

# Tenancy Application

Deans Property Pty. Ltd.

Level 1, Suite 5, 87-97 Regent Street

Chippendale NSW 2008

Telephone: 9282 677



**Property Manager – Kezia Mitchell**

[kmitchell@deansproperty.com.au](mailto:kmitchell@deansproperty.com.au)

**Deans Property has a 100-point identification policy, please make sure that you provide the appropriate forms of ID as listed below:**

- Tenant reference or ledger from an agent = 25 points
- Employment contract, reference or current pay slip = 25 points
- Bank account statement (within last 3 months) = 25 points
- Driver's license = 10 points
- Passport = 10 points
- Tax return document/statement = 10 points
- Rates notice, phone bill, water bill etc. = 10 points
- Vehicle Registration Papers = 10 points
- Credit Card = 10 points

**\* All applications are considered final once submitted**

**WE ONLY ACCEPT A HOLDING FEE AFTER YOUR APPLICATION HAS BEEN APPROVED.**

**If a reservation fee is being paid on the property, the following conditions will apply**

The holding fee (not exceeding 2 week's rent) of ..... keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement).

In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:

- 1) The application for tenancy has been approved by the landlord; and
- 2) The premises will not be let during the above period, pending the making of a residential tenancy agreement; and
- 3) If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee; and
- 4) If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.
- 5) The whole of the fee will be refunded to the prospective tenant if:
  - (a) the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period
  - (b) the landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.
6. That the reservation fee will be banked into a trust account and any refund given will be by way of a trust account cheque. **Deans Property** acting for the landlord of the premises, acknowledges receipt of the above application and the accompanying Holding fee and agrees:
  - To reserve the premises for the period and in accordance with the conditions above stated.
  - To notify the applicant within the reservation period whether or not the applicant has been approved.
  - If the applicant has been approved, to prepare a Residential Tenancy Agreement for the premises

## A. AGENT DETAILS

### Deans Property Pty. Ltd.

Level 1, Suite 5, 87-97 Regent St Chippendale NSW 2008

Phone Number: (02) 9282 6777

Fax Number: (02) 9282 6778

Email: [kmitchell@deansproperty.com.au](mailto:kmitchell@deansproperty.com.au)

Property Manager: KEZIA MITCHELL

**\*\*This Application must be accompanied by a copy of the applicant's driver's license or passport. If there is more than one applicant, a separate Application Form is required for each applicant.**

## B. PROPERTY DETAILS

### 1. What is the address of the property you would like to rent?

Postcode		

### 2. Preferred Lease commencement date?

	Day		Month		Year
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### 3. Lease term?

	Years		Months
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### 4. How many tenants will occupy the property?

	Adults		Children		Ages of Children
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## C. PERSONAL DETAILS

### 5. Please give us your details

Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Other ☐

Surname  Given Name/s

Date of Birth  Driver's license number

Driver's licence expiry date  Driver's licence state

Passport no.  Passport country

Pension no. (if applicable)  Pension type (if applicable)

### 6. Please provide your contact details

Home phone no.  Mobile phone no.

Work phone no.  Fax no.

Email address

### 7. Please provide details of any pets

Breed/type  Council registration /

### 8. What is your current address?

Postcode	

## D. UTILITY CONNECTIONS

### This is a free service that connects all your utilities

Once we have received this application we will call you to confirm your details.

Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this Application to confirm the information on this Application and explain the details of the services offered. Direct Connect is a utility one stop connection service.

### Please tick utilities as required

<input type="checkbox"/> Electricity	<input type="checkbox"/> Gas	<input type="checkbox"/> Phone
<input type="checkbox"/> Internet	<input type="checkbox"/> Pay TV	<input type="checkbox"/> Insurance



**DECLARATION AND EXECUTION:** By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue for a period of 1 year from the date of our/my execution of this application/until [28] days after we/I disconnect the last of the services in respect of which this application is made; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect 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 the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services. By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.

Signature

Date

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PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F: 1300 664 185 [www.directconnect.com.au](http://www.directconnect.com.au)

## E. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information from:

- (a) The owner or the Agent of my current or previous residence;
- (b) My personal referees and employer/s;
- (c) Any record listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history;
- I am aware that I may access my personal information by contacting -
  - NTD: 1300 563 826
  - TICA: 1902 220 346
  - TRA: (02) 9363 9244

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow tradespeople or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with NTD (National Tenancies Database)
- (h) transfer water account details into my name

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.

Signature

Date

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**F. APPLICANT HISTORY**
**9. How long have you lived at your current address?**
  Years   Months

**10. Why are you leaving this address?**

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

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

 \$ 
**12. What was your previous residential address?**


Postcode

**13. How long did you live at this address?**
  Years   Months

**14. Landlord/Agent details of this property (if applicable)**

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

 \$ 

Was bond refunded in full?

If not, why not?


**G. EMPLOYMENT HISTORY**
**15. Please provide your employment details**

What is your occupation?

 What is the nature of your employment?  
(FULL TIME/PART TIME/CASUAL)

Employer's name (Inc. accountant if self-employed or institution if student)

Employer's address

Postcode

Contact name

Phone no.



Length of employment

Net Income

  Years   Months

 \$ 
**16. Please provide your previous employment details**

Occupation?

Employer's name

Length of employment

Net Income

  Years   Months

 \$ 

17.

**H. EMERGENCY CONTACT**
**17. Please provide a contact in case of emergency**

Surname

Given name/s



Relationship to you

Phone no.


**I. REFERENCES**
**18. Please provide 2 personal references (not related to you)**

1. Surname

Given name/s



Relationship to you

Phone no.



2. Surname

Given name/s



Relationship to you

Phone no.


**J. PAYMENT DETAILS**
**Property Rental**

 \$  per week

First payment of rent in advance

 \$ 

Rental Bond (4 weeks rent):

 \$ 

Sub Total

 \$ 

Less: Holding deposit (see below)

 \$ 
**Amount payable on signing tenancy agreement  
(Electronic transfer remittance)**

 \$ 
**K. HOLDING FEE**

The holding fee can only be accepted after the application for tenancy is approved.

The holding fee (not exceeding 2 week's rent) of ..... keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement).

In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:

(i) The application for tenancy has been approved by the landlord; and

(ii) The premises will not be let during the above period, pending the making of a residential tenancy agreement;

and

(iii) If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee;

and

(iv) If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.

(v) The whole of the fee will be refunded to the prospective tenant if:

(a) the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period

(b) the landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

**Signature of Landlords Agent**
**Date**


**Signature of Applicant**
**Date**



## PUBLIC ENQUIRY DEPARTMENT

P.O. BOX 120  
CONCORD NSW 2137

**TEL: 190 222 0346**

Calls charged at \$5.45 per minute, higher from mobile and payphones

**ABN: 84 087 400 379**

## TICA Privacy Disclosure Form

This form provides information about how your personal information is handled, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we cannot process your application. As a professional asset manager, we collect personal information about you. The information we collect can be accessed by you by contacting our office.

### Primary Purpose:

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property. To assess your application, we disclose your personal information to: The Lessor / Owners for approval or rejection of your application, TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application, Referees to validate information supplied in your application and Other Real Estate Agents to assess the risk to our clients

The Agent may also consider any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

### Secondary Purpose:

During and after the tenancy we may disclose your personal information to: Trades people to contact you for repairs and maintenance of the property, Tribunals or Courts having jurisdiction seeking orders or remedies, Debt Collection Agencies and affiliated industries, TICA Default Tenancy Control Pty Ltd to record details of your tenancy history, Lessors / Owners insurer in the event of an insurance claim and Future rental references to other asset managers / owners.

In the event of a successful tenancy application the applicant's personal information may be recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications you make. Information regarding our data deletion practices can be advised should you wish. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures to protect our landlord's exposure. The monitoring of your tenancy applications is not a listing on the TICA Tenancy History database. This information is information that would be available to the Agent on a truthfully completed tenancy application form.

### TICA Statement

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the National Privacy Principles in the Privacy Act 1988. TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenant's personal information from its members including tenancy application inquiries and tenancy history. TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries. In accordance with the National Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$14.30

### TICA Primary Purpose

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group.

The personal information that the TICA Group may hold is as follows: Name, date of birth, driver's license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

Signed by the Applicant/s

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_