

NOTICE TO ALL RESIDENTIAL TENANCY APPLICANTS

All Applications must be accompanied by either Payslips of Current Employment OR Bank Statement as proof of Income

Before any application will be considered, each applicant must achieve a minimum of 100 check points.

LAST 4 RENT RECIEPTS	40 POINTS
DRIVERS LICENCE	40 POINTS
PHOTO I.D.	40 POINTS
PASSPORT	40 POINTS
COPY OF BIRTH CERTIFICATE	40 POINTS
MIN. 2 REFS. FROM PREVIOUS L/L OR AGENT	30 POINTS
PAY SLIP	30 POINTS
MEDICARE CARD	20 POINTS
CREDIT CARD/BANK CARD	10 POINTS
COPY OF PREVIOUS TELSTRA A/C, ELECTRICITY A/C, BANK STATEMENT	10 POINTS EACH
OR CURRENT M.V. REGO PAPERS	

All Applicants for tenancy are referred to a Tenancy Data Base Company for confirmation of details supplied.

IMPORTANT INFORMATION: All Bonds (equivalent to four weeks rent) and an initial 2 weeks rent MUST be paid by either CASH or BANK CHEQUE and **preference is bank transfer into our Rental Trust account**

Minimum Lease requirement is 6 months.

PRIVACY DISCLOSURE STATEMENT OF DJW PROPERTY

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current or previous employer and your referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and owners insurers. We may also send personal information that we hold about you by contacting our privacy officer. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

PRIVACY CONSENT

I, the applicant acknowledge that i have read the Privacy Disclosure Statement of DJW Property. I authorise DJW Property to collect information about me from:

- a) My previous letting agents and/or landlords
- b) My personal referees

I authorise DJW Property to disclose personal information it collects about me to the owner of the property, even if the owner is a resident outside Australia, to any third parties - valuers, contractors, sales people, insurance companies, bodies corporate, other agencies and tenancy default databases.

Signed:

_____ (Applicant 1) Date _____

Name:

_____ (Applicant 1)

Tenancy Application Form

Please be advised that this application will only be processed once all details have been completed and all copies of all supporting documents attached. Each applicant must submit an individual form.

AGENT DETAILS

DJW Property

Address: Shop 7/217 Belgrave Esplanade, Sylvania Waters

Phone: (02) 9544 9688

Fax: (02) 9544 9699

Email: propertymanagement@djwproperty.com

PROPERTY DETAILS

Address of Property: _____

Lease commencement date: __/__/__

Lease term: _____ years _____ months

Rent per week: _____

Number and type of pets: _____

Names of all the occupants for the property: _____

Names and ages of any children to occupy the property: _____

PERSONAL DETAILS

Given Name(s): _____ Surname: _____

Current Address: _____

Home Ph: _____ Mobile: _____ Fax: _____

Email: _____ Date of birth __/__/__

Drivers License No: _____ Drivers License State: _____

Passport No: _____ Passport Country: _____

NEXT OF KIN

Given Name(s): _____ Surname: _____

Relationship: _____

Address: _____

Home Ph: _____ Mobile: _____ Email: _____

CURRENT TENANCY DETAILS

Length of time at current address: _____ Rent paid: _____

Reason for leaving: _____

Name of landlord/agent: _____ Phone: _____

PREVIOUS RENTAL HISTORY 1

Previous address: _____

Length of time at above address: From _____ To _____ Rent Paid: _____

Was Bond refunded in full? Y N

If No, please specify reasons why: _____

PREVIOUS RENTAL HISTORY 2 (IF CURRENT TENANCY IS LESS THAN 6 MONTHS)

Previous address: _____

Length of time at above address: From _____ To _____ Rent Paid: _____

Was Bond refunded in full? Y N

If No, please specify reasons why: _____

CURRENT EMPLOYMENT DETAILS

Occupation: _____ Current Employer: _____

Employers Address: _____

Contact Name (payroll/manager): _____ Phone: _____

Length of Employment: From _____ To _____

SELF EMPLOYMENT DETAILS

Company Name: _____ Business Type: _____

Business Address: _____

Position Held: _____ ABN: _____

Accountant Name: _____ Phone: _____

Accountant Address: _____

INCOME

Net weekly employment income: _____

Net weekly income from other sources: _____

Source (s) of other income: _____

PREVIOUS EMPLOYMENT (IF CURRENT EMPLOYMENT IS LESS THAN SIX MONTHS)

Occupation: _____ Current Employer: _____

Employers Address: _____

Contact Name (payroll/manager): _____ Phone: _____

Length of Employment: From _____ To _____

STUDENT INFORMATION

Place of study: _____ Course Name: _____

Course Length: _____ Enrolment/Student No: _____

Campus Contact: _____ Contact Number: _____

Course Coordinator: _____ Contact Number: _____

REFEREES

Business Referee: _____ Relationship: _____

Phone: _____ Mobile: _____

Personal Referee: _____ Relationship: _____

Phone: _____ Mobile: _____

HOLDING FEE (to be completed for NSW properties only)

Complete this section if you wish to reserve this property for a period of time

The Holding Fee is equivalent to one weeks rent to hold the property for a period of 7 days only, starting from when the funds are received.

This Agents undertakes that:

- A Holding Fee may only be requested following the approval of an application by the landlord.
- A receipt for the amount, property, landlord and tenants names and holding period must be provided to the tenant
- Where a Holding Fee as been paid, a landlord must not enter into another tenancy agreement for that period with another tenant
- Should the tenant withdraw from the tenancy application, the landlord may retain the whole Holding Fee
- A Holding Fee should be attributed to rent upon the tenancy commencing.

The applicant agrees to pay a Holding Fee of \$_____. The applicant understands that, should they decide not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Holding Period, the landlord may retain the whole Holding Fee representing the rent that would have been paid during the Holding Period

I have read, agreed to and understood all of the above terms and conditions that are relevant to me.

Name: _____ Signed: _____ Date : _____

Yes No

Have you ever been evicted by any lessor or agent?		
Have you ever been refused another property by any lessor or agent?		
Are you in debt to another lessor or agent?		
Is there any reason known to you that would affect your rent payment?		
Was your rent bond at your last address refunded in full?		
If no, what deductions were made?	Rent arrears: \$ _____ Repairs: \$ _____ Cleaning: \$ _____	

DECLARATION

1. I, the applicant, hereby offer to rent the property from the owner under a lease to be prepared by the agent. Should this application be approved, I acknowledge that I will be required to pay the following amounts.

\$ _____ rent per week, or \$ _____ rent per calendar month

First payment of rent in advance: \$ _____

Rental Bond: \$ _____

Tenants share of costs of preparing tenancy agreement (if applicable): \$ _____

Subtotal: \$ _____

Less Holding Fee (if applicable): \$ _____

Amount payable upon signing Tenancy Agreement: \$ _____

2. I hereby authorise you as the letting agent, to conduct any enquiries, an or searches, including any tenancy information databases in order to verify the above information relating to all applicants and listed occupants

3. I acknowledge that any false information I provide in this application could jeopardise this application and any subsequent tenancy agreement I enter into on approval by the lessor or agent.

4. I acknowledge and accept that if this application is rejected, the agent is not legally obliged to give reasons for the rejection.

5. I, the applicant declare that I am not bankrupt and that the rental is within my means.

I acknowledge that this application is subject to the approval of the owner. I declare that all the 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 satisfied with the current condition and cleanliness of the property.

Applicant Name: _____ Signature: _____ Date: _____

OFFICE USE ONLY

100 Point Identification Check- The following identification has been photocopied and is attached to this application.

Item	<input checked="" type="checkbox"/>	Points	Initial		<input checked="" type="checkbox"/>	Points	Initial
Drivers License	<input type="checkbox"/>	40		Medicare Card	<input type="checkbox"/>	20	
Passport	<input type="checkbox"/>	40		Bank Debit/Credit Card	<input type="checkbox"/>	20	
Other Photo ID	<input type="checkbox"/>	20		Bank Statement	<input type="checkbox"/>	20	
Current Wage Advice	<input type="checkbox"/>	30		Telephone Account	<input type="checkbox"/>	20	
Previous Tenancy Reference	<input type="checkbox"/>	20		Electricity Account	<input type="checkbox"/>	20	
Previous 2 Rent Receipts	<input type="checkbox"/>	20		Gas Account	<input type="checkbox"/>	20	

Item	<input checked="" type="checkbox"/>	Initial		<input checked="" type="checkbox"/>	Initial
Personal Reference Checked	<input type="checkbox"/>		Previous Agent Lessor Checked	<input type="checkbox"/>	
Tenancy Database Checked	<input type="checkbox"/>		Lessor Notified - Approved	<input type="checkbox"/>	
Employment Checked	<input type="checkbox"/>		Applicant Notified	<input type="checkbox"/>	

Property Manager Name

Signature

Date