

DALTON PARTNERS REAL ESTATE TENANCY APPLICATION

72 Glebe Road, The Junction NSW 2291 Phone: 02 4961 6464 Fax: 024969 5393

Email: mail@daltonpartners.com.au Web: www.daltonpartners.com.au

ADDRESS OF PREMISES

Full Name of Applicant		Title Mr / Mrs / Ms / Miss / Other	
Current Address		Email	
Home No.	Work No.	Mobile No.	
Current Landlord/Agent/Other		Phone No.	
Time Residing at This Address	Rent pw \$	Reason for Leaving?	
No. of People to Occupy Premises	Adults	Children	Ages
Date of Birth	Pets - Yes / No	Number	Type/ Breed
Emergency Contact Name & Address		Phone No.	
Occupation		Employer	Net Income
Employers Address		Phone No.	
Period of Employment	Contact Name	ABN if Self Employed	
Previous Employers Name & Address			
Period of Employment	Contact Name	Phone No.	
Previous Address		Rent pw \$	When did you leave?
Previous Landlord/Agent/Other		Phone No.	
Drivers Licence No. & State		Car Registration No. & State	
Referees Name & Address		Phone No.	

NOTE: The applicant agrees to the Agent verifying all of the above references



To save you time when you're moving house, UtilityOne can help you arrange your utility connections:

PHONE ELECTRICITY GAS ADSL DIAL UP & CABLE INTERNET PAY TV

It's a **FREE** service and there's **NO** obligation – so just tick this box if you want UtilityOne to call you and explain how the service works. Then, **IF** you would like help arranging your connections, we will confirm the details with you at that time.

Yes, please contact me!

OFFICE CODE: INNDP

PROPERTY MANAGER

RESERVATION OF PREMISES

Subject to the acceptance of this application and in the consideration of the payment of \$..... The applicant wishes to reserve the premises fordays subject to the terms and conditions set out in this form and any subsequent Residential Tenancy Agreement. This form acts as an acknowledgment of this application and receipt of monies **should** the owner accept this application the reservation fee will be credited towards the rent, however should the application be refused then the fee is fully refundable. If the applicant advises that he does not wish to take the premises then the owner may keep so much of the fee as being equal to the pro-rata amount of rent that would have been payable during the reservation period. During the reservation period, no fee will be taken from any other applicant nor will the premises be reserved in another's favour.

THE APPLICANT STATES THAT

- i. The information given in this application is true and correct and this is a fundamental precondition of the owner entering into the Residential Tenancy Agreement
- ii. He/She is not bankrupt or insolvent.
- iii. The premises have been inspected and any rental bond and initial payment of rent will be made in money order or bank/building society cheque.

PRIVACY POLICY – PRIVACY ACT 1988 CAN BE VIEWED IN FULL AT THE OFFICE AT 72 GLEBE ROAD, THE JUNCTION NSW 2291

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicants identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the Applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including to the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to the Agent and/or Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement, the fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and/or other agents.

If the Applicant would like to access the personal information the Agent holds, they can do so by contacting the Agent at the address and contact numbers contained in this application. The Applicant can also correct this information if it is inaccurate, incomplete or out-of-date.

If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

The applicant acknowledges that the Agent is a subscriber to TICA. The applicant accepts that a database search may be undertaken through TICA. Further, the Applicant is aware that should there be an unresolved breach of the Residential Tenancies Act 1987, the Applicant may be listed as a defaulting tenant, until such time as the matter is resolved in full. You can access details of TICA by post at PO Box 120, Concord NSW 2137 or Ph: 02 9743 1800 or Fax: 9743 4844 or email: enquiries@tica.com.au or web: www.tica.com.au

UtilityOne I consent to the disclosure of the application form to UtilityOne Corporation ACN 096 897 880 for the purpose of enabling UtilityOne to offer the connection and disconnection services to me. Where UtilityOne is requested to arrange for the provision of the services, I consent to UtilityOne disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I consent to UtilityOne disclosing confirmation details (including NMI, MIRN, telephone number, water company) to the Agent. I acknowledge that neither UtilityOne nor the Agent accepts any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. The Agent has a commercial relationship with UtilityOne. I acknowledge that UtilityOne, the Agent and its employees may receive a fee and/or benefit of up to \$50 in value (cash and/or reward points) from a utility service provider in relation to the connection of a utility service. Personal information collected by UtilityOne may be accessed by contacting UtilityOne on the contact details above. Normal service provider fees or bonds may apply. **UtilityOne Ph: 13 18 19 Fax: 1300 731 819 Email: contact@utilityone.com.au Web: www.utilityone.com.au**

TENANCY TERMS – Advise how long a lease you would prefer, when you wish to commence & sign where appropriate.

Period 6 (min) to 12 (max) months, commencing on ___ / ___ / 2006 Rent is \$ _____pw

First payment of rent in advance (2 wks) \$ _____

Rental Bond (4 weeks rent) \$ _____

Lease Preparation Fee \$ 15.00

Sub Total \$ _____

Less Reservation Fee \$ _____

Total Amount Payable \$ _____

Receipt No: _____ Date: ___/___/2006

Signature Applicant _____ Date ___/___/2006 Real Estate Agent _____

NOTICE: If you dispute part or all of the amount specified by the Agent in this itemised account, and if you have been unable to resolve the dispute, SECTION 42A of the Property, Stock and Business Agents Act 1941 provides that you may apply to the Department Fair Trading for a determination of the matter. Action to recover the amount must be commenced within 28 days of the statement of claim being made.

Each applicant is to complete a separate application form i.e. 2 persons applying for the one property need to complete 2 separate applications in full. Ensure the tenancy terms are completed & signed.

Prior to submitting this application, the rental reference privacy disclosure on the back of this form must be signed. All accompanying ID must be submitted with the application. The applicant has read & understood the application in full.

THIS APPLICATION CANNOT BE PROCESSED UNTIL ALL DETAILS ARE COMPLETED IN FULL.

I AM APPLYING FOR THIS PROPERTY ON THE UNDERSTANDING THAT IT WILL BE LEASED IN THE CONDITION AS INSPECTED UNLESS ADVISED OTHERWISE

If your application for this property is approved, and you have left a holding deposit, a completed copy of this application must be retained for your records.



ADDRESS OF PREMISES APPLIED FOR: _____

RENTAL REFERENCE CHECK

In accordance with the Privacy Act 1988 (you can view full details of the Privacy Act at our office upon request), I, the undersigned, authorise the recipient of this fax to give information to Dalton Partners Real Estate regarding my rental history.

Applicants Name: _____ Current Rental Address: _____

Period of tenancy: _____ Rent paid per week: \$ _____

Managing Agent: _____ Contact Name: _____ Phone: _____ Fax: _____

Signature of Applicant: _____ Date: _____

Dear Agent,

Please complete & return by facsimile to Dalton Partners Real Estate - Fax: 4969 5393

Name & position of person filling out this form: _____

When did the lease commence? _____ Rent paid per week: \$ _____

Was rent paid on time? Yes / No Specify problems: _____

Were the tenants issued with any Termination Notices: Yes / No

Reasons (please specify details): _____

Were there any inspections? Yes / No Result: _____

Were the lawns & gardens kept neat & tidy? _____

Did the tenants keep pets? Yes / No - If yes, please state the number, type & breed _____

Did the pets cause any damage? _____

Do you know why the tenants vacated/are vacating the property? _____

Was the bond refunded in full? Yes / No If no, what claims were made and for how much? _____

Would you rent to the tenants again? Yes / No

Any further Comments: _____

Signature of Agent: _____

*** Please attach a copy of the tenant rental ledger**

HOW DID YOU FIND ABOUT THIS PROPERTY? (Please circle where appropriate)
1. Newcastle Herald 2. Front window display or handout 3. Signboard 4. Internet 5. Referral 6. Other

Sufficient identification must be provided which totals 100 Points. Should you have difficulty in providing this identification, please advise the prior to completing & submitting the application.

NOTE: you MUST have at least one item marked * next to point.

DRIVERS LICENSE*	30 POINTS	PASSPORT*	30 POINTS
PROOF OF AGE CARD*	30 POINTS	BIRTH CERTIFICATE*	30 POINTS
TENANCY HISTORY LEDGER	20 POINTS	PREVIOUS TENANCY AGREEMENT	20 POINTS
RENTAL BOND RECEIPT	20 POINTS	PREVIOUS MONTHLY RENT RECEIPTS	20 POINTS
PAY ADVICE	15 POINTS	MOTOR VEHICLE REGISTRATION	15 POINTS
TELEPHONE ACCOUNT	15 POINTS	ELECTRICITY ACCOUNT	15 POINTS
GAS ACCOUNT	15 POINTS	BANK OR CREDIT CARD STATEMENTS	15 POINTS
PENSION CARD	15 POINTS	COUNCIL OR WATER RATES	15 POINTS
HEALTH CARE CARD	15 POINTS	MEDICARE CARD	15 POINTS