



ADDRESS OF PROPERTIES APPLIED FOR	
1.	
2.	
3.	

APPLICANT 1	
FULL NAME:	
PHONE:	MOBILE:
EMAIL:	
DOB:	CHILDREN/AGES:
NUMBER OF VEHICLES TO RESIDE AT PROPERTY:	
VEHICLE REGISTRATIONS:	
NUMBER OF PETS:	AGES:
BREEDS:	
DRIVERS LICENCE NUMBER:	
PASSPORT NUMBER:	
EMERGENCY CONTACT (not living with you)	
NAME:	PHONE:
ADDRESS:	
RELATION:	

APPLICANT 2	
FULL NAME:	
PHONE:	MOBILE:
EMAIL:	
DOB:	CHILDREN/AGES:
NUMBER OF VEHICLES TO RESIDE AT PROPERTY:	
VEHICLE REGISTRATIONS:	
NUMBER OF PETS:	AGES:
BREEDS:	
DRIVERS LICENCE NUMBER:	
PASSPORT NUMBER:	
EMERGENCY CONTACT (not living with you)	
NAME:	PHONE:
ADDRESS:	
RELATION:	

EMPLOYMENT *2x payslips (self-employed to provide BAS)	
EMPLOYER:	
ADDRESS:	
MANAGER'S NAME:	
PHONE:	MOBILE:
EMAIL:	
YOUR POSITION:	
LENGTH OF EMPLOYMENT:	
NET INCOME: \$	per week / fortnight
CENTRELINK (if receiving please provide current statement)	
PENSION TYPE:	
AMOUNT RECEIVED: \$	per week / fortnight

EMPLOYMENT *2x payslips (self-employed to provide BAS)	
EMPLOYER:	
ADDRESS:	
MANAGER'S NAME:	
PHONE:	MOBILE:
EMAIL:	
YOUR POSITION:	
LENGTH OF EMPLOYMENT:	
NET INCOME: \$	per week / fortnight
CENTRELINK (if receiving please provide current statement)	
PENSION TYPE:	
AMOUNT RECEIVED: \$	per week / fortnight

PERSONAL REFEREE (not a family member)	
NAME:	PHONE:
ADDRESS:	
RELATION:	

PERSONAL REFEREE (not a family member)	
NAME:	PHONE:
ADDRESS:	
RELATION:	

CURRENT RESIDENCE renting/ owner (please provide rates)	
YOUR ADDRESS:	
LANDLORD/ AGENT:	
PHONE:	FAX:
RENT: \$	LENGTH OF OCCUPANCY:
DATE VACATED:	
REASON FOR VACATE:	
PREVIOUS RESIDENCE renting/ owner (please provide rates)	
YOUR ADDRESS:	
LANDLORD/ AGENT:	
PHONE:	FAX:
RENT: \$	LENGTH OF OCCUPANCY:
DATE VACATED:	
REASON FOR VACATE:	

CURRENT RESIDENCE renting/ owner (please provide rates)	
YOUR ADDRESS:	
LANDLORD/ AGENT:	
PHONE:	FAX:
RENT: \$	LENGTH OF OCCUPANCY:
DATE VACATED:	
REASON FOR VACATE:	
PREVIOUS RESIDENCE renting/ owner (please provide rates)	
YOUR ADDRESS:	
LANDLORD/ AGENT:	
PHONE:	FAX:
RENT: \$	LENGTH OF OCCUPANCY:
DATE VACATED:	
REASON FOR VACATE:	

I declare the above information to be true and correct. I understand this application is subject to approval by the owner.
I declare that I am not a bankrupt or undischarged bankrupt.

SIGNATURE OF APPLICANTS

APPLICANT 1 SIGNATURE:

PRINT NAME:

DATE:

APPLICANT 2 SIGNATURE:

PRINT NAME:

DATE:

PRIVACY STATEMENT

The personal information you provide in this application, or that is collected by us from other sources, is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including landlords, referees, government departments, other agents and third-party operators of tenancy reference databases. Information already held on these databases may also be disclosed to us and the landlord. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that agreement that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the landlord, debt collection agencies, insurance companies, government departments and third-party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact our office. You can also correct this information if it is inaccurate, incomplete or out of date. *If the information required from you is not provided by you, we may not be able to process your application.* I give consent to Dubbo Real Estate Agency to contact any of my referees provided in my tenancy application.

I agree and understand that once a tenancy application has been lodged with Dubbo Real Estate Agency and an inquiry made with a tenancy database, my information may be recorded as making an enquiry. I, the said applicant, declare that I give my permission to Dubbo Real Estate Agency to collect my information and pass such information onto TICA Default Tenancy Control Pty Ltd, National Tenancy Database – Veda Advantage Ltd or any third-party operators of tenancy reference databases for assessment of my tenancy application. TICA Default Tenancy Control Pty Ltd is a database company that allows its members access to information accumulated from other members about tenants who have breached their tenancy agreements. I agree that in the event of a default occurring under a tenancy agreement, I give my permission to Dubbo Real Estate Agency to register any of my details of such breach with a tenancy database. I further agree and understand that the removal of such information from a database company is subject to the condition of the database company. TICA Default Tenancy Control Pty Ltd can be contacted on 190 222 034 and National Tenancy Database – Veda Advantage can be contacted on 1300 921 621. I agree and understand that should I fail to provide Dubbo Real Estate Agency with the information and acknowledgements required, Dubbo Real Estate Agency may elect not to proceed with my tenancy application.

APPLICANT 1 SIGNATURE

PRINT NAME:

DATE:

APPLICANT 2 SIGNATURE

PRINT NAME:

DATE:

APPLICANTS PROPOSED TENANCY TERMS

I have inspected the property and wish to apply for the premises for a preferred term of **6 / 12 months** (please circle) commencing **ASAP/ when available/ other** (please circle). I, the applicant, understand that a Holding Deposit of one weeks rent is due immediately should my application be approved for tenancy.

If Pets are submitted on application and approved a "Pet Agreement" must be signed upon approval/acceptance.

OFFICE USE ONLY

It is hereby acknowledged that:

1. The applicant has paid a holding deposit of \$_____ equivalent to 7 days rent to reserve the premises.
2. The premises will be reserved for the applicant for a period of 7 days.
3. During this period, the premises will not be reserved for any other applicants, nor will a holding deposit be received from any other applicant.
4. The holding deposit will be paid towards the rent for the premises.
5. Should the applicant decide not to proceed, the owner will retain the holding deposit.
6. Should the owner decide not to proceed, a refund of the holding deposit will be given to the applicant.
7. On receipt of the holding deposit the Residential Tenancy Agreement will be prepared.

100 POINTS OF VERIFICATION REQUIRED (application cannot be processed until required 100 points ID provided each)

<input type="checkbox"/> Drivers Licence/ Photo ID	35	<input type="checkbox"/> Health Care Card	15
<input type="checkbox"/> Passport/ Birth Certificate	35	<input type="checkbox"/> Pension Card	15
<input type="checkbox"/> Bank Card	35	<input type="checkbox"/> Telephone Account	15
<input type="checkbox"/> Medicare Card	15	<input type="checkbox"/> Gas/ Electricity Account	15
<input type="checkbox"/> Bank Statement	15	TOTAL POINTS GATHERED	

*Ensure payslips are attached