

## TENANCY APPLICATION FORM

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Applicant Name

Property Address

**PLEASE SCAN ALL SUPPORTING DOCUMENTS AND SUBMIT ALONG WITH YOUR APPLICATION FORM.**

### SUPPORTING DOCUMENTS REQUIRED

**ALL APPLICATIONS MUST INCLUDE THE FOLLOWING:**

**Photo Identification – 4 forms**

- ☐ Drivers licence
- ☐ Passport
- ☐ Photo ID
- ☐ Medicare card
- ☐ Copy of birth / marriage certificate / citizenship papers

**Proof of your current income – essential**

- ☐ 2 current pay slips (less than 1 month old)
- ☐ Current Centrelink / pension statement
- ☐ Self – employed – Copy of last tax assessment plus account details

**Banking Information**

- ☐ Bank statement – showing 3 months
- ☐ Copy of credit cards / Eftpos cards

**Current Address – must be in applicants name**

- ☐ Phone bill or electricity account
- ☐ Rego papers

**Rental Reference**

- ☐ Rental ledger or receipts
- ☐ Private rental – copy of agreement plus written reference from owner
- ☐ Home owner – proof of ownership – rate notices

**I “the applicant” acknowledge I have read the following and fully agree:**

- ☐ Initial deposit equal to 2 week advanced rent (non-refundable)
- ☐ Upon signing the agreement a payment equal to 4 weeks – rental bond
- ☐ All relevant parties must sign the agreement together
- ☐ Keys made available on start date and only after – lease signed by all parties – monies paid in full

**Applicant Signature**

**Date**

**X**

### PROPERTY / OCCUPANCY DETAILS

**1. Property address:** \_\_\_\_\_

**2. Date required:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **Lease term:** \_\_\_\_\_ **Rent amount: \$** \_\_\_\_\_

**3. Who will occupy the property?**

How many occupants: Adults \_\_\_\_\_ Children \_\_\_\_\_

Name Age Relationship


**4. Do you have pets?** ☐ Yes ☐ No

If yes, specify type/breed: \_\_\_\_\_

**5. Tick all that apply:** ☐ Non Smoker OR ☐ Smoker – ☐ Inside ☐ Outside

**Other occupants:** ☐ Smoker ☐ Non Smoker

## PERSONAL DETAILS

### 6. Please provide your details

Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other ☐

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

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

Car Registration: \_\_\_\_\_

Driver's Licence No: \_\_\_\_\_ State: \_\_\_\_\_

Passport No: \_\_\_\_\_ Country: \_\_\_\_\_

Pension Type: \_\_\_\_\_ No. \_\_\_\_\_

Alternate I.D: \_\_\_\_\_ No. \_\_\_\_\_

Centrelink payment type: \_\_\_\_\_

### 7. Please provide your contact details

Home Ph: \_\_\_\_\_

Mobile: \_\_\_\_\_

Work Ph: \_\_\_\_\_

Email: \_\_\_\_\_

## CURRENT ADDRESS

8. Do you: ☐ Own ☐ Rent ☐ Share ☐ Other (specify): \_\_\_\_\_

9. How long have you lived at your current address?

10. Why are you leaving this address?

### 11. Landlord/Agent details of this property (if applicable)

Landlord/Agent Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Rental amount: \$\_\_\_\_\_ per week

## PREVIOUS RENTAL / ACCOMMODATION

### 12. Please provide your previous address details:

Address (1): \_\_\_\_\_

When did you live here? \_\_\_\_\_

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

Address (2): \_\_\_\_\_

When did you live here? \_\_\_\_\_

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

Address (3): \_\_\_\_\_

When did you live here? \_\_\_\_\_

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

## EMPLOYMENT DETAILS

### 13. Please provide your CURRENT employment details

Occupation: \_\_\_\_\_

Company Name: \_\_\_\_\_

Employment Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Length at Employment: \_\_\_\_\_ Yrs \_\_\_\_\_ Mths

Income weekly: \$ \_\_\_\_\_

## EMERGENCY CONTACT DETAILS

### 14. Please provide your emergency contact details

Contact name (1): \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Contact name (2): \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

## HISTORY

### 15. Please complete the following:

Have you had bond monies withheld? ☐ Y ☐ N

If Yes, Details – Why / How much:

Have you ever been evicted by any landlord / agent? ☐ Y ☐ N

Have you ever been refused another property? ☐ Y ☐ N

Are you in debt to another landlord or agent? ☐ Y ☐ N

Is there a reason your rent payment may be affected? ☐ Y ☐ N

## NOTES



## PRIVACY & TENANT DECLARATION

### 1. PRIVACY - AGENT/MANAGER

Assessing your application: The personal information received by the agent/manager may be used for the purposes of identifying you and assessing your application.

Other use(s) and disclosure(s): The agent/ manager may also use or disclose your personal information to:

- (a) assess your application information (e.g. contacting the landlord, your referees, etc.);
- (b) assess your tenancy history (e.g. contacting bond authorities, financial institutions, tenancy databases, etc.);
- (c) schedule your inspections (e.g. contacting scheduling providers);
- (d) document and register your lease (e.g. contacting lawyers, tenancy databases, real estate institutes, etc.);
- (e) help you move in and get connected (e.g. contacting tradespeople, connections services, utilities providers, etc.); and
- (f) perform other services or activities.

Contacting the agent/manager: If you have any query, concern or special requirements about how the agent/manager will use or disclose your personal information (or how it has used or disclosed your personal information), you should contact the agent/manager directly.

You should also contact the agent/manager directly if you wish to access, correct or delete the information held by them.

Limiting use of your personal information: You can ask to limit how your information is used and/or disclosed. If your personal information is not provided to the agent/manager and/or you do not consent to the use of your personal information as specified above, the agent/manager may not be able to assist you with your application.

### 2. YOUR DECLARATION

By submitting your application, you acknowledge and agree that:

- (a) (you are applying for the Property) you are applying to lease the property listed on the application (Property) and you offer to rent the Property under a lease or rental agreement prepared on behalf of the Property owner;
- (b) (you've told the truth) everything you have said and submitted in the application is true and up to date and you have not omitted any detail that might be relevant to assessing the application;
- (c) (the truth is important) the agent/manager and Property owner rely on you telling the truth;
- (d) (it's the Property owner's call) your application is subject to the Property owner's approval and the property's availability;
- (e) (others named in the application have consented) where you

- (f) have provided information identifying another person in this application, that person consents to the information being submitted;
- (g) (the application may take time) it may take time to process your application (two business days or more);
- (h) (you understand the rental agreement) you have been given an opportunity to review the lease or rental agreement and get advice or ask a question about any issue or aspect that you do not understand;
- (i) (you will pay the rent and bond) you are able to pay the advertised rent and bond for the Property and will be able to do so for the life of the rental agreement;
- (j) (defaults will have consequences) if you default under a rental agreement, the agent/manager may (subject to the law) terminate the lease and may disclose details of any such default to any person whom the agent/manager reasonably considers has an interest in receiving such information;
- (k) (you've double checked key details) you have reviewed, checked and approved the email address of the agent/manager.

### 3. TENANCY DATABASE

The agent/manager may utilise any of the following residential tenancy database companies to check the tenancy history of applicants. If you wish to contact these organisations, their details are below:

Equifax's NTD	1300 563 826	www.tenancydatabase.com.au
TICA	1902 220 346	www.tica.com.au
RP DATA	1300 734 318	www.rpdata.com
BARCLAY MIS	1300 883 916	www.barclaymis.com.au
TRA	02 9363 9244	www.tradingreference.com

I acknowledge that I have chosen of my own free will to send my application to the agent/landlord/property manager listed in this application and their associated principals, agents and employees. I also acknowledge that I have reviewed, checked and approved the email address of the intended recipient being the agent/landlord/property manager and their associated principals, agents and employees and authorise the Real Estate Agency to send all of the details contained in this application, including any documents that I attach, to this email address for the purposes of making an application for tenancy. I acknowledge that once the information contained in this application has been sent to this email address, that the Real Estate Agency in no circumstance shall be liable for any damages arising out of or in any way connected with the manner in which this data is used.

Applicant Name

Applicant Signature

Date

## FREE UTILITY CONNECTION SERVICE

**myconnect**<sup>®</sup>  
a really smart move

**MyConnect will contact you to connect your utilities for FREE**



☒ **Yes, Please Contact Me**

☐ Interpreter required

☐ OR Tick here to opt out

Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

