

APPLICATION FOR TENANCY

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

Primary Contact

Group/Shared Tenancy

PROPERTY DETAILS

Date Required Date Viewed Weekly rent

Property Address Length Months

Number of persons who wish to occupy the premises: Adult/s Children Pets

APPLICANT'S DETAILS

Title: Mr Mrs Miss Ms Dr Relationship Status: DOB

First Name Last Name

Current Address

Phone (w) Phone (h) Fax

Phone (m) Email

ID Number: Drivers Licence Other

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.

EMPLOYMENT DETAILS

Name of Employer Name of Manager

Occupation Term Phone 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

WHO WILL BE RESIDING AT THE PROPERTY?

Name DOB Sex: M/F Smoker: Yes No

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CURRENT RENTAL REFERENCE

Agency Name (or private) Lessor Name

Agent / Lessor Phone Number Rent Period Rented

Rented Property Address

Reason for Vacating

PREVIOUS RENTAL REFERENCE

Agency Name (or private) Lessor Name

Agent/Lessor Phone number Rent Period Rented

Rented Property Address

Reason for Vacating

If you do not have any rental reference(s) please state why:

TWO PERSONAL REFERENCES (must not be relatives)

Name Phone

Name Phone

The following must be completed before your application can be processed. Please initial to confirm you understand the following:

I acknowledge that I will make no claim or demand nor commence litigation against the lessor or his agent should the premises be found unavailable. Initial _____

I declare that I am not bankrupt or an undischarged bankrupt and affirm that all the information on this application is true and correct. Initial _____

I acknowledge that this agency is not required or obliged to disclose why or supply any reason should my application be unsuccessful. Initial _____

I give permission for Wright Dunn Real Estate to conduct reference checks at its discretion for the sole purpose of establishing my credentials and suitability to enter into a tenancy agreement for the aforementioned property. Initial _____

If the property has lawns/gardens I understand that it is my responsibility to maintain the lawn/gardens including watering, mowing, edging and weeding. Initial _____

I undertake to pay a security bond by EFT (proof of Transfer required) or cleared funds, Bank Cheque or Money Order upon or prior to signing of the lease, with rental payments thereafter to be made by EFT, personal cheque or Money Order only. I acknowledge that **CASH PAYMENTS WILL NOT BE ACCEPTED.** Initial _____

I acknowledge that if my application is successful that I and all occupants must be present at the time of lease signing. The lease must be signed within 24 hours of offer. At the time of signing, I will need to pay the bond using exact cash, Bank Cheque or Money Order. bond is equivalent 4 weeks rent. Initial _____

I confirm that I attended the exhibition/s of the aforementioned premises and if approved I accept the premises in the current condition. Initial _____

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 Principles (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 Name Date

In the presence of Name Date

You are required to supply the following information:

- | | |
|--|--|
| <input type="checkbox"/> Recent Pay slip (if employed) | <input type="checkbox"/> Bank statement (if self employed) |
| <input type="checkbox"/> Centrelink statement | <input type="checkbox"/> Rates notice (if no rental history) |
| <input type="checkbox"/> Appointment letter (if starting new employment) | <input type="checkbox"/> Photo ID |

Please submit this application by email, fax or in person. Please note applications must be **FULLY** completed and all necessary attachments included before being processed.

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.