



Tenancy application form guidelines

An important message to all prospective tenants

- Please be assured that all information provided in your application will remain confidential and not discussed with any other party with the exceptions of the owner and as required for the purpose of processing your application.
- Please allow one business day to process your application. Processing does not always take this long, however, the property owner must be consulted prior to the decision being made and they are not always immediately accessible. Delays may also be incurred if the application is not completed correctly.
- For identification purposes please supply a photocopy of your current drivers licence or passport.
- The monthly rental calculations are; Weekly rental / 7 days of the week X 365 days of the year / 12 months.
Note: Monthly rental is calculated to the next dollar
- Within 24 hours upon confirmation of approval you will be required to pay the first months rent by depositing directly into our Trust Account or payment via credit card. Failure to do so may result in the next applicant being given preference or the property re-listed.
- It is your responsibility to arrange to have all services connected in your name to coincide with your date of occupation. Your Property Manager is able to assist you with this process if you require.
- Once your application form has been accepted, we request that you make an appointment with your Property Manager to sign the Tenancy Agreement and pay the bond money in the form of a bank cheque or money order made payable to the Residential Tenancies Bond Authority.
- Ask for help if you are not sure. Rental property management is an important part of our business. We are conscious of developing a professional relationship with all of our tenants. We are here to help you. If you are unsure or concerned about any aspect of this application, your call is welcome.
- If you wish to apply for multiple properties under the management of Domain Property Advocates, only one application is required.
- If your application has been unsuccessful it will be destroyed.

The image shows a 'RESIDENTIAL TENANCY APPLICATION FORM' from Domain Property Advocates. The form is titled 'RESIDENTIAL TENANCY APPLICATION FORM' and includes the following sections:

- 1. Property Details, that you are applying for**
 - Where did you see this property advertised?
 - New Address
 - Suburb
 - Lease Term: Years, Months, Post Code
 - Preferred commencement date: / / to / /
 - Rent Payable for Property \$ per week
 - Lease to be in Name(s) of:
 - (All adults to reside at the property must be listed)
 - Is this to be your principal place of residence (please tick) Yes No
 - Do you plan to operate any part of your business from home (please tick) Yes No
 - NB: All properties leased through Domain Property Advocates have a no smoking policy inside the premises.
- 2. If self-employed, please complete the following**
 - Company Name
 - Company Address
 - Suburb
 - Business Type
 - Position Held
 - A.B.N.
 - Accountant Name and Phone
 - Solicitor Name and Phone
- 3. Personal Details**
 - Title, First Name, Middle Name
 - Last Name, Date of Birth: / /
 - Current Address, Suburb, Post Code
 - Identification (attach copy)
 - Drivers Licence Number, State of Issue, Drivers Licence Expiry Date
 - Alternate ID (eg passport) No, Country issued
 - Pension Type No, Country issued
 - Home Phone Number, Mobile Phone Number
 - Work Phone Number, Mobile Phone Number
 - Email
 - Occupation
 - Employers Name
 - If student, include institution.
 - Course name
 - Contact Name
 - Enrolment number, Phone
 - (photocopy of student card must be attached)