

CO –TENANCY FORM

Note: Each person over the age of 18 years who intends to occupy the premises must supply a **SEPARATE** application for co-tenancy form.

PROPERTY DETAILS

Property Address Date Occupied Property Smokers Y / N Sex: M / F

APPLICANT'S DETAILS

Title: Mr Mrs Miss Ms Dr DOB First Name Last Name Current Address Phone (w) Phone (h) Fax Phone (m) Email ID Number: Drivers Licence Other

EMPLOYMENT DETAILS

Name of Employer Name of Manager Occupation Contact Number

If you are a Student

Name of institution Faculty/Department Source of Income Nett Income Guarantor Relationship Phone (h/w) Phone (m) Email

EMERGENCY CONTACT (person not living with you)

Full Name Relationship Address Contact

PETS

I intend to have a pet in or on the premises: Yes No Number of Pets: Age: Type Breed Indoor or Outdoor

PLEASE NOTE: PETS ARE NOT PERMITTED IN UNITS OR TOWNHOUSES UNLESS WRITTEN AUTHORISATION IS PROVIDED BY BOTH THE BODY CORPORATE AND THE LESSOR.

WHO IS LIVING AT THE PROPERTY?

Lease Holder	<input type="text"/>	Lease Holder	<input type="text"/>
Co-Tenant Name	<input type="text"/>	Co-Tenant Name	<input type="text"/>
Co-Tenant Name	<input type="text"/>	Co-Tenant Name	<input type="text"/>

Privacy Disclosure Statement – Wright Dunn Real Estate Pty Ltd

Wright Dunn Real Estate is an independently owned and operated business. We are bound by the Privacy Act 1983 (Commonwealth) & National Privacy Principals (NPPs). It is necessary to collect personal information about applicants, in this form in order to assess the applicants, from previous lessors, letting agents, current employers and referees. We will also verify whether any details of tenancy defaults by applicants are listed on any tenancy reference databases to which we have access.

Your consent in collecting this information is:
Wright Dunn Real Estate may disclose personal information about you to the lessor of the property to which this application relates. Should this application be successful Wright Dunn Real Estate may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the lessor’s insurers. We may also send personal information about you to the owners/agents of any other properties at your request.

You have the right to access any personal information that we possess regarding you by contacting our Property Management staff. **Should the Applicant not fully complete this form or not sign the consent below then the application for Residential Tenancy may not be considered by the lessor of the said property, or if considered, may be declined.**

I, the applicant, acknowledge that I have read the above Privacy Disclosure Statement and authorise Wright Dunn Real Estate to collect information regarding me from: my previous letting agent/lessors, my personal referees, my employer, any tenancy database which may contain personal information about me. I authorise Wright Dunn Real Estate to disclose details about any defaults by me relating to the property noted on this application to any tenancy reference database to which the agency subscribes, in accordance with current RTA guidelines. I authorise Wright Dunn Real Estate to disclose the personal information it collects about me to the lessor of the said property, even if the lessor is a resident outside Australia. I authorise Wright Dunn Real Estate to disclose all personal information it may hold for the purpose of enforcing or commencing recovery action in relation to any debt owed as a result of any outstanding rent, repairs or damage that occurs during my period of tenancy of the said property.

I confirm that I have read and understand the Privacy Disclosure statement above.

Signature of Applicant	<input type="text"/>	Name	<input type="text"/>	Date	<input type="text"/>
In the presence of	<input type="text"/>	Name	<input type="text"/>	Date	<input type="text"/>

You are required to supply the following information:

Photo ID

Please submit this Co-Tenancy form in person. Please note applications must be **FULLY** completed and all necessary attachments included before being submitted.

Please note you must inform Wright Dunn Real Estate once you have vacated the property. Once you have vacated the property your co-tenancy form will be destroyed.

Email: propertymanagement@wrightdunn.com.au
Fax: (02) 6257 4598 Telephone (02) 6257 2700
In Person: 13 Edgar Street Ainslie Shopping Centre, Ainslie, ACT 2602

Please note if your application is unsuccessful you **will not** be notified and your application will be destroyed. Please only provide copies of information required.