

Residential Tenancy Application Form



Dalton Partners

72 Glebe Road, The Junction NSW 2291
Phone: (02) 4969 3500 | Fax: (02) 4969 5393
Email: propertyadmin@daltonpartners.com.au
Web: www.daltonpartners.com.au

Applicant Name:

Property Address:

A. SUPPORTING DOCUMENTS

To process your application please provide the following along with a completed form by each adult:

- Photo ID | Driver's License, Passport, Proof of Age Card
- Proof of Income | Last 3 payslips, letter of offer from new employer
- Current Bank Statement
- Rental History | Copy of tenancy ledger or agreement
- Covering Letter | if applicable
- Council or water rates | if currently owner occupied
- Current Bill | with name and address (water/phone/gas)

B. PROPERTY DETAILS - Property you would like to rent

1. Proposed property

2. Rent per week (Proposed property)

 per week

3. Proposed lease term (Please circle)

4. Proposed commencement date

5. How many tenants will occupy the property?

Adults Children Ages

6. Do you have any pets?

Yes No Breeds

7. Do you smoke?

Yes No

8. I have personally inspected the property

Yes No

C. PERSONAL DETAILS

9. Please give us your details

Mr Ms Miss Mrs Other Surname Given name/s Drivers licence number Drivers licence state & expiry date Passport number Passport country Date of birth Car Registration

10. Please provide your contact details

Home phone number Mobile phone number Work phone number Fax number Email address

D. CURRENT APPLICANT ADDRESS

11. What is your current address?

12. Are you the: Owner / Tenant (Please circle)

13. How long have you lived at your current address?

Years Months

14. Why are you leaving this address?

15. Landlord / agents name

Landlord / agents phone number Weekly rent paid per week

E. PREVIOUS APPLICANT ADDRESS

16. What is your previous address?

17. Are you the: Owner / Tenant (Please circle)

18. How long have you lived at your current address?

Years Months

19. Why are you leaving this address?

20. Landlord / agents name

Landlord / agents phone number Weekly rent paid per week

21. Do you own an investment property?

Yes No

F. EMPLOYMENT HISTORY

22. 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)

F. EMPLOYMENT HISTORY (CONTINUED)

Employer's address

	Postcode

Contact name

Phone number

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Length of employment

Net income (after tax)

Years	<input type="text"/>	<input type="text"/>	Months	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>
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G. PREVIOUS EMPLOYMENT HISTORY

23. 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 number

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Length of employment

Net income (after tax)

Years	<input type="text"/>	<input type="text"/>	Months	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>
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H. CONTACTS / REFERENCES

24. Please provide a contact in case of emergency (next of kin)

First Name

Surname

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Relationship to you

Phone number

--	--

Email address

25. Please provide 2 personal references (not related to you)

1. First Name

Surname

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Relationship to you

Phone number

--	--

2. First Name

Surname

--	--

Relationship to you

Phone number

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I. NOTICE TO PROSPECTIVE TENANTS

This office does not take any responsibility in regards to the status of telephone, gas or electricity connections. We advise the applicant to confirm arrangements in this situation with suppliers. The owner is not required to supply a telephone line. It is a tenant's responsibility to ensure, if required, that there is a telephone line available prior to commencing the tenancy. All applications are shredded (if unsuccessful), for your own privacy & protection do NOT submit original documents with your application as we cannot guarantee returning these to you. Applications usually take between 24-48 hours to process.

J. UTILITY CONNECTIONS

myconnect

myconnect is a FREE & EASY to use utility connection service available for tenants

☎ 1300 854 478 ✉ enquiry@myconnect.com.au 🌐 myconnect.com.au



Yes, Please Contact Me



Interpreter service (tick if required)

Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect 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 services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.



Tick here to opt out



K. HOLDING DEPOSIT

Under Clause 24 of the Residential Tenancy Act 2010 and subject to the provision of that clause, if your application is approved, you may be required to pay a holding deposit of One week's rent within 24 hours. If you proceed with the tenancy this deposit will be applied to your rent. If you refuse to proceed and do not enter into an agreement, the deposit can be retained by the owner.



Yes, I agree

L. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by Dalton Partners. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement. I acknowledge this application is subject to the approval of the owner/landlord. I declare that all information in this application is true and correct and given of my own Free will. I declare I have inspected the premises and am not bankrupt.

I authorise Dalton Partners to use my personal information to:

- Communicate with the owner and select a tenant
- Prepare lease/tenancy documents
- Allow tradespeople of equivalent organisations to contact me
- Lodge/Claim/Transfer to/from a Bond Authority
- Refer to Tribunals/Courts & Statutory Authorities
- Refer to collection agents/lawyers (where applicable)
- Complete a credit check with TICA

I authorise Dalton Partners to obtain personal information from:

- The owner or Agent of my current/previous residence
- My personal referees and employer/s
- Any record listing or database of defaults by tenants

If I default under a rental agreement, I agree that Dalton Partners may disclose details of such default to a tenancy Default database, and to agents/landlords of properties I am of for in future

I am aware that if information is not provided or I do not consent to uses to which personal information is put Dalton Partners cannot provide me with the lease/tenancy of the premises. I am aware that Dalton Partners may access personal information using the contact details provided.

Signature of applicant

Date

In accordance with the privacy act, I the undersigned authorise the recipient of this form to give information to Dalton Partners regarding my rental history.

I further understand this information will be used to assess my application for tenancy.

Please complete the information below:

Applicants Name: _____

Property applied for: _____

Current Address: _____

Period of Tenancy: _____ Rent per week: \$ _____ No. of Occupants: _____

Current Agent/Landlord: _____

Agent/Landlord Phone: _____ Fax: _____

Email Address: _____

In order for us to process your application we will fax this to your current managing agent/landlord for a reference check.

Please DO NOT complete the section below, this will be completed by your current managing Agent/Landlord.

Dear agent/landlord,

Please complete the form below and return to our office together with a copy of the ***tenant ledger*** to: **(02) 4969 5393**

Thank you in advance for your assistance.

Name & Position of person completing this form: _____

Length Of Tenancy: _____ Rent per week: \$ _____ Bond Held: \$ _____

Was rent paid on time: **Yes / No** - If no do you know why? _____

Were inspections carried out: **Yes / No** details: _____

Were there any problems gaining access: **Yes / No** details: _____

Results of inspections: _____

Were lawns and gardens maintained: _____

Did the tenant have pets? **No / Yes** - If yes type/number: _____

Any damage caused by pets: _____

Were the tenants considerate of neighbours: _____

Were any breach notices issued: **Yes / No** Type: _____

Reason for leaving (if known): _____

Was the bond or will it be refunded in full: **Yes / No** Reason: _____

Would you rent to this tenant again: **Yes / No** Reason: _____

Signature:

Date: