

**TENANCY APPLICATION FORM**

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PROPERTY GROUP

231 Greenhill Road, Dulwich

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Telephone 8139 2333

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**PROPERTY ADDRESS:**

\_\_\_\_\_

**TERMS OF LEASE**

Preferred Length of Tenancy  
 6 months       12 months

Preferred Lease Commencement Date

Rent Per Week

**OCCUPANCY DETAILS**

No of occupants who will live at the property

No & ages of children at the property

No & Type of Pets

**APPLICANT'S DETAILS (1)**

Name

Address

Home Phone

Work Phone

Mobile Phone

Email

Length of time at current address

Previous Address (if less then 2 years at present address)

**PERSONAL DETAILS**

Date of Birth

Drivers Licence Number

Passport Number

**CURRENT EMPLOYMENT**

Current Employer (company)

Contact Name (manager)

Address

Contact Number

Your Position

Length of Employment

Net Income \$  
pw/pf/pa

Full time/Part Time

If self employed please provide name and contact of accountant

\_\_\_\_\_

If full time student please identify source of income eg; parents o/s

\_\_\_\_\_

**APPLICANT'S DETAILS (2)**

Name

Address

Home Phone

Work Phone

Mobile Phone

Email

Length of time at current address

Previous Address (if less then 2 years at present address)

**PERSONAL DETAILS**

Date of Birth

Drivers Licence Number

Passport Number

**CURRENT EMPLOYMENT**

Current Employer (company)

Contact Name (manager)

Address

Contact Number

Your Position

Length of Employment

Net Income \$  
pw/pf/pa

Full time/Part Time

If self employed please provide name and contact of accountant

\_\_\_\_\_

If full time student please identify source of income eg; parents o/s

\_\_\_\_\_

**CURRENT RENTAL HISTORY**

Current Rent \$ per week	Contact Name
Agent/Landlord	Contact Number
Reason for Vacating:	

**PREVIOUS RENTAL HISTORY**

Property Address	
Current Rent \$ per week	Date Occupied
Agent/Landlord	Contact Number
Reason for Vacating:	

**1) PERSONAL REFERENCES (NOT RELATIVES)**

Name	
Occupation	Phone / Mobile
Relationship to you	

**BUSINESS REFERENCES (NOT RELATIVES)**

Name	
Occupation	Phone / Mobile
Relationship to you	

**2) PERSONAL OR BUSINESS REFERENCES (NOT RELATIVES)**

Name	
Occupation	Phone / Mobile
Relationship to you	

**EMERGENCY CONTACT DETAILS (NOT LIVING WITH YOU)**

Relationship to you	
Name	
Phone - Home	Phone / Mobile
Address	

**HOW DID YOU FIND OUT ABOUT THIS PROPERTY**

- Internet
  The Advertiser
  Contacting the Office
  Other (please specify)

**PREFERRED METHOD OF PAYMENT**

- Direct Debit
  EFT/Direct Debit
  Cheque
  Money Order

Other Occupants

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**CURRENT RENTAL HISTORY**

Current Rent \$ per week	Contact Name
Agent/Landlord	Contact Number
Reason for Vacating:	

**PREVIOUS RENTAL HISTORY**

Property Address	
Current Rent \$ per week	Date Occupied
Agent/Landlord	Contact Number
Reason for Vacating:	

**1) PERSONAL REFERENCES (NOT RELATIVES)**

Name	
Occupation	Phone / Mobile
Relationship to you	

**BUSINESS REFERENCES (NOT RELATIVES)**

Name	
Occupation	Phone / Mobile
Relationship to you	

**2) PERSONAL OR BUSINESS REFERENCES (NOT RELATIVES)**

Name	
Occupation	Phone / Mobile
Relationship to you	

**EMERGENCY CONTACT DETAILS (NOT LIVING WITH YOU)**

Relationship to you	
Name	
Phone - Home	Phone / Mobile
Address	

**NOTICE TO APPLICANT 1**

Before any application will be considered each applicant must achieve a minimum of 100 check points - Copies to be attached to application

**At least 1 photo id must be produced from 'CATEGORY A' CATEGORY A**

- Current Passport (or expired within last 2 years) (70 points)
- Birth Certificate (or certified extract) (70 points)
- Current Australian Passport (70 points)
- Australian Citizenship Certificate (or certified copy) (70 points)
- Driver Licence (40 points)

**CATEGORY B**

- Public Service Employee ID card (40 points)
- Centrelink card (40 points)
- Tertiary Education ID card (40 points)
- Veteran Affairs Gold card (40 points)
- Mortgage documents (35 points)
- Land Titles Office records (35 points)
- Proof of Age card (25 points)
- Proof of Name Change eg. deed poll, marriage certificate (25 points)
- Medicare card, Seniors card (25 points)
- Bank statement, Council rates (25 points)
- Credit, Bank and Debit cards (25 points)
- Electoral Enrolment card (25 points)
- Insurance renewal (25 points)
- Motor Vehicle registration (25 points)
- Utility accounts, Rent records (25 points)

**NOTICE TO APPLICANT 2**

Before any application will be considered each applicant must achieve a minimum of 100 check points - Copies to be attached to application

**At least 1 photo id must be produced from 'CATEGORY A' CATEGORY A**

- Current Passport (or expired within last 2 years) (70 points)
- Birth Certificate (or certified extract) (70 points)
- Current Australian Passport (70 points)
- Australian Citizenship Certificate (or certified copy) (70 points)
- Driver Licence (40 points)

**CATEGORY B**

- Public Service Employee ID card (40 points)
- Centrelink card (40 points)
- Tertiary Education ID card (40 points)
- Veteran Affairs Gold card (40 points)
- Mortgage documents (35 points)
- Land Titles Office records (35 points)
- Proof of Age card (25 points)
- Proof of Name Change eg. deed poll, marriage certificate (25 points)
- Medicare card, Seniors card (25 points)
- Bank statement, Council rates (25 points)
- Credit, Bank and Debit cards (25 points)
- Electoral Enrolment card (25 points)
- Insurance renewal (25 points)
- Motor Vehicle registration (25 points)
- Utility accounts, Rent records (25 points)

**Should you not be able to meet the 100 check points please speak to the property manager**

\* "In making an application, I/we acknowledge:

(a) the landlord/agent does not represent or promise that a telephone line (tv antenna or foxtel) are connected to the premises, even if one or more outlet plug/s are located in the premises"

\* Should your application be successful you will be required to pay 2 weeks rent within 48 hrs. Bond will need to be paid prior to collection of keys. PAYMENTS WILL ONLY BE ACCEPTED IN CASH OR BANK CHEQUE.

**CONFIRMATION**

I/We hereby declare and acknowledge that the information contained herein is true and correct. That I am/we are over the age of 18 years of age. That none of the applications is a bankrupt or an un discharged bankrupt. That I/We will pay a security bond of \$ plus two weeks advance rent in cash or by bank cheque on entering a tenancy agreement for the property. That only those noted on this application will reside permanently at the premises. that having inspected the property I/we wish to enter into a Tenancy Agreement for the premises. I/We have inspected the premises and am/are happy with the properties condition. I/we hereby authorise the agent to make all necessary enquiries to verify the information provided herein, including information relating to my/our employment, rental history, business and personal references.

\*The tenant acknowledges that there will be water charges applicable at this property (for further information regarding these charges please contact the property manager).

**I/we understand that if this application is accepted by the landlord this will result in a Tenancy Agreement on the terms and conditions set herein.**

**Applicant (1) Signature**

**Date**

**Applicant (2) Signature**

**Date**

**PRIVACY STATEMENT**

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the Landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to us and the landlord. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the Landlord, third party operators of tenancy references and other agents. If you would like to access the personal information we hold about you, you may contact your property manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application and manage your tenancy.