



DISCOVER REAL ESTATE

Pre application Form

Select a property:

- Via internet sites or other advertised sites
- Drive-by the property for location suitability
- Contact us for viewing times
- We will meet you at the property at the appointed time
- Call one hour before to confirm your appointment

Application Process:

- Complete an application form- one per person
- Provide and attach photocopies of documents required to meet 100 points of identification
- Evidence of your income – ie payslips, accountant letter, centrelink docs, letter of offer if new position etc

Information Verification by our agency

- To verify your application information we contact National Tenancy Databases (TICA). If you have had a problem with a previous tenancy, an upfront honest explanation will assist in further consideration with your application. We also contact your employer along with current & previous Agent's/Lessor's & personal referees to verify the information provided.

If your application is not successful

- If your application is not accepted by the Lessor, it will be retained for one month and then destroyed securely, to comply with Privacy Legislation. If you are not successful, no reason is given and no discussion entered into.

Rent Payment Method Options

- **We offer three payment methods** as per regulation requirements, they are as follows:
- Cash
- Bank Cheque
- Direct Deposit



DISCOVER REAL ESTATE

Phone: 0421 571 615 Email: admin@discoverrealestate.com.au

Application Form For Residential Tenancy

NOTICE TO ALL RESIDENTIAL TENANCY APPLICANTS

BEFORE ANY APPLICATION WILL BE CONSIDERED,
EACH APPLICANT MUST ACHIEVE A MINIMUM OF **100 CHECK POINTS**.

PHOTO IDENTIFICATION

Eg. Drivers Licence or passport or
18+ Card

50 POINTS

BIRTH CERTIFICATE

20 POINTS

BANK STATEMENT

20 POINTS

MEDICARE CARD

10 POINTS

BANK CARD

10 POINTS

CURRENT MOTOR VEHICLE REGISTRATION PAPERS

#10 POINTS

COPY OF PREVIOUS PHONE, ELECTRICITY, GAS BILLS

10 POINTS (EACH)

PROOF OF INCOME

WE REQUIRE A MINIMUM OF 4 CONSECUTIVE PAYSLEIPS FOR EVERY APPLICATION.
(CENTRELINK STATEMENTS OR CHILD SUPPORT STATEMENTS ARE INCLUDED)
WE RECOMMEND THAT RENTAL PAYMENTS NOT EXCEED 25% OF INCOME.

COMMERCIAL DATA-BASE CHECK

THERE WILL BE A DATA-BASE CHECK AS PART OF OUR SELECTION CRITERIA ON
ALL PERSONS LIVING AT THE PROPERTY.



Management/ Leasing Appointment Agreements

PRIVACY ACT 1988

NOTICE OF COLLECTION OF PERSONAL INFORMATION

The Agent will only use personal information collected from the Client, including personal information included in the sale and purchases appointment form to:

- Act as the client's agent and to provide the services contemplated under the appointment agreement;
- Promote services of the Agent to the Client;
- Service and advice other existing and potential clients (by comparing properties; and
- _____
(Insert any additional purposes)

The agent may, to the extent necessary to carry out its appointment or as otherwise permitted under the Privacy Act, disclose such information to third parties including potential buyers, newspaper and other media organizations involved in the property, owner's corporation, government and statutory bodies, and financial institutions.

The agent may also disclose certain details about the Clients property listing or sale to other existing and potential clients in order to promote its service to those clients.

The Client can gain access to any personal information which the Agent holds about the Client, by contacting the Agent. The Agent's contact details are provided in the appointment form. The agent may refuse access to such information in the limited circumstances provided by the Privacy Act. The Agent may charge the Client a reasonable fee to provide the requested access.

The agent will take all reasonable steps to correct any information which the Client shows to be inaccurate, incomplete or out- of- date.

Real estate and tax laws require some of the information described in the appointment form to be collected. If certain information is not provided, the agent may not be able to act affectively on the Clients behalf or act for the Client at all.



APPLICATION FOR RESIDENTIAL TENANCY

PROPERTY ADDRESS: _____

NAME OF APPLICANTS: _____

PROPERTY MANAGER: _____ DATE: __/__/__

PERSONAL DETAILS

Name in Full:

Surname: _____ Given Names: _____ DOB __/__/__

Contact Details:

Phone: _____ Work: _____ Mobile: _____ Fax: _____

Work email: _____ Private email: _____

Have you been known by any other name? Yes/No

If yes, what other name have you been known by? _____

Drivers Licence No: _____ State: _____

ADDRESS DETAILS

Present address: _____ Own/ Rent/Sold

Name of Agent/Owner: _____ Weekly rent: _____

Address of Agent/Owner: _____ Phone: _____

Period of Occupancy: _____ Reason for leaving: _____

Previous address: _____ Own/Rent/Sold

Name of Agent/Owner: _____ Weekly rent: _____

Address of Agent/Owner: _____ Phone: _____

Period of Occupancy: _____ Reason for leaving: _____

VEHICLE DETAILS

Make of vehicle: _____ Vehicle Model: _____ Registration: _____

How many vehicles will be housed at the property including your own? _____

DEPENDANTS

Do you have any dependants? Yes/No If so, how many _____

Name of dependants other than applicant/s who will be residing at the property:

Name: _____ Age: ____ DOB __/__/__ Relationship to applicant _____

Name: _____ Age: ____ DOB __/__/__ Relationship to applicant _____

Name: _____ Age: ____ DOB __/__/__ Relationship to applicant _____

Name: _____ Age: ____ DOB __/__/__ Relationship to applicant _____

WORK/EMPLOYMENT HISTORY

Are you employed? Yes/No

If employed on what terms permanent/Fulltime/Casual/Parttime/Centrelink/Contract/Other _____

Occupation: _____ Weekly Salary: _____ Period of Employment _____

Employer: _____ Phone: _____ Contact Person: _____

Employer's address: _____

Previous Employment: On what terms? Permanent/Fulltime/Casual/Part/Centrelink/Contract/Other: _____

Occupation: _____ Weekly Salary: _____ Period of Employment _____

Employer: _____ Phone: _____ Contact Person: _____

Employer's address: _____

SELF EMPLOYED

How long have you been self-employed? _____ Business Name: _____

How long has the business been established: _____ ABN: _____ Phone: _____

Address of Business: _____ Postal Address: _____

Accountant's Name: _____ Accountant's phone: _____

*** Please attach past 3 month's bank statements and letter from Accountant.**

IF STUDENT

If you are a student, what University, Tafe or School do you attend? _____

Student Identification Number: _____ Are you an overseas student? Yes/No

Visa Expiry Date: _____ Who is responsible for your rental payments? _____

If person other than you is responsible for your rental payments please provide full details: _____

PET DETAILS

Do you own a pet? Yes/No if yes will the pet be staying with you at the property? Yes/No

How many pets do you have? _____ What type of pet do you have _____

What is the breed of your pet/s? _____ What is the age of your pet? _____

Have you ever leased a property with your pet before? Yes/No If yes, which property? _____

Have you ever leased a property with your pet before? Yes/No If yes, which council? _____

Please supply a copy of the Council Certificate. Do you have a reference for your pet? Yes/No

If yes, please supply.

PERSONAL REFERENCES

Name: _____ Occupation _____ Relationship to Applicant: _____

Phone: _____ Mobile: _____ Email: _____

Name: _____ Occupation _____ Relationship to Applicant: _____

Phone: _____ Mobile: _____ Email: _____

NAME OF RELATIVE OR OTHER PERSON TO CONTACT IN EMERGENCY

Name: _____ Address: _____ Relationship: _____

Phone: _____ Mobile _____ Email _____

Name: _____ Address: _____ Relationship: _____

Phone: _____ Mobile _____ Email _____

NAME/S OF PERSONS OTHER THAN APPLICANTS WISHING TO OCCUPY THE PREMISES

Name: _____ Age ___ DOB ___/___/___ Relationship to Applicant: _____
Name: _____ Age ___ DOB ___/___/___ Relationship to Applicant: _____
Name: _____ Age ___ DOB ___/___/___ Relationship to Applicant: _____
Name: _____ Age ___ DOB ___/___/___ Relationship to Applicant: _____

NAMES OF OTHER APPLICANTS APPLYING FOR THIS PROPERTY

Name: _____ Relationship to Applicant: _____
Name: _____ Relationship to Applicant: _____
Name: _____ Relationship to Applicant: _____

TICA & OTHER RELEVANT TENANT DATA BASES – TENANCY HISTORY CHECK

Part A

1. To process your application you are requested to answer all questions to the best of your ability. Any false information provided missing information could jeopardise your application.
2. The completion of the annexure does not constitute an offer of acceptance.
3. Any information provided in your application and this annexure may be passed onto the Tenancy Information Centre of Australia in the event of a default occurring.

Part B

- 1.a) has any lessor or agent ever evicted you? Yes/No If yes please give details: _____
b) Has any lessor or agent ever refused you another property? Yes/No If yes please give details: _____
c) Are you in debt to another lessor or agent? Yes/No If yes please give details: _____
d) Is there any reason known to you that would affect your capacity to pay rent?
Yes/No If yes please give details: _____
e) Where any deductions made from your rental bond at your last address?
Yes/No If yes please give details: _____
f) Have any deductions made from your rental properties?
Yes/No If yes please give details including the address of the property:

2. I (name) _____, the applicant hereby authorise you as the agent to conduct an enquiry with Tenant Information Centre Australia Pty Ltd and any other relevant searches that may verify the information provided by me. I do solemnly and sincerely declare that the above information is true and correct and have willingly supplied to the Tenant Information Centre Australia Pty Ltd and any other relevant searches that may verify the information provided by me. I do solemnly and sincerely declare that the above information is true and correct and have willingly supplied to assist in the assessment of my application.

APPLICANT'S DECLARATION

Applicant's Declaration: I (name) _____ the applicant do solemnly and sincerely declare that I am over 18 years of age and am not a bankrupt and affirm that the above information is true and correct. I have inspected the above mentioned premises _____ (property address and wish to take tenancy of such premises for a period of (lease term) _____ from ___/___/___ at a rental of \$ _____ per week and that the rental to be paid is within my means. I also undertake to pay a Rental Bond of \$ _____ upon signing by me of the tenancy agreement.

Signed: _____ Date: _____

In the presence of _____ Signature: _____