

Please complete this application and return to D&D Real Estate ASAP.

1. Please note : A separate application form is required for each tenant (over 18 years of age)
2. Incomplete applications will not be considered (please attach all documentation as per page 4)

Property applied for

Lease term (weeks)	Lease start date	Rent (per week / month)
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No of people who will live in this property	Number of children & ages	Number of pets and type
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Applicants Details

Full name	Email
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Phone Home	Work	Mobile
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Date of birth	Drivers License number & state	Fax
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Passport number	Country of issue	Car registration & state
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Current Rental Details (if you owner occupy — please provide copy of council rates notice)

Current address

Current rent Per week \$	How long have you lived there	Reason for moving out
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Agent / Landlord	Agent / Landlord contact number	Agent / Landlord address
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Phone: 02 9687 6555

Fax: 02 9687 0877

rentals@ddrealestate.com.au

www.ddrealestate.com.au



Previous rental details

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

Current Employment

Current Employer (company)		Position
Employer contact name	Phone	Payroll or HR dept Landline:
Length of employment	Net income per week \$	Full time or part time?

Previous Employment

Previous Employer (company)		Your position
Employer contact name	Phone	Payroll or HR dept Landline:
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
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I confirm the following:

1. During my inspection of this property I found it to be in a reasonably clean condition? **Yes No**

2. 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** these items are subject to the landlord's approval.

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

I declare that that the information provided by me is true and correct.

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

- 1. **RENTAL BOND** (4 weeks rent) paid by bank cheque or money order made payable to **RENTAL BOND BOARD**
- 2. **TWO WEEKS or ONE MONTHS RENT.** Rent in advance paid by bank cheque or money order made payable to **D&D REAL ESTATE**

Statement of costs

RENTAL BOND 4 weeks rent	\$
RENT IN ADVANCE Two weeks or One Month	\$
Total payable	\$

DEPOSIT: payable once this application is approved. This will be the first weeks rent. **NON REFUNDABLE**

\$

BALANCE OF RENT IN ADVANCE: to be paid at signing the lease: via bank cheque or money order

\$

- 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 accept this application, the Reservation Fee will be paid towards the initial rent for the premises.
- 4. That should the applicant decide not to proceed for any reason, **THE RESEVERATION FEE IS NON REFUNDABLE.**

I agree to the above conditions

Applicants signature	Date
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The following information and documentation must be provided by each applicant. The originals must be presented : we will photo copy.

Identification - at least 100 points must be provided.

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

Photo identification. One of these must be provided (attached)

	Current drivers licence	40 points
	Passport	40 points
	Proof of age card	40 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	

Please attach the following documents:

	Last four rental receipts and
	Printout of rental payment 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 6 months old)
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Proof of income

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

<p>OFFICE USE ONLY:</p> <p>Application checked and received by</p> <p>Date</p>
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PRIVACY CONSENT

I hereby authorise / give my permission

To my real estate agent / landlord

To my Employer

to give any information about my rental or employment history that is required by D&D Real Estate to support my tenancy application for a rental property. This information includes:

- faxing a full rental ledger report to **D&D Real Estate on (02) 9687 0877**
- confirmation of my employment and income from an employer.

Applicants Full Name

Current address

Signature of Applicant

Date

D&D REAL ESTATE
26 George Street Parramatta NSW 2150
PHONE: (02) 9687 6555 FAX: (02) 9687 0877





PERSONAL DISCLOSURE

PLEASE SIGN AND RETURN WITH PHOTO ID AND COMPLETED PERSONAL SEARCH FORM.

I authorise Trading Reference Australia to conduct a search on my details and to provide any information currently listed and acknowledge that such information may be kept and recorded by Trading Reference Australia.

I acknowledge that if I am currently listed as a defaulter with TRA, that I may contact the listing Agent/s for settlement and / or negotiation and should such settlement and / or negotiation change the details of the listed default or defaulter, it is understood that the responsibility of the Agent is to amend the TRA listing.

I also recognize that my photo id and signed Disclosure may be scanned onto TRA for absolute identification. I, acknowledge that information provided to TRA by these authorities given by me may be available to:

a) Real Estate Agent, Landlords, Housing NSW, Compass Housing, Video Stores, Dentists to assist them in evaluating applications b) Real Estate Agents, Landlords, Video stores, Dentists, Banks, Utility companies, Commercial Agents, organisations or any other institutions and other persons for the purpose of locating me for any lawful purpose and I hereby consent to such a use and disclosure of that information for that reason. Should this Agent transfer its agency business to another person, I consent to the new agent (and any further person to whom that business may be transferred) taking any step which the former agent could have taken.

"I have read and I understand the above information"

PRINT NAME

SIGNATURE

DATE

TRA adheres strictly to requirements of the Privacy Laws and therefore does not use the information supplied by the tenant for advertising purposes. Trading Reference Australia may be contacted at the address below during business hours 9-5 Monday to Friday regarding any records kept concerning you. However, we do not give information out over the phone regarding whether an individual is listed unless we are presented with a signed Personal Disclosure provided by TRA under the heading Tenants on our site. An Urgent confirmation of your records can be done immediately by credit card payment using the secure section on our web page.