



DPG PROPERTY GROUP

P 03 9629 9625
F 03 9614 0734
Suite 1.06/Level 1, 2 Queen Street, Melbourne VIC 3000
www.dpgproperty.com

Tenancy Application Form

Please complete all of the following details

A. Agent Details

DPG Property Group
Suite 1.06, 2 Queen Street, Melbourne, VIC
Phone: (03) 9629 9625
Fax: (03) 9614 0734
Email: rentals@dpgproperty.com
Web: www.dpgproperty.com

B. Property Details

1. Address:

Address input fields

2. Rent per week:

3. Lease term: Years Months

4. Lease commencement date:

C. Applicant Details

5. Personal Details

Title: First Name:

Surname: Date of Birth:

6. ID Details

Diver License No.:

Diver License Expiry Date:

Car Registration No.:

Passport No.: Passport Country:

Pension No.: Pension Type: (If Applicable)

7. Contact Details

Home No.: Mobile:

Work No.: Email:

D. Utility Connections

Successful applicants will be contacted by one of our Dynasty Property Group... We can also source obligation free quotes for removalist, storage, cleaning, maintenance service and much more.



powered by Movinghub

DECLARATION AND EXECUTION: By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose...

By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.

Signature

Date

Signature box

Date box

PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F:1300 664 185. www.directconnect.com.au

E. Declaration

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

I authorise the Agent to obtain personal information about me from:

- (a) The owner or the Agent of my current or previous residences;
(b) My personal referees for this application
(c) My current and past employers;
(d) Any person who maintains any record, listing or database of defaults by tenants;
and I authorise and consent to each of those persons providing requested personal information about me to the Agent. If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy database and to agents/landlords of properties I may apply for in future.

I am aware that the Agent will use and disclose my personal information in order to:

- (a) communicate with the owner and select a tenant
(b) prepare lease/tenancy documents
(c) allow tradespeople or equivalent organisations to contact me
(d) lodge/claim/transfer to/from a Bond Authority
(e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
(f) refer to collection agents/lawyers (where applicable)
(g) complete a credit check with NTD (National Tenancies Database)
(h) transfer water account details into my name

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above. If Section D is completed, I consent to the disclosure of this page of the application form to Direct Connect for the purpose of enabling Direct Connect to offer the connection and disconnection services to me. Where Direct Connect is requested to arrange for the provision of the services, I consent to Direct Connect 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 Direct Connect disclosing confirmation details (including NMI, MIRN, telephone number, Water Company) to the Agent. I acknowledge that neither Direct Connect 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 Direct Connect. I acknowledge that Direct Connect, the Agent and its employees may receive a fee and/or benefit from a utility service provider in relation to the connection of a utility service. There is no charge for the Direct Connect service; normal service provider fees or bonds may apply.



DPG PROPERTY GROUP

P 03 9629 9625
F 03 9614 0734
Suite 1.06/Level 1, 2 Queen Street, Melbourne VIC 3000
www.dpgproperty.com

Tenancy Application Form

Signature

[Signature box]

Date

[Date box]

F. Other Applicant Details

8. No. of Other Applicants

No. of Adults: No. of Children:

Age of Children:

9. Pets

Pets Y/N: No. of Pets:

Type of Pet/Breed: Age of Pets:

Inside/Outside:

G. Leasing History

10. Current Address

Address:

[Address line]

How long have you been living here? Years Months

Name of Landlord/Agent:

Phone No.:

Rent per month:

Period of Occupancy:

Reason for leaving:

11. previous rental address

Address:

[Address line]

How long have you been living here? Years Months

Name of Landlord/Agent:

Phone No.:

Rent per month:

Period of Occupancy:

Reason for leaving:

Was bond refunded in full? Y/N:

If No, please specify why:

[Empty line]

H. Employment Details

12. Current Employment Details

Occupation:

Employers Name/Company:

Employment Address:

Suburb: Postcode:

Employer phone No.:

Contact Name:

Net income: Per week/Month/Year

Length of Employment: years Months

13. Previous employment details

Occupation:

Employers Name/Company:

Employment Address:

Suburb: Postcode:

Employer phone No.:

Contact Name:

Net income: Per week/Month/Year

Length of Employment: years Months

I. Students

14. student Details

Institution:

Course taken:

Student NO.:

Length of Course: Year of Study:



DPG PROPERTY GROUP

P 03 9629 9625  
F 03 9614 0734  
Suite 1.06/Level 1, 2 Queen Street, Melbourne VIC 3000  
www.dpgproperty.com

## Tenancy Application Form

Parents name: \_\_\_\_\_ Ph \_\_\_\_\_

Campus Contact: \_\_\_\_\_ Ph \_\_\_\_\_

Course Co-ordinator: \_\_\_\_\_ Ph \_\_\_\_\_

Are you receiving finance help? Y/N: \_\_\_\_\_

Amount: \_\_\_\_\_ Per week/Month/Year

### J. Emergency Contact

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

### K. Personal References (not related to you)

#### Reference 1

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Occupation/Relationship: \_\_\_\_\_

#### Reference 2

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Occupation/Relationship: \_\_\_\_\_

### Identification check

Please note in order for your application to be processed you must provide 100 points (minimum) of ID, one of which must be photo ID & Proof of income. The following documents are acceptable.

#### Photo ID

- 40 Points - Driver's License
  - 40 Points - Passport
- Visa required for all international applicants

#### Financial Confirmation

- 25 Points - Bank Statement for past four months
- 25 Points - Last 4 pay slips or bank statement which confirms salary being paid for the past 3 months

#### Student Applicants

- 25 Points - Student ID
- 20 Points - Letter of confirmation of enrolment
- 10 Points - Parental guarantee or financial guarantee from other sources (i.e. government)

#### Home Owner Confirmation

- 25 Points - Current council or water rates

#### Other Documents

- 20 Points - Last 3 rent receipts or bank statement which confirms rent paid for the past 3 months
- 40 Points - Birth Certificate
- 10 Points - Medicare Card
- 20 Points - Employment reference from current employer
- 25 Points - Current utility bills (Water, gas, Electricity or phone)
- 10 Points - Pension Card