

# Residential Tenancy Application

[www.tenancyapplication.com.au](http://www.tenancyapplication.com.au)



## AGENT DETAILS

Agency Name: Dedona Property Management

Property Manager: Dafnny Dedona

Email: [dafnny@dedonapropertymanagement.com.au](mailto:dafnny@dedonapropertymanagement.com.au)

Date Received:

Application ID:

Apply Online:  
[www.tenancyapplication.com.au/dedonapropertymanagement](http://www.tenancyapplication.com.au/dedonapropertymanagement)

## SUPPORTING DOCUMENTS

A minimum of 100 points is required to apply.

- 40 Points: Photo ID. (eg. Drivers License, Passport, Keypass, Proof Of Age, Student ID)
- 20 Points: Proof of Address - Bank Statement, Utility Bill (eg. Electricity / Gas / Phone), Motor Vehicle Registration.
- 20 Points: Rental History / Tenant Ledger or Rental Reference.
- 20 Points: Employment / Proof of Income. (eg. 2 x Payslips, Letter of Employment, Employment Reference)
- 20 Points: Medicare / Credit / Bank Card

**PROPERTY DETAILS**

Full Address:	
Postcode:	Property Type:
No. of Bedroom:	Bond: \$
Rent:	<input type="checkbox"/> Weekly \$ <input type="checkbox"/> Monthly \$
Commencement Date:	
Preferred Lease Term:	
Total No. of Occupants:	
Total No. of Children:	Ages:
No. of Vehicles:	No. of Pets:
How did you find out about this property? :	
Date Inspected :	
Inspection code :	
Other Occupants details :	

**Moving Services**

dafnny@dedonapropertymanagement.com.au

Selecting the right utility provider can make your move easier and may save you money. Would you like a call closer to your moving date to help arrange connection to your household services? You'll get a phone call, email and help to compare and select a plan from available suppliers.

<input type="checkbox"/> Electricity	<input type="checkbox"/> Gas	<input type="checkbox"/> Telephone
<input type="checkbox"/> Internet	<input type="checkbox"/> Bottled gas	<input type="checkbox"/> Pay TV
<input type="checkbox"/> Disconnections	<input type="checkbox"/> Removalist	<input type="checkbox"/> Vehicle hire
<input type="checkbox"/> Cleaning services		

By submitting this application, you are providing your consent and authorisation to the moving services provider to arrange for the connection and/or disconnection of the nominated utility products or services as well as the purchase of the nominated product. In order to operate their business activities efficiently and to facilitate your request they may need to collect your personal information. By submitting this application you are providing your consent and authorisation for the moving service provider to disclose and use your personal information in accordance with their privacy policy. By submitting this application, you declare that all of the information contained or disclosed in this application is true and correct. You further are confirming your understanding and agreement to the Privacy Policy and Terms and Conditions which is being provided to you.

.....  
(Signature)

.....  
(Date)

**PERSONAL DETAILS**

Name:	
Gender:	
Date of Birth:	
Home Phone:	Work Phone:
Mobile:	Fax:
Email:	

**EMERGENCY CONTACT**

Name:	
Relationship:	
Contact Address:	
Home Phone:	
Work Phone:	
Mobile:	
Email:	

**CURRENT ADDRESS DETAILS**

What are your current living arrangements?:		
Unit:	Street:	
Street Name:		Street Type:
Suburb:	State:	PostCode:
When did you move in?:		
Reason for leaving:		
Landlord's Name:		
Is your postal address different?: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Post Address:		
Post Suburb:		
Post State:		
PostCode:		

**PREVIOUS ADDRESS DETAILS**

What was your previous living arrangements?:		
Unit:	Street:	
Street Name:		Street Type:
Suburb:	State:	PostCode:
From Date:	To Date:	
Reason for leaving:		

### CURRENT EMPLOYMENT DETAILS

What is your current work situation?:

I am currently employed  self employed

Unemployed

Company Name:

Manager/Contact Name:

Phone:

Email:

Current Address:

Industry:

Occupation/Position:

Nature of Employment:

When did you start?:

Gross Annual Salary Before Tax:

### PREVIOUS EMPLOYMENT DETAILS

What was your previous work?:

I was previously employed  self employed

Unemployed

Company Name:

Manager/Contact Name:

Phone:

Email:

Address:

Industry:

Occupation/Position:

Nature of Employment:

When did you start?:

When did you finish?:

Gross Annual Salary Before Tax:

### PERSONAL REFERENCES

Someone who knows you well who will not be living with you

Personal Reference:

Occupation:

Relationship:

Phone:  Mobile:

Email:

Address:

### PROFESSIONAL REFERENCES

Work colleagues, associates, etc

Name of Professional Reference 1:

Company Name:

Relationship:

Phone:  Mobile:

Email:

Company Address:

Name of Professional Reference 2:

Company Name:

Relationship:

Phone:  Mobile:

Email:

Company Address:

### FURTHER QUESTIONS

Has your tenancy ever been terminated by a landlord or agent?:  Yes  No

Have you ever been refused a property by any landlord or agent?:  Yes  No

Are you in debt to another landlord or agent?:  Yes  No

Have any deductions ever been made from your rental bond?:  Yes  No

Is there any reason known to you that would affect your future rental payments?:  Yes  No

Do you have any other applications pending on other properties?:  Yes  No

Do you currently own a property?:  Yes  No

Are you considering buying a property after this tenancy or in the near future?:  Yes  No

## General Lease Terms



### Bond & Initial Payments

On approval of an application a tenant is required to pay a holding deposit in accordance with the above provisions, to commence the lease 4 weeks' bond and 2 weeks rent in advance must be paid to the agent.

- a. Bond Payments - made direct to the Bond Board or by Bank Cheque or Money Order.
- b. The first 2 weeks rent are to be paid by credit card using Visa / MasterCard / AMEX / Diners or Debit Card using Rental Rewards.

### Holding Deposit.

The holding deposit can only be accepted after the application for tenancy has been approved.

The holding fee of 1 WEEKS RENT keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement). In consideration of an approved holding fee paid by a prospective tenant, the agent acknowledges that:

- i. The application for tenancy has been approved by the landlord; and
- ii. The premises will not be let during the above period, pending the making of a residential tenancy agreement; and
- iii. If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee; and
- iv. If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.
- v. The whole of the fee will be refunded to the prospective tenant if:
  - a. the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period.
  - b. the landlord / landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

### Ongoing Rent Payments

Our preferred payment method for rent is Rental Rewards. (Please note that there is a small convenience fee charged for the use of the system). These fees are charged by a third-party payment processor - Rental Rewards.

The fees for the convenience of the use of the services are:

- a. Bank Account: \$2.50
- b. BPAY: \$2.75 inc GST (internet banking using Rental Rewards Biller and Reference)
- c. Credit Card: 1.45% Visa / MasterCard Standard; 1.70% Visa / MasterCard Premium & Corporate; 3% International; 2.53% AMEX & Diners.

Upon approval, you will be directed to the Rental Rewards Tenant Set-Up form which you'll need to complete and bring along you with other supporting documents as outlined in Identification when you come in to sign the lease, if not already provided.

Other accepted payment methods (including a method that does not incur a charge other than standard bank fee) to pay rental and other payments to us is by Cheque (Bank or Personnel), Deduction from Pay (organised through your employer), and Centrepay (organised through Centrelink).

We have provided options for your convenience and ask that you consider what is most suitable to your circumstances.

I the tenant agree that upon approval I will submit/complete the credit card authorisation form within 24 hours of being provided

## Terms and Conditions

### 1. Tenancy Privacy Statement / Collection Notice

Due to the changes in the Privacy Laws, all property managers must ensure that you (the applicant) fully understand the National Privacy Principles and the way they must use your personal information to carry out their role as professional property managers.

The information, personal or otherwise, provided by the prospective tenant in this application or that which is collected from other sources is necessary for the agent to assess the risk in providing you with the tenancy, to identify the applicant's identity and to process, evaluate and manage the tenancy.

The personal information collected about you (the applicant) in this application may be disclosed, by use of the internet or otherwise, to other parties, including:

- The Landlord
- Trades People
- Financial Institutions
- Government and Statutory bodies
- Referees
- Solicitors
- Property Evaluators
- Existing or potential clients of the agent
- Rental Bond Authorities
- Tenant Databases
- Other Real Estate Agents
- Other Third Parties as required by law
- Collection Agents
- Verification Services
- Other Landlords
- Body Corporates

Information already held on tenancy databases may also be disclosed to the Agent and/or landlord. Unless you advise the Agent to the contrary, the Agent may also disclose such information to The Real Estate Institute of your State and to NTD, TRA, TICA, RP DATA, BARCLAY MIS or DATAKATCH for the purpose of documenting all leasing data in the area for the benefit of its members as part of membership services and for others in the property related industries, and so as to assist them in continuing to provide the best possible service to their clients. In providing this information, you (the applicant) agree to its use, unless you advise the Agent differently.

The privacy policy of your State's Real Estate Institute can be viewed by logging on to [www.reia.asn.com.au](http://www.reia.asn.com.au) and selecting your State.

The privacy policy of NTD can be viewed by logging on to <https://www.ntd.net.au> or contact them on NTD - 1300 563 826

The privacy policy of TRA can be viewed by logging on to <http://tradingreference.com> or contact them on TRA - (02) 9363 9244

The privacy policy of TICA can be viewed by logging on to <https://www.tica.com.au/> or contact them on TICA - 1902 220 346

The privacy policy of BARCLAY MIS can be viewed on <http://barclaymis.com.au> or contact them on BARCLAY MIS - 1300 883 916

The privacy policy of DATAKATCH can be viewed on <http://datakatch.com.au> or contact them on DATAKATCH - (02) 9086 9388

The Agent will only disclose information in this way to other parties to achieve the purposes specified above or as allowed under the Privacy Act.

If you (the applicant) would like to access this information you can do so by contacting the Agent at the address and contact numbers for the property you are interested in renting. You (the applicant) can also correct this information if it is inaccurate, incomplete or out of date.

If your personal information is not provided to the Agent and you (the applicant) do not consent to the use of this information as specified above, the Agent cannot carry out their duties and may not be able to provide you with the lease/tenancy of the premises.

### 2. Tenant Declaration

- I acknowledge that this is an application to lease the property for which I am applying and that my application is subject to the owner's approval and the availability of the premises on the due date. No action will be taken against the landlord or agent should the premises not be ready for occupation on the due date or if my application is unsuccessful.
- I acknowledge that the processing period for my application could be up to 2 working days and in some circumstances longer. Unless contacted earlier by staff from the real estate agent in question - I will expect this time frame.
- I acknowledge that the landlord and landlord's agent will rely on the truth of my answers in assessing the application for tenancy
- I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act.
- I acknowledge that I will be required to pay rent and a rental bond subject to the conditions of the Agent
- I acknowledge that an inquiry, independent or otherwise, may be made on all applicants applying for this property, to verify the validity of the personal details that have been supplied and to check my credit worthiness. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information.
- I/we have been given the opportunity to view a copy of the standard terms and conditions that would be included in a lease, should my application be successful
- I declare that all information contained in this application is true and correct and given of my own free will and can be based as fact.
- I acknowledge that the agent in question cannot confirm that any phone lines to the property are operable or able to be reconnected. I understand that's it's the tenants responsibility to check with the telephone provider before proceeding with the tenancy to confirm the situation with the telephone line. Ensuring the main switch is in the off position for power connection remains the responsibility of the tenant .

I acknowledge that I have Read, Understood and Agree with the General Lease Terms, Tenancy Privacy Statement / Collection Notice & Tenant Declaration

.....  
(Signature)

.....  
(Date)