



CALL US ON
02 9653 2999

DPW REALTY
P.O. Box 235
Galston, 2159

email: sales@dpw.com.au
website: www.dpw.com.au

Application For Tenancy

Page 1 of 5

IMPORTANT

Please complete a **separate application form** for **each adult** who will be living at the property.

CHECKLIST

Have you provided?

- Photo Identification
- Most recent three consecutive payslips
- Last three rent receipts if available
- Visa Details (if not an Australian Resident)

Please note we may request a copy of your passport.

NOTE: Incomplete applications cannot be processed.

WHAT IS PAYABLE WHEN YOU SIGN THE TENANCY AGREEMENT?

BOND:	The equivalent of four weeks rent for the property. This will be lodged with Rental Bond Services at the Department of Fair Trading.
LEASE PREPARATION FEE:	A lease preparation fee of \$15.00 is also payable when the lease is signed.
RENT IN ADVANCE:	A minimum of two weeks rent in advance is also payable when the lease is signed.

NOTE: Personal Cheques are not accepted for the initial payment.

- **We will NOT accept personal cheques at the time the lease is signed**
- **The above payments must be made by bank cheque [preferred] or cash**
- **Bank cheques should be made payable to DPW Realty**



CALL US ON
02 9653 2999

DPW REALTY
P.O. Box 235
Galston, 2159

email: sales@dpw.com.au
website: www.dpw.com.au

Application For Tenancy

Page **2** of **5**

Please note that the more information which can be provided then the greater the chance that your application will be approved.

PROPERTY DETAILS

Address of Premises Applied For: _____

Term of Lease Applied for: _____ Rent: \$ _____ / wk

Approximate Commencement Date: ____ / ____ / ____

YOUR DETAILS

Applicants FULL Name: _____

Date of Birth: ____ / ____ / ____

Drivers Licence. No.: _____ State: _____

Passport No.: _____ Country: _____

Ph. # [w]: _____ Ph. # [h]: _____

Mobile: _____ Email: _____

Current Address: _____

Owned Renting Sharing

If You Are Renting:

Name of Agent / Owner: _____

Ph. #: _____ Current Rent: \$ _____ / wk

Time at current address: _____ yr[s] _____ mth[s]

Car Make: _____ Model: _____

Rego No. #: _____

Are you an Australian Resident? Yes No

If No: What date does your visa expire? ____ / ____ / ____

Do you have any pets? Yes No

If Yes: Please give details: _____

OFFICE USE ONLY



CALL US ON
02 9653 2999

DPW REALTY
P.O. Box 235
Galston, 2159

email: sales@dpw.com.au
website: www.dpw.com.au

Application For Tenancy

Page **3** of **5**

Do you smoke?

Yes No

Please note our tenancies all require no smoking inside of the premises except by specific negotiation.

OFFICE USE ONLY

REFEREES

1. Name: _____ Ph. #: _____
Address: _____

2. Name: _____ Ph. #: _____
Address: _____

EMERGENCY CONTACT

1. Name: _____ Ph. #: _____
Address: _____

PREVIOUS TENANCY HISTORY

Please list most recent address first.

1. Address: _____
Date Occupied From: ____ / ____ / ____ to ____ / ____ / ____
Agent / Owner Name: _____
Agent / Owner Ph. #: _____ Rent: \$ _____ / wk

Was any of the bond claimed by the agent/owner at the end of the tenancy?

Yes No

If Yes: Please give details: _____

2. Address: _____
Date Occupied From: ____ / ____ / ____ to ____ / ____ / ____
Agent / Owner Name: _____
Agent / Owner Ph. #: _____ Rent: \$ _____ / wk

Was any of the bond claimed by the agent/owner at the end of the tenancy?

Yes No

If Yes: Please give details: _____



CALL US ON
02 9653 2999

DPW REALTY
P.O. Box 235
Galston, 2159

email: sales@dpw.com.au
website: www.dpw.com.au

Application For Tenancy

Page 4 of 5

EMPLOYMENT DETAILS

Occupation: _____

Employer's Name: _____

Employer's Address: _____

Contact: _____ Ph. #: _____

Please note mobile numbers are not acceptable, please provide as listed in the white pages.

Length of Employment: _____ **yr[is]** _____ **mth[is]**

Net Pay: \$ _____ / wk

Full Time Casual Part Time [_____ hrs per week]

Previous Employment [If less than 12 months]

Occupation: _____

Employer's Name: _____

Employer's Address: _____

Contact: _____ Ph. #: _____

Please note mobile numbers are not acceptable, please provide as listed in the white pages.

Length of Employment: _____ **yr[is]** _____ **mth[is]**

Net Pay: \$ _____ / wk

Full Time Casual Part Time [_____ hrs per week]

If Self Employed:

Nature of Business: _____

Accountant: _____ Ph. #: _____

Length of Trading: _____ **yr[is]** _____ **mth[is]**

Net Income: \$ _____ / wk

OTHER OCCUPANTS APPLYING FOR PREMISES

Please note all adults must complete a separate application

Name: _____ Date of Birth: _____ / _____ / _____

Name: _____ Date of Birth: _____ / _____ / _____

Name: _____ Date of Birth: _____ / _____ / _____

Name: _____ Date of Birth: _____ / _____ / _____

Name: _____ Date of Birth: _____ / _____ / _____

Name: _____ Date of Birth: _____ / _____ / _____

OFFICE USE ONLY



Application For Tenancy

GENERAL DECLARATIONS

I, the applicant declare that:

1. All the information contained in this application is true and correct and that the information is provided of my own free will;
2. I am not an undischarged bankrupt;
3. I am not paying off any previous rental debt;
4. I have inspected the premises applied for prior to completing this application;
5. I wish to apply to rent the property in accordance with the rent amount, commencing date and tenancy term as completed in the "Property Details" section of this application;
6. No tenancy shall exist between the landlord and the applicant until the Tenancy Agreement is signed by both parties and any monies payable by the tenant in accordance with the agreement are paid.

Tenancy Databases

The applicant acknowledges that in the event of this application being accepted by the Landlord and a Tenancy Agreement commencing for the property then

1. In the event of a breach of the tenancy agreement by the tenant, personal information of the tenant may be used and
2. disclosed by the agent to a tenant database operator for the purpose of listing the tenant on such a database.
3. The personal information which may be provided to the database operator may include:
4. The name, date of birth and document number of proof of identification of the tenant for the purpose of identifying the
5. tenant,
 - a. Particulars of the breach;
 - b. Details of outstanding amounts owed to the landlord in relation to the breach;
 - c. Any other information about the tenant (including an opinion) that relates to, or arises from, the occupation of the tenanted premises,
4. The listing of the tenant on a tenant database will be made in accordance with any requirements imposed by the Property Stock and Business Agents Act or Regulations (NSW) as amended and in force at the time of the listing.

Application Verification

I, the applicant hereby

1. authorise the agent to conduct any and all enquiries required to verify the information contained in this application.
2. authorise the referees named in this application to provide the agent with any information required for the verification of this application.
3. authorise the agent to give information provided in this application to a tenancy database for the purpose of checking and assessment of this application provided that no listing shall be recorded by the tenancy database other than a notation of the enquiry having been made.

Privacy Statement

The applicant acknowledges that upon the commencement of a tenancy for the property;

1. The owner and agent may use the applicant's personal information:
 - a. In the course of the management and administration of the tenancy; and
 - b. In the conduct of their business.
2. The owner and agent may disclose your personal information, if they consider it necessary to do so:
 - a. If required by law; or
 - b. To anyone or more of the following:
 - i. Persons in connection with a proposed sale of an interest in or transfer of title of the leased property;
 - ii. Any agent engaged by the owner and notified to you;
 - iii. The owner's financiers;
 - iv. Contractors, tradespeople and service providers involved in the management and maintenance of the leased property or any works in connection with the leased property; and
 - v. If relevant, the owners corporation or executive committee for the leased property.
3. You can request access to personal information which the owner or agent hold about you and ask them to correct it if you believe it is incorrect or out of date.

Applicant's Signature: _____

Print Name: _____

Date: ____ / ____ / ____

Witness: _____

Print Name: _____

Date: ____ / ____ / ____