

DPG RENTAL APPLICATION FORM

Dear Applicant,

Thank you for your interest in our property. The following form can be completed in hardcopy or online and may be submitted to our office in person or via email.

As part of the application process we will confirm your employment details with your Employer; including wages, position and time with the company. We will also check rental history and confirm ownership history if applicable including checking the National Tenancy Database for previous lodgements.

In order for us to process the Application please ensure that:

- All Applicants over the age of 18 are included on the Application Form.
- All Applicants have signed the Privacy Statement on page 4
- All Applicants have 2 personal references – different for each Applicant
- The name and contact details of current Lessor or Property Manager are disclosed.
- Your employment details including wage are disclosed.
- All Applicants have signed and dated page 9.

With your application we require:

- A copy of your Driver's Licence.
- A copy of your Passport.
- A copy of your Medicare Card
- 2 Recent Payslips – if working
- Bank Statement – if not working
- If you are not an Australian Citizen please include a copy of your Visa.

Please submit your completed application and all relevant documentation to Donald Property Group by email: rentals@donaldpropertygroup.com.au or to our office: 37 Great Eastern Highway, Rivervale WA 6103

You should expect to receive an update on your completed application within a maximum of 2 business days of submitting the Application Form. Please ensure that your references are aware that we will be calling as this can cause a delay in processing your application.

Thank you again for choosing Donald Property Group.

Kind Regards,

Anna Szczypczyk

Anna Szczypczyk



INFORMATION FOR APPLICANTS

Only complete this application if you are sure that you want to enter into a Residential Tenancy Agreement with the Lessor of the Premises. The Lessor of the premises is attempting to locate the most suitable tenant; that is a tenant who pays rent on time and takes good care of the property. To enable the Lessor to determine in their opinion who is the most suitable person, the Lessor's property manager requires some background information about you.

THE APPLICATION FORM

This application form will assist the lessor (landlord) to select a tenant to rent the premises. The lessor/property manager will require some information about the applicant in this form, such as rental history and how the rent will be paid. The application may not be approved if not enough information is provided. This form does not form part of a tenancy agreement. The rights and obligations of the tenant and lessor are governed by the *Residential Tenancies Act 1987*.

OPTION FEE

An option fee is a sum of money that may be paid by an applicant to a lessor or their property manager when lodging a rental application. For most properties, the option fee is capped at \$50 or \$100 depending on the weekly rent (refer to the Residential Tenancies Regulations 1989). If the lessor/property manager decides not to offer the applicant the tenancy, they must return the option fee by cash or EFT within 7 days of the decision to refuse the application. If the applicant takes up the tenancy, the lessor/property manager can either return the option fee in full or credit it towards the first rent payment. The applicant may apply to the Magistrates Court for the return of any option fee owed to them by the lessor. If the applicant decides not to rent the property after being offered the tenancy, the option fee may be forfeited.

TENANCY DATABASES

Private tenancy databases are used to check a tenant's rental history. When a prospective tenant applies for a tenancy, the lessor/property manager must provide a written notice outlining the databases they use and the contact details. This written notice is provided within this application. Other database obligations include: advising tenants if personal information about them is listed on a database, updating listings for accuracy, and only listing a tenant if the tenancy has ended and the amount owing is more than the bond or a court has made an order terminating the residential tenancy agreement. For more information about tenancy databases refer to the Department of Commerce's publications *Tenancy databases* or *Renting out your property*. The tenancy database provisions are consistent with the National Privacy Principles established by the *Privacy Act 1988* (Cth).

EQUALITY

All applicants must be considered in accordance with the *Equal Opportunity Act 1984* (WA). There must be no discrimination based on: sex, marital status, pregnancy, gender history, parental or carer status, sexual orientation, race, religious or political conviction, disabilities, mental health, age or discrimination by personal association with someone else who may be treated unfairly on the basis of any of the above.

For further information about tenancy rights, refer to the *Residential Tenancies Act 1987* or contact the Department of Commerce on 1300 30 40 54 or www.commerce.wa.gov.au/ConsumerProtection.

INFORMATION FROM YOU

PROPERTY ADDRESS: _____

APPLICANT 1: _____

APPLICANT 2: _____

APPLICANT 3: _____

TENANCY DETAILS

1) You require the tenancy for a period of _____ months, from _____ to _____

At a rent of \$ _____ per week

2) Total number of persons to occupy the Premises: Adults _____ Children: _____

Children's ages: _____

3) Pets Type of pet _____ Breed _____ Number _____ Ages _____

Type of pet _____ Breed _____ Number _____ Ages _____

Type of pet _____ Breed _____ Number _____ Ages _____

4) Do you intend applying for a residential tenancy bond from a state government department? Yes No

If yes, \$ _____ from (branch) _____

5) Special Conditions requested by you:

Please note: The Lessor is not obliged to accept any special conditions

6) Addresses you wish to receive the Tenancy Agreement if you are successful and/or notices relating to tenancy

Email (optional) _____

Postal Address (required) _____

7) You declare that you are not bankrupt and all of the information provided to DPG is true and correct and not misleading in any way.

8) You acknowledge that having inspected the premises, you will accept possession of the premises in the condition it was at the date of inspection.

9) By signing this application you are making an application to lease the premises, the Lessor may or may not offer you a proposed Residential Tenancy Agreement for this address.

10) You must understand that if you are the successful applicant and the Lessor provides you with a proposed Residential Tenancy Agreement but you do not comply with the prerequisites for the existence of a binding Residential Tenancy Agreement (including signing the agreement, returning it to the property manager by the stipulated time, pay any stipulated rental in advance, security and or pet bond) no Residential Tenancy Agreement will come into existence and the lessor may enter into a Residential Tenancy Agreement with another person.

Name/s: _____

Signature: _____

DPG PRIVACY STATEMENT

You agree that for the purpose of this application, the Lessor or Property manager may make enquiries of the persons given as referees, next of kin or emergency contacts provided by you and also make enquires of other persons or agencies as the Lessor may see fit.

The personal information you give in this application or collected from other sources is necessary for the Lessor or Property Manager to verify your identity, to process and evaluate the application, to manage the tenancy and conduct the Property Manager's business.

Personal information collected about you in this application and during the course of your tenancy, if the application is successful, may be disclosed for the purpose of which it was collected to other parties including to the Lessor, referees, other property managers, prospective lessors, third party operators of the residential tenancy databases and prospective buyers of the premises. Information already held on residential tenancy databases may also be disclosed to the to the property manager or Lessor.

If you enter into the Residential Tenancy Agreement or you fail to comply with your obligations under any Residential Tenancy Agreement that fact and other relevant personal information collected about you during the course of this application (including information provided separately to this application) or the Residential Tenancy Agreement may also be disclosed to the Lessor, , third party operators of the residential tenancy databases (to the extent permitted by law), other property manages, prospective lessors and prospective buyers of the premises.

If you would like to access personal information the Lessor or Property Manager holds, you can do so by contacting the Property manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information in this application is not provided, the Property Manager may not be able to process the application or the Residential Tenancy Agreement properly or manage the tenancy properly.

I have understood and accept the above privacy statement

Name/s: _____

Signature: _____

NOTICE OF USE OF ONE OR MORE RESIDENTIAL TENANCY DATABASES

- 1) It is the Property Managers usual practice to use one or more residential databases for the purpose of checking an applicant's tenancy history.
- 2) The name of each residential tenancy database that the Property Manager or Lessor usually uses, or may use, for deciding whether a Residential Tenancy Agreement should be entered into with a person are set out below:
- 3) The contact details for the database operator(s), who operates the database(s) used by the PM as referred to above are as follows:
 - a. **TICA**
 - i. **Address:** PO Box 120 Concord NSW 2137
 - ii. **Telephone:** 190 222 0346. Calls are charged at \$5.45 per minute including GST (higher for mobile or pay phones)
 - iii. **Facsimile:** (02) 9743 4844
 - iv. **Website:** www.tica.com.au
 - b. **National Tenancy Database**
 - i. **Address:** GPO Box 13294 George Street 120, Brisbane QLD 4003
 - ii. **Telephone:** 1300 563 826
 - iii. **Facsimile:** (07) 3009 0619
 - iv. **Website:** www.ntd.net.au
 - v. **Email:** info@ntd.net.au
- 4) The applicant may obtain information from the database operator in the following Manner:
 - a. As to TICA:
 - i. Postal and fax application forms can be downloaded at www.tica.com.au . Information regarding the application fees can be found on the application form.
 - b. As to the National Tenancy Database
 - i. A request for rental history can be downloaded from www.ntd.net.au. A link to the form can be found under the tab "For Tenants"
 - ii. A request for rental history can be submitted by post, fax or email.

NOTE: This notice is required to be given regardless of whether the Property manager intends to conduct a search on each applicant

Initials: _____

APPLICANT ONE

PERSONAL PARTICULARS

First Name _____ Middle Name _____ Surname _____
Current Address _____
Date of Birth ___ / ___ / ___ Place of Birth _____ Family Name at Birth _____
Australia Citizen Yes No Visa Details _____ Smoker Yes No
Mobile _____ Home Ph _____ Work Ph _____
Email _____

DOCUMENTS TO VERIFY IDENTITY

Drivers Licence Number _____ State Issued _____ Passport Number _____
Other ID _____
Vehicle Type _____ Registration _____

CURRENT RENTAL HISTORY

Name of current Lessor or Managing Agent to who rent is paid (office name) _____
Rental Property Address _____
Property Manager's Name _____ Office Phone _____
PM's Email Address _____
Rent Paid per Week \$ _____ Lease period from _____ to _____
Reason for Leaving _____

PREVIOUS RENTAL HISTORY

Name of previous Lessor or Managing Agent to who rent was paid (office name) _____
Rental Property Address _____
Property Manager's Name _____ Office Phone _____
PM's Email Address _____
Rent Paid per Week \$ _____ Lease period from _____ to _____
Reason for Leaving _____

EMPLOYMENT DETAILS (if self-employed less than one year, give previous employer)

Occupation _____ Employer _____ Full Time/Part Time/Casual
Period of Employment from _____ to _____ Income \$ _____ weekly/fortnightly/monthly
Reference Name _____ Position _____ Ph No _____

If less than 12 months, name, phone number and address of previous employer

Explanation if unemployed _____

Centrelink Payments, if any _____ per week fortnight month

REFERENCES – please provide two personal references, different for each applicant

Name _____ Relationship _____ Mobile _____
Name _____ Relationship _____ Mobile _____

NEXT OF KIN

Name _____ Relationship _____ Mobile _____
Home Phone _____ Address _____

EMERGENCY CONTACT

Name _____ Relationship _____ Mobile _____
Home Phone _____ Address _____

APPLICANT TWO

PERSONAL PARTICULARS

First Name _____ Middle Name _____ Surname _____
Current Address _____
Date of Birth ___ / ___ / ___ Place of Birth _____ Family Name at Birth _____
Australia Citizen Yes No Visa Details _____ Smoker Yes No
Mobile _____ Home Ph _____ Work Ph _____
Email _____

DOCUMENTS TO VERIFY IDENTITY

Drivers Licence Number _____ State Issued _____ Passport Number _____
Other ID _____
Vehicle Type _____ Registration _____

CURRENT RENTAL HISTORY

Name of current Lessor or Managing Agent to who rent is paid (office name) _____
Rental Property Address _____
Property Manager's Name _____ Office Phone _____
PM's Email Address _____
Rent Paid per Week \$ _____ Lease period from _____ to _____
Reason for Leaving _____

PREVIOUS RENTAL HISTORY

Name of previous Lessor or Managing Agent to who rent was paid (office name) _____
Rental Property Address _____
Property Manager's Name _____ Office Phone _____
PM's Email Address _____
Rent Paid per Week \$ _____ Lease period from _____ to _____
Reason for Leaving _____

EMPLOYMENT DETAILS (if self-employed less than one year, give previous employer)

Occupation _____ Employer _____ Full Time/Part Time/Casual
Period of Employment from _____ to _____ Income \$ _____ weekly/fortnightly/monthly
Reference Name _____ Position _____ Ph No _____

If less than 12 months, name, phone number and address of previous employer

Explanation if unemployed _____

Centrelink Payments, if any _____ per week fortnight month

REFERENCES – please provide two personal references, different for each applicant

Name _____ Relationship _____ Mobile _____
Name _____ Relationship _____ Mobile _____

NEXT OF KIN

Name _____ Relationship _____ Mobile _____
Home Phone _____ Address _____

EMERGENCY CONTACT

Name _____ Relationship _____ Mobile _____
Home Phone _____ Address _____

APPLICANT THREE

PERSONAL PARTICULARS

First Name _____ Middle Name _____ Surname _____
Current Address _____
Date of Birth ___/___/___ Place of Birth _____ Family Name at Birth _____
Australia Citizen Yes No Visa Details _____ Smoker Yes No
Mobile _____ Home Ph _____ Work Ph _____
Email _____

DOCUMENTS TO VERIFY IDENTITY

Drivers Licence Number _____ State Issued _____ Passport Number _____
Other ID _____
Vehicle Type _____ Registration _____

CURRENT RENTAL HISTORY

Name of current Lessor or Managing Agent to who rent is paid (office name) _____
Rental Property Address _____
Property Manager's Name _____ Office Phone _____
PM's Email Address _____
Rent Paid per Week \$ _____ Lease period from _____ to _____
Reason for Leaving _____

PREVIOUS RENTAL HISTORY

Name of previous Lessor or Managing Agent to who rent was paid (office name) _____
Rental Property Address _____
Property Manager's Name _____ Office Phone _____
PM's Email Address _____
Rent Paid per Week \$ _____ Lease period from _____ to _____
Reason for Leaving _____

EMPLOYMENT DETAILS (if self-employed less than one year, give previous employer)

Occupation _____ Employer _____ Full Time/Part Time/Casual
Period of Employment from _____ to _____ Income \$ _____ weekly/fortnightly/monthly
Reference Name _____ Position _____ Ph No _____

If less than 12 months, name, phone number and address of previous employer

Explanation if unemployed _____

Centrelink Payments, if any _____ per week fortnight month

REFERENCES – please provide two personal references, different for each applicant

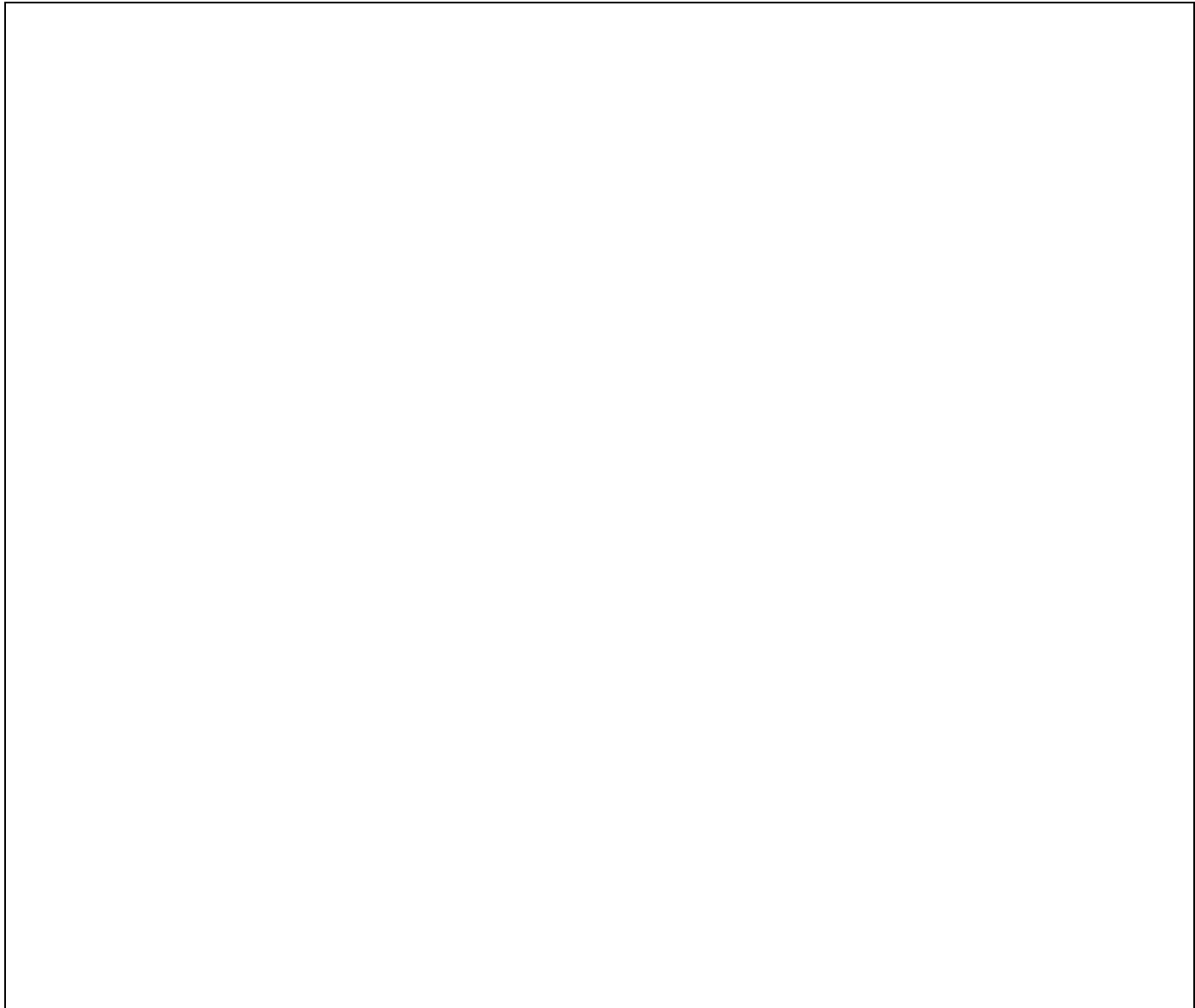
Name _____ Relationship _____ Mobile _____
Name _____ Relationship _____ Mobile _____

NEXT OF KIN

Name _____ Relationship _____ Mobile _____
Home Phone _____ Address _____

EMERGENCY CONTACT

Name _____ Relationship _____ Mobile _____
Home Phone _____ Address _____



In signing this document you are making an application to enter into a Residential Tenancy Agreement in relation to the premises. Your application may or may not be successful.

Applicant One

Signed _____ Dated _____

Applicant Two

Signed _____ Dated _____

Applicant Three

Signed _____ Dated _____