licence No:	Expiry Date:	Licence State:
Passport No: <small>(only required if current driver's licence not available)</small>	Passport Country:	Pension No: Pension Type:
Address of Property Interested in Renting:		
How Many Tenants will occupy property?	Lease Commencement Date:	Lease Term: 6 or 12 months <small>(please circle preferred)</small>

How long have you lived at your current address?	Reason for leaving:
Are you the tenant, owner occupier or a boarder?	
Landlord/Agents Name:	Landlord/Agents Tel:
Weekly Rent Paid:	Landlord/Agents Fax No:
What was your previous residential address?	How long did you live at that address?
Previous Landlord/Agents Name:	Previous Landlord/Agents Tel:
Weekly Rent Paid:	Previous Landlord/Agents Fax No:

Your current occupation:	Current Employer's Name:
Nature of your Employment: <small>(ie Full Time / Part Time / Casual)</small>	<small>(NB: If you are self-employed, name of your Accountant. If you are a student, the name of the institution you attend.)</small>
Employer's Address:	
Contact Name:	Contact's Tel: <small>(land lines only please!)</small>
Length of Employment:	Net Weekly Income:
Previous occupation:	Previous Employer's Name:
Length of your Employment:	<small>(NB: If you were self-employed, name of your Accountant. If you were a student, the name of the institution you attend.)</small>

In case of Emergency: Name: Relationship to you:	Tel/Mob:
Personal Referee No.1: <small>(NB: someone not related to you)</small>	Tel/Mob:
Personal Referee No.2: <small>(NB: someone not related to you)</small>	Tel/Mob:

Car Registration:	Details of Pets: <small>(include breed/type)</small>
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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:

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

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 and to arrange an inspection of your shortlisted properties.



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Declaration: By submitting this application, I understand I am only showing an interest to rent the premises. Should my application be successful and I agree to lease the premises, I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord, I agree to enter into a Residential Tenancy Agreement. I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt. I authorise the Agent to obtain personal information from the owner or the Agent of my current or previous residence, my personal referees and employer/s, any record listing or database of defaults by tenants. If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future. 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), complete a credit check with TICA (Tenancy Information Centre Australia). I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above.

Full Name of Applicant:

Signed:

Dated:

Office Use Only

Facsimile Transmission

From: 02 6572 1369

To:

Date:

Attention:

No. of Pages:

Fax No:

From:

Re: Rental Reference Check _____

Address of Property Rented: _____

Message: Please complete the Tenancy Reference Check Form and return along with a Tenant Ledger to (02) 6572 1369 or alternatively you can email to rentals@peterdunnrealestate.com.au

Thank you very much for your time and assistance.