

## TENANCY APPLICATION CONDITIONS

Please read this page carefully before completing your application.

1. **100 POINT TENANT CHECK:** for your application to be considered you must submit any combination of the following documents to accrue your point score

Your last (4) rental receipts	50 points	
Current Drivers License	40 points	
Photo identification – key pass, proof of age etc	30 points	
Current passport	30 points	
Current car / motor bike registration papers	10 points	
2 written references from previous landlord / agents, total of	20 points	
Copy of Phone, Gas and or power accounts, total of	10 points	
Copy of Birth Certificate	10 points	

If you are unable to meet 100 points please discuss this with the relevant property manager to organize alternative arrangements

2. **THE WHOLE PICTURE**

Please ensure that all your details are completed accurately and any additional special features / conditions that you require are added to this application so that we may provide our landlords with an accurate application. Your lease will be constructed from this application form so accuracy is very important.

3. **RENTAL CALCULATIONS**

Monthly rentals are calculated by the VCAT method – the weekly rental is divided by 7, then multiplied by 365 (days in the year) and divided by 12 so you pay 12 equal installments no matter how many days there are in the month. Any adjustments that may be necessary are calculated using the daily rate.

4. **TIME FOR PROCESSING YOUR APPLICATION**

We understand that finding a rental property is often difficult so we will process your application as quickly as possible. You can help by taking care that all the details requested are completed (we will not process partly completed Application Forms) and that your referees are available for us to speak to. Should you change your mind and not wish to continue with your application please phone us.

5. **NOTIFICATION OF THE RESULT OF YOUR APPLICATION**

Unsuccessful Applications: You will receive telephone advice usually within three days of placing the application. However this application may be applied to other properties being offered by this company. Remember the landlord chooses the tenant so we may not know why a particular tenant has been elected.

Successful Applications: You will receive telephone advice of your acceptance and to obtain the property you must, **within 24 hours**, attend the office and pay the bond by

**Bank Cheque made out to the Residential Tenancies Bond Authority and sign a Bond**

**Lodgement Form.** Once you pay the bond, you are the tenant. There are no exceptions to this rule.

6. **SIGNING OF THE LEASE**

At the above, or at a later appointment all tenants must sign the lease and pay the first months rental by **Bank Cheque made payable to Duffy Forsyth & Co Pty Ltd.** Subsequent rental payments may be made by personal cheque or paid direct to our bank account. However should a personal cheque be dishonored then all fees associated with this event shall be borne by the tenant/s.

7. **CONDITION REPORT & RIGHTS AND DUTIES STATEMENT**

On the day agreed for you to take up occupancy you will attend the office and collect the keys, Condition Reports and a Statement of Rights and Duties as well as your Tenant Pack. One copy of the Condition Report must be read, amended and **returned to this office within three business days of your occupancy.**

8. **UTILITIES**

It is your responsibility to connect the utilities and to finalise these accounts on your departure.

When submitting your Tenancy Application, please ask our Receptionist for a Fast Connect form to assist with connection of all utilities.

PLEASE DO NOT HESITATE TO CONTACT US TO DISCUSS ANY FURTHER QUESTIONS

**PLEASE RETAIN THIS PAGE**

**DUFFY FORSYTH & CO PTY LTD P/L**  
ESTATE AGENTS



(03) 9593 1900  
FAX (03) 9592 8686

72 CHURCH STREET,  
BRIGHTON, 3186.

**PROPERTY ADDRESS:** \_\_\_\_\_

RENT: \$ \_\_\_\_\_ wk COMMENCEMENT DATE: \_\_\_/\_\_\_/\_\_\_ LEASE TERM: \_\_\_\_\_

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**APPLICANT'S DETAILS:-**

Full Name ( all Christian names) \_\_\_\_\_

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

Phone Numbers: Bus: \_\_\_\_\_ Mobile \_\_\_\_\_

Home \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_

Date of Birth (Optional) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Drivers Licence Number \_\_\_\_\_

Motor Vehicle Make \_\_\_\_\_ Registration \_\_\_\_\_

Pets: yes / No: if yes please provide details including names \_\_\_\_\_

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Smoker Yes / No: If yes do you smoke inside yes / no

Number of persons to occupy the property \_\_\_\_\_

Names of others to occupy the property ( all adult residents must submit a tenancy application form, even if they are not to be named on the lease).

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Emergency Contact person: Name \_\_\_\_\_

Ph: Bus \_\_\_\_\_ AH \_\_\_\_\_ Mobile \_\_\_\_\_

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

If paying rent by a Company Cheque, the name of that Company \_\_\_\_\_

If your rent is to be paid by a company as part of your salary package then the Company may have to be the tenant and you the approved applicant – please discuss this with us.

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**RENTAL HISTORY** Immediately prior to this application I was residing in my own home Yes / No

If yes, the reason you vacated, otherwise please complete the next section.

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**Current Landlord's / Agent's Name**

:email: \_\_\_\_\_

Phone No: Bus \_\_\_\_\_ Mobile \_\_\_\_\_ AH \_\_\_\_\_

Length of this tenancy \_\_\_\_\_ Weekly rental \$ \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Previous Landlord** (if above is less than 3 years)

Landlord's Name: \_\_\_\_\_

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

Phone no: Bus; \_\_\_\_\_ Home; \_\_\_\_\_ Fax; \_\_\_\_\_

Length of this tenancy: \_\_\_\_\_ Weekly Rental \$ \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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**Employment History** : PAYE only – self employed applicants please request an alternative form

1. Current Employer: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email \_\_\_\_\_

Telephone no: Bus; \_\_\_\_\_ Mobile \_\_\_\_\_ Fax; \_\_\_\_\_

Your Position held: \_\_\_\_\_ Annual salary \$ \_\_\_\_\_

Your duties: \_\_\_\_\_

Length of Employment: \_\_\_\_\_

2. Previous Employer (if above is less than 5 years)

Employer's Name & Contact person \_\_\_\_\_

Telephone no: Bus; \_\_\_\_\_ Mobile \_\_\_\_\_ Fax; \_\_\_\_\_

Position held: \_\_\_\_\_ Salary \$ \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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Any other income sources that are relevant:

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Do you have any other applications pending on other properties? YES / NO

This property is offered subject to the owner's approval and no action shall be taken by the applicant against the landlord and Duffy Forsyth & Co P/L should any circumstances arise whereby the property is not available for occupation on the due date.

I/We declare that the information supplied is true and correct and that the supply of false information, shall be grounds for immediate termination of the lease should the lease be granted on the basis of this false information.

SIGNATURE: ..... DATE: ..... /..... /.....

Please attach signed privacy statement & photocopies of your 100 point check documents including ID

**Self - Employed Applicants**

Your Company / Partnership name \_\_\_\_\_

A.C.N. \_\_\_\_\_

A.B.N. \_\_\_\_\_

Directors \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Established \_\_\_\_\_

\_\_\_\_\_

Registered Business Name \_\_\_\_\_

Number \_\_\_\_\_

Date Established \_\_\_\_\_

\_\_\_\_\_

1. Accountant: \_\_\_\_\_

Telephone no: Bus; \_\_\_\_\_ Mobil \_\_\_\_\_

Fax: \_\_\_\_\_ Home; \_\_\_\_\_

\_\_\_\_\_

2. Trade References

Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone no: Bus; \_\_\_\_\_ Mobile \_\_\_\_\_

Home; \_\_\_\_\_ Fax; \_\_\_\_\_

Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone no: Bus; \_\_\_\_\_ Mobile \_\_\_\_\_

Home; \_\_\_\_\_ Fax; \_\_\_\_\_

Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone No: Bus ; \_\_\_\_\_ Mobile \_\_\_\_\_

Home; \_\_\_\_\_ Fax; \_\_\_\_\_

\_\_\_\_\_

3 Banker: \_\_\_\_\_

Contact Person \_\_\_\_\_

\_\_\_\_\_

Account Title / Name \_\_\_\_\_

