



**Tenancy Application Form**

- Drivers Licence or Passport or Proof of Age Card
- Proof of Employment by Payslips or Letter of Offer from New Employer
- Bank Statement
- Proof of Current Address & 2 Paid Bills
- Centrelink Statement if applicable
- Copy of Tenant ledger or Lease Agreement if applicable
- Council or Water Rates if currently owner occupied

**Property Details**

Application for Premises at: \_\_\_\_\_  
 Rent per Week: \$ \_\_\_\_\_ Number of People to Occupy Property: \_\_\_\_\_  
 Names & Ages of Occupants: \_\_\_\_\_  
 Preferred Lease Term: 6 months or 12 months  
 Details of Pets: (Type/Breed) \_\_\_\_\_ Commencement Date: \_\_\_\_\_

**Applicant Details**

Full Name: \_\_\_\_\_ D.O.B: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Drivers Licence Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ State: \_\_\_\_\_  
 Passport Number: \_\_\_\_\_ Country of Issue: \_\_\_\_\_  
 Car Registration Number: \_\_\_\_\_ is your car owned or under finance: \_\_\_\_\_  
 Do You Smoke: YES or NO. Have you been known by any other name: \_\_\_\_\_  
 Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Relationship to You: \_\_\_\_\_ Email: \_\_\_\_\_

**Employment Details**

Current Occupation: \_\_\_\_\_ Length of Employment: \_\_\_\_\_  
 Employers Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
 Contact Phone Number: \_\_\_\_\_ Net Income: \_\_\_\_\_  
 Basis of Employment: Full-Time Part-Time Casual How many Hours: \_\_\_\_\_  
 Additional Income: (e.g. Centrelink) \_\_\_\_\_

**Educational Details (Current Students)**

Name of Education Institution: \_\_\_\_\_ Course Name: \_\_\_\_\_  
 Duration of Course: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

**Personal References**

Two personal references – Please include Name, Relationship to you and Phone Number

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_



**Rental History**

Current Address: \_\_\_\_\_

Current Agent/Landlord: \_\_\_\_\_

Agent/Landlord Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Agent/Landlord Email: \_\_\_\_\_

Rent per Week: \_\_\_\_\_ How long have you resided here? \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Previous Agent/Landlord: \_\_\_\_\_

Agent/Landlord Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Agent/Landlord Email: \_\_\_\_\_

Rent per Week: \_\_\_\_\_ How long did you reside here? \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Previous Agent/Landlord: \_\_\_\_\_

Agent/Landlord Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Agent/Landlord Email: \_\_\_\_\_

Rent per Week: \_\_\_\_\_ How long did you reside here? \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Questionnaire**

Has your tenancy ever been terminated?	Yes	or	No
Have you ever been refused a property by a landlord/agent?	Yes	or	No
Are you in debt with another landlord/agent?	Yes	or	No
Have any deductions ever been made from your rental bond?	Yes	or	No

**Holding Deposit**

The holding deposit (equivalent to one week's rent) keeps the premises off the market for the prospective tenant for seven (7) days or longer by agreement.

- I/We agree that the hold deposit is payable within 24 hours of approval by the agent/landlord. The holding deposit will be applied as the first week of rent at the commencement of the tenancy
- Once the holding deposit is paid the agent will not enter into any agreement with any other persons within seven days of receiving the deposit unless the agent is notified by the applicant that they no longer wish to proceed with the tenancy
- Where the applicant refuses or fails to proceed with the tenancy the entire holding deposit will be forfeited to the owner
- If the applicant refuses/fails to proceed with the tenancy on the grounds of misrepresentation or failure to disclose a material fact by the agent, the holding deposit will be refunded to the applicant in full



**Tenancy Reference Check**

In accordance with the Privacy Act, I/we the undersigned authorise the recipient of this fax to give information to Dowling Real Estate Mayfield regarding my/our rental history.

Applicant's Name: \_\_\_\_\_  
 Property Being Applied For: \_\_\_\_\_  
 Current Rental Address: \_\_\_\_\_  
 Current Period of Tenancy: \_\_\_\_\_ Weekly Rent: \_\_\_\_\_  
 Current Managing Agent: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Agent's Phone No: \_\_\_\_\_ Agent's Fax No: \_\_\_\_\_  
 Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE FILL IN ABOVE INFORMATION AND RETURN WITH THE COMPLETED & SIGNED APPLICATION FORM.**

Dear **Agent**, Please complete and email back with a ledger to [blake@dowlingpropertygroup.com.au](mailto:blake@dowlingpropertygroup.com.au) thank you.

Name & Position of Person Completing Form	
Period of Tenancy	
Weekly Rent Amount	
Was Rent Paid on Time?	
Were Termination Notices Issued?	
Condition of Property upon Inspection	
Were Lawns & Gardens Kept Neat & Tidy?	
Did the Tenants Have Any Pets?	
Have the Tenants Vacated?	
If Yes, Was the Bond Refunded In Full?	
Would you rent to them again?	
Any Further Comments	

Signature of Agent: \_\_\_\_\_ Date: \_\_\_\_\_



**Declaration**

- I/We inspected the property being applied for on \_\_\_/\_\_\_/\_\_\_
- I/We accept the property in the condition it was presented in at this inspection
- I/We offer to rent the property from the owner under the lease agreement prepared by the agent
- I/We declare that all the information contain in this application is true and correct
- I/We authorise the agent to obtain personal information at their discretion from:
  - Personal referees that are listed in this application
  - Employer(s)
  - Current and Previous Landlords/Agents
- I/We authorise the agent to access and obtain record/listings on any Tenant Default Database
- I/We agree to allow the agent to photocopy the information supplied with this application for their records and acknowledge that this information will be destroyed within two weeks of applying should I/We be unsuccessful.
- I/We understand that if I/We default under our rental agreement we may be listed on Tenant Default Databases which will impact on applications in future.
- I/We declare that we are not in debt to any other Agent or Landlord
- I/We acknowledge that the agent will use and disclose the information provided within this application in order to:
  - Communicate with the owner to select a tenant
  - Prepare lease documentation
  - Allow organisations/tradespeople to contact me/us
  - Facilitate the sale of the property should it be placed on the market
  - Lodge/Claim rental bonds with the Rental Bond Board
  - Refer to Tribunal/Courts/Statutory Authorities if needed
  - Refer to collection agents/lawyers if needed
- I/We acknowledge that if our application is unsuccessful there is no requirement by law for the agent to disclose any reason for rejection. I/We also agree that no objection will be raised for not being provided a reason for rejection.
- I/We acknowledge and understand that the availability of telephone lines, internet service, analogue, digital or cable television (and the adequacy of such services) are the sole responsibility of the tenant/s and the tenant should make their own enquiries as to the availability of such services before accepting the tenancy of the property. The landlord does not declare that any telephone plugs, antenna sockets or other service points are in good working order and such items are not inclusions of the property.

**SIGNATURES OF APPLICANT/S:**

\_\_\_\_\_ / \_\_\_\_\_ **DATE:** \_\_\_\_\_