

# Residential Application Form

For your application to be processed you must answer all questions  
(Including the reverse side)



## AGENT DETAILS

### DI MEZ REAL ESTATE

**Office:** 3/76 Appin Road, Appin NSW 2560

**Postal:** PO BOX 90, Appin NSW 2560

**Phone:** 02 4631 2333

**Fax:** 02 4631 2323

**Email:** leanne@dimezrealestate.com.au

**Web:** www.dimezrealestate.com.au

## IMPORTANT INFORMATION TO NOTE

- All applications for tenancy are referred to TICA and other tenancy databases for a tenancy check.
- If you are approved for a property, you are required to pay a holding deposit within 24 hours of 1 weeks rent.
- We can only accept cash, bank cheque or money order.

## 100 POINTS OF IDENTIFICATION

Prior to any application being considered, each applicant is required to produce sufficient ID which totals 100 points. Values of each are listed below:  
At least 1 required from ALL categories:

**Photo ID:** (30 Points)

Driver's Licence **OR** Passport **OR** Proof of Age Card

**Proof of Income:** (40 Points)

Latest 2 Pay Slips

**Other:** (30 Points)

Bank/Credit Card Statement **OR**

Motor Vehicle Registration **OR**

Telephone/Electrical Accounts **OR**

Tenancy History Ledger **OR**

Tenancy Agreement

## TENANCY DETAILS

**Address of premises applied for**

**Lease Commencement Date**

**Lease Term**

Months / Years

**Rent Amount**

**Bond Amount**

\$ Per Week / Fortnight / Month

\$

**Holding Fee (if applicable)**

**Holding Period**

\$

Days

## APPLICANT - PERSONAL DETAILS

**Full Name**

**Home Phone**

**Work Phone**

**Mobile Phone**

**Date of Birth**

**Email Address**

**Driver's Licence / 18+ Card No.**

**Expiry Date**

**Vehicle Registration No.**

**Other**

## APPLICANT'S HISTORY

**CURRENT Address**

**Period of Occupancy**

**Situation**

Renting / Owned / Other:

**Landlord/Agent Name**

**Phone**

**Rent Amount**

\$ Per Week / Fortnight / Month

**Reason for leaving**

**PREVIOUS Address (if applicable)**

**Period of Occupancy**

**Situation**

Renting / Owned / Other:

**Landlord/Agent Name**

**Phone**

**Rent Amount**

\$ Per Week / Fortnight / Month

**Reason for leaving**

**Have you ever been evicted from a premises?**

Yes

No

**Are you currently in debt to any Landlord or Agent?**

Yes

No

## EMPLOYMENT DETAILS

**NOTE:** If either occupation is self-employment please provide a statement of income from your accountant or tax returns.

**CURRENT OCCUPATION**

**Employment Type**

**Duration**

**Weekly Income**

**Employer/Business Name**

\$

**Contact Name**

**Phone**

**Employer's address**

**CENTRELINK DETAILS (if applicable)**

**PREVIOUS OCCUPATION**

Employment Type	Duration
<input type="text"/>	<input type="text"/>
Weekly Income	Employer/Business Name
\$ <input type="text"/>	<input type="text"/>
Employer's address	
<input type="text"/>	
<input type="text"/>	
Contact Name	Phone
<input type="text"/>	<input type="text"/>
CENTRELINK DETAILS (if applicable)	
<input type="text"/>	
STUDENT INSTITUTION (if applicable)	
<input type="text"/>	
Course Name	Duration
<input type="text"/>	<input type="text"/>

### OCCUPANTS

How many will occupy the premises?

Adults    Dependents    Smokers

Full Name/s of Adult/s & Dependents to reside on the premises

### REFEREES (Not related to you)

Business Referee 1: Name

Phone                      Relationship

Business Referee 2: Name

Work Phone                      Relationship

Personal Referee 1: Name

Phone                      Relationship

Personal Referee 2: Name

Work Phone                      Relationship

### EMERGENCY CONTACT

*NOTE: This information is required in case we need to contact you as a matter of urgency arising from your tenancy and your normal contact details are not responding.*


Next of Kin                      Home Phone

Work Phone                      Mobile Phone

Address

Other Emergency Contact	Home Phone
<input type="text"/>	<input type="text"/>
Work Phone	Mobile Phone
<input type="text"/>	<input type="text"/>
Address	
<input type="text"/>	

### FREE UTILITY CONNECTION SERVICE










myconnect is a FREE & EASY to use utility connection service available for tenants

Phone : 1300 854 478      enquiry@myconnect.com.au  
Fax : 1300 854 479      www.myconnect.com.au

**Yes, Please Contact Me**       **Interpreter service (tick if required)**

Unless I have opted out of this section, I/we:  
Consent to the disclosure of information on this form to myconnect ABN 34121 892 331 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.

*Tick here to opt out*

### PETS

Number	Type/Breed
<input type="text"/>	<input type="text"/>

### USE OF PREMISES

Will the Premises be used for business purposes?    Yes    No

### MONIES PAYABLE ON SIGNING THE TENANCY AGREEMENT

Rent in advance:	\$ <input type="text"/>
Rental Bond:	\$ <input type="text"/>
Sub Total:	\$ <input type="text"/>
Less Holding Fee (if applicable)	\$ <input type="text"/>
<b>Balance due on signing Tenancy Agreement:</b>	<b>\$ <input type="text"/></b>

### ADDITIONAL CONDITIONS

### SIGNATURES

Applicant's Signature	Date
<input type="text"/>	<input type="text"/>
Landlord's Signature	Date
<input type="text"/>	<input type="text"/>

## TERMS OF APPLICATION

### 1. Declaration

The Applicant declares:

- (1) that all the above details are true and correct
- (2) it is not bankrupt or insolvent

### 2. Applicant Agrees

The Applicant agrees that:

- (1) they have inspected the Premises in Item (1) and accept its condition.
- (2) the Applicant will sign the Tenancy Application forthwith upon presentation of the same by the Agent.
- (3) this Tenancy Application, unless accepted, creates no contractual or legal obligations between the parties.
- (4) they understand that the Landlord/Agent is not required to give an explanation to the Applicant for any application that is not approved.
- (5) on acceptance of this Application for Tenancy by the Landlord being notified to the Applicant, verbally or in writing, the Applicant will rent the Premises from the Landlord under a Tenancy Agreement drawn up by the Agent and, upon the signing of the Tenancy Agreement, pay the Bond and Rent amounts in Item (1) by a method acceptable to the Agent. Such payments to be cleared funds prior to occupancy.
- (6) as tenant it must satisfy itself as to the provision of any electronic communication services to the Premises (internet, television - analogue, digital or cable) and the adequacy of existing electrical fittings with respect to the use of such services. The Landlord gives no warranty in respect to the provision or adequacy of such services or electrical fittings to the Premises.

### 3. Holding Fee (if applicable)

3.1 If a Holding Fee amount is specified in Item (1) the Applicant/s will be required to pay such fee to the Agent, upon the Applicant/s Application for Tenancy being approved by the Landlord/Agent. Such fee, if a Tenancy Agreement is entered into after payment of a Holding Fee, will be retained by the Landlord and paid towards the first payment of Rent.

3.2 Should the Applicant/s refuse to enter into the Tenancy Agreement (except in the case of refusal due to misrepresentation or failure to disclose a material fact by the Landlord or Agent) any Holding Fee paid by the Applicant/s will be retained by the Landlord.

3.3 If the Applicant has paid a Holding Fee, the Landlord must not enter into a Tenancy Agreement with any other person within 7 days of payment of such fee or within such further period as may be agreed with the Applicant unless the Applicant notifies the Landlord that they no longer wish to enter into a Tenancy Agreement.

### 4. Privacy Statement

4.1 The Agent must comply with the provisions of the Australian Privacy Principles (*Privacy Act 1988*) and where required maintain a Privacy Policy.

4.2 The Privacy Policy outlines how the Agent collects and uses personal information provided by you as the Applicant, or obtained by other means, to assess your application for a residential tenancy and provide the services required by you or on your behalf.

4.3 You as the Applicant agree, to further assess your Application, the Agent may, subject to the *Privacy Act 1988 (CTH)* (where applicable), collect, use and disclose such information to:

- (1) the Landlord as Owner of the Premises to which this Application for Tenancy applies; &/or
- (2) (subject to the provisions of Division 2 of the *Residential Tenancies Act 2010*) residential tenancy databases for the purpose of confirming details in your Application and enabling a proper assessment of the risk in providing you with the lease; &/or
- (3) tradespeople and similar contractors engaged by the Landlord/Agent in order to facilitate the carrying out of works with respect to the Premises; &/or
- (4) previous managing agents and nominated Referees to confirm information provided by you; &/or
- (5) the Landlord's insurance companies; authorised real estate personnel; courts and tribunals and other third parties as may be required by the Agent relating to the administration of the Premises and use of the Agent's services; &/or
- (6) the utility connection provider, where you have opted for such a service in Item (6), for the purpose of enabling the connection and/or disconnection of your utility services; &/or
- (7) Owners Corporations

4.4 Without provision of certain information the Agent may not be able to act effectively or at all on the Landlord's behalf as a result of which your Application may not be acceptable to the Landlord.

4.5 The Applicant has the right to access such personal information and may require correction or amendment of any inaccurate, incomplete, out of date or irrelevant information.

4.6 The Agent will provide (where applicable), on request, a copy of its Privacy Policy.

## Applicant's Personal Information Consent

\_\_\_\_\_ ,

the Applicant, give my consent for \_\_\_\_\_ to make enquiries to verify the information I have provided to the Agent in this Tenancy Application (in accordance with the *Privacy Act 1988 (CTH)*) with relevant tenancy databases including databases of my previous Letting Agents.

Applicant's Signature

Date