

Please complete this application and return to D&D Real Estate as quickly as possible. Please note the following :

1. We require all tenants to pay rent on a fortnightly or calendar monthly basis
2. This application must be accompanied by a copy of your driver's licence or passport for identification purposes.
3. If there is more than one applicant, a separate application for is required for each applicant.
4. If the application is approved, you will be required to provide either a bank cheque or money order for the rental bond, agreement preparation fee and the first fortnight's or calendar month's rent.

## Rental Property Address

Property address
------------------

## Tenancy Details

Length of Tenancy (months)	Lease start date	Rent (per week/month)
----------------------------	------------------	-----------------------

## Occupancy Details

No of people who will live in this property	Number of children & ages	Number and type of pets
---	---------------------------	-------------------------

## Applicants Details

Name	Email
------	-------

Current address
-----------------

Home phone	Work phone	Mobile
------------	------------	--------

## Personal Details

Date of birth	Drivers License number	Drivers License state of issue
---------------	------------------------	--------------------------------

Passport number	Country of issue	Car registration
-----------------	------------------	------------------

## Current Rental Details

Current rent	How long have you lived there	Reason for tenant leaving
--------------	-------------------------------	---------------------------

Agent/Landlord	Agent/Landlord contact number	
----------------	-------------------------------	--



Phone: 02 9687 6555

Fax: 02 9687 0877

Email: [rentals@ddrealestate.com.au](mailto:rentals@ddrealestate.com.au)

[www.ddrealestate.com.au](http://www.ddrealestate.com.au)

### Previous rental details

Previous address		
Rent per week/ month	How long did You live there?	Reason for leaving
Agent / Landlord	Phone of Agent / Landlord	

### Current Employment

Current Employer (company)		
Employer contact name	Work phone ( Payroll or HR dept.) Landline:	Your position
Length of employment	Net income \$ per week	Full time or part time?

### Previous Employment

Previous Employer (company)		
Employer contact name	Contact's work phone	Your position
Length of employment	Net income \$ per week	Full time or part time?

### Emergency contacts

Name	Contact number	Relationship
Address		

### Personal / Business references ( not relatives )

Name	Contact number	Occupation
Address		

How did you find out about this property?  ddrealestate.com.au  For Lease board  D&D Window display  realestate.com.au  Other .....



Phone: 02 9687 6555  
Fax: 02 9687 0877  
Email: rentals@ddrealestate.com.au  
www.ddrealestate.com.au

I confirm the following:

- 1. During my inspection of this property I found it to be in a reasonably clean condition? **Yes No**
- 2. If 'No', I believe the following items should be attended to prior to the commencement of my tenancy. This is a condition of this application **Yes No**. I acknowledge that these items are subject to the landlord's approval.

- 4. I confirm having received a copy of this application for my retention.
- 5. I consent to the information provided in this application being verified.

### APPLICATION

I hereby apply for approval to rent the premises. I acknowledge that my application will be referred to the Landlord of the property for their approval and if the application is approved a Residential tenancy Agreement for the premises will be prepared.

I declare that I am not a bankrupt or an undercharged bankrupt and that the information provided by me is true and correct. I have inspected the premises and wish to apply for tenancy of the premises for a period of \_\_\_\_\_ months, at a rental of \$\_\_\_\_\_ per week.

Upon signing the Lease, I undertake to pay the monies detailed below

- 1. **RENTAL BOND** ( 4 weeks rent ) to be paid by: a bank cheque or money order made payable to **Rental Bond Board**
- 2. **TWO WEEKS** Rent in advance to be paid by: a bank cheque or money order made payable to **D&D REAL ESTATE**

### STATEMENT OF COSTS

<b>RENTAL BOND</b> ( 4 weeks rent )	\$	<b>Less deposit:</b> payable once this application is approved. This will be the first weeks rent.	\$
<b>TWO WEEKS</b> Rent in advance	\$		
<b>Total payable</b>	\$	<b>Balance of two weeks rent:</b> to be paid at signing the lease: via bank cheque or money order	\$

***Deposit of one weeks rent will be payable once this application is approved. This will be the first weeks rent., the following conditions will apply:***

- 1. Once this application is approved, I agree to pay a deposit of one week's rent \$\_\_\_\_\_ WITHOUT DELAY.
- 2. I agree to sign the Tenancy Agreement & pay the relevant costs within TWO business days, unless agreed by the agent.
- 3. That should the Landlord decline the application, the reservation fee will be refunded to the applicant in full.
- 4. That should the Landlord accept this application, the Reservation Fee will be paid towards the initial rent for the premises.
- 5. That should the applicant decide not to proceed for any reason, THE RESEVERVATION FEE IS NON REFUNDABLE.

**I agree to the above conditions**

Applicants signature	Date
----------------------	------



**The following information and documentation is required by each applicant. The originals must be presented : we will photo copy.**

## Identification ( at least 100 points must be provided )

**Photo identification. One of these must be provided**

	Current drivers licence	40 points
	Passport	20 points

**Other documents required**

	Credit Card	20 Points
	Medicare card	20 points
	Bank statement	10 points
	Telephone account statement	10 points
	Gas account statement	10 points
	Electricity account statement	10 points
	Motor vehicle registration certificate	10 points
	Total	

Should you not be able to meet the 100 check points please discuss with our Property Management Team.

Please also attach the following documents:

	Last four rental receipts <a href="#">and</a>
	Printout of tenancy history ( Ledger report )
	Council rates notice ( if you own the property )

Proof of current address. Utility statements only one is required

	phone, electricity, gas ( max six months old)
--	---

Proof of income

	3 most recent pay slips
	Bank statement
	If self-employed – tax returns, business registration and a letter from your accountant

**OFFICE USE ONLY:**

Application checked  
and received by

Date





Phone: 02 9687 6555

Fax: 02 9687 0877

Email: [rentals@ddrealestate.com.au](mailto:rentals@ddrealestate.com.au)

[www.ddrealestate.com.au](http://www.ddrealestate.com.au)