



**DOVERS & CO**  
PROPERTY SERVICES

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Unit 4, 102 Northbourn Av, IQ Apartments, Braddon, 2602

ABN 22 140 732 088

Licence: 18402187

## Dovers & CO Property Services

# TENANCY APPLICATION FORM

**Please email your application to your agent**

### GENERAL INFORMATION

1. After viewing the property-fill out the attached application form **COMPLETELY**, leaving no blanks.  
For start date, enter the earliest possible date that you will take the property after the available date, provide 100 points of ID and proof of income with the completed application form.  
**INCOMPLETE FORMS CANNOT BE PROCESSED.**
2. Rent is payable on the 15<sup>th</sup> of each month (or by negotiation), in full by either Electronic Transfer or cheque.
3. **Calendar monthly** rent is calculated by the following formula:  
**Weekly rent** divided by 7 multiplied by 365 divided by 12.  
Eg: **\$350** divided by 7 = **50** x **365** = **\$18,250** divided by 12 = **\$1,520.83** per month
4. **A Bond** equal to 4 weeks rent is required at the time of the lease sign-paid by bank cheque or electronic transfer receipt. ALL people living in the property that are over the age of 18 years are required to complete an application form and be on the Tenancy Agreement (except dependent children).  
Joint applications need to be **lodged** together. ALL applicants must sign the application form.
5. **The Agent is not obliged to contact all referees. The agent will only contact referees and complete TICA checks on preferred applications.**
6. Please advise your referees that you have given their details to us. A delay in the ability to contact referees may mean that we are unable to present your application to the Landlord for approval.  
The Final decision will be made by the owner of the property & no reason for their decision will be given.

### APPLICANTS DECLARATION

1. I/We understand and declare that the information supplied is true and correct and has been given by my/our own free will.  
**Privacy Statement:** The personal information you provide in this application or 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 of your tenancy, if your application is successful, may be disclosed for the purposes for which it was collected to other parties including the landlord, referees, 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 personal relevant information collected during the course of your tenancy may be disclosed to the landlord, third party operators of tenancy databases and other agents. You may access the personal information we hold by contacting your property manager. You can correct inaccurate, incomplete or out of date information. If the required information is not provided by you, we may not be able to process your application and manage the tenancy
2. I/We understand and agree that this application may be processed through TICA (Tenancy Information Centre of Australia)
3. I/We acknowledge that I/we will make no claim or demand nor commence litigation against the lessor or his agent should the premises be found to be unavailable. I/We also understand that the agent is not obliged to disclose or supply any reason for the rejection of this application.
4. I/We acknowledge that Dovers & CO Property Services PTY LTD may refuse or cancel any application if any answers provided by me/us prove to be false.
5. I/We undertake to pay bond and initial rent payable by electronic transfer or bank cheque upon the signing of the lease agreement.
6. I/We declare that I/we are not bankrupt or un-discharged bankrupt and affirm that the information supplied in this application is true and correct.
7. I/We agree that the address, fax, or email can be used for serving notices. I/We also agree to references being checked from previous rental properties.
8. I/We have been advised that a Consumer Affairs Booklet can be obtained from the Office of Fair Trading or Rental Bond Office.



9. I/We do not intend to have a pet in or on the premises without permission in writing from the landlord or his agent.

Applicant 1 name	Applicant 2 name
Applicant 1 Signature	Applicant 2 Signature..
Date	Date
Witness	Witness

## RESIDENTIAL TENANCY APPLICATION

### PROPERTY DETAILS

Address:		
Start date:	Lease term:	
Rent Payable:	Per Week:	
Number of Adults Occupying Property	Number of children	Ages of children
Fair Clause for Posted People Required? <input type="checkbox"/> YES <input type="checkbox"/> NO		

### IDENTIFICATION

Before any application will be processed, each applicant must achieve a minimum of 100 check points.			
Four last rent receipts/Tenant Ledger	50 points	Rates Notice	20 points
Passport	50 points	Proof of Income	20 points
Photo Drivers License	40 points	Bank Statement	20 points
Other Photo ID	30 points	Motor Vehicle Rego Papers	10 points
Medicare Card	20 points	Copy of Birth Certificate	10 points



**CONDITION OF PREMISES**

Upon inspection did you find the property to be reasonably clean and in an acceptable condition?  YES  NO

If no-what in your opinion requires attention? \_\_\_\_\_

I/we acknowledge that besides any cleaning issues raised that the property will be supplied in its current condition with no further changes unless advised by the agent

I/We have inspected the above premises and wish to take a tenancy for such premises for a period of .....months at a rent of \$..... Per week and that the rental to be paid is within my/our means. I give permission for the agent to carry out at their discretion any reference checks they consider necessary before allowing me to enter into a tenancy agreement.

Applicant 1 name	Applicant 2 name
Applicant 1 Signature	Applicant 2 Signature
Date	Date
Witness	Witness

**APPLICANT 1 DETAILS**

First name:		Title:
Surname:		DOB:
Current Address:		
Suburb:		Postcode:
Drivers Licence Number:		State of issue:
Passport Number:	Country:	Citizenship:
Home Ph:	Work Ph:	Mobile Ph:
Work E-mail Address:		
Home E-mail Address:		



**APPLICANT 1 EMPLOYMENT DETAILS**

Occupation:		
Employer:		Contact name:
Address:		Phone:
Length of employment: Years:	Months:	Current Gross Monthly Wage \$
Previous Occupation:		
Employer:		Contact name:
Address:		Phone:
Length of employment: Years:	Months:	
If self employed Business Name:		ABN
Business address:		Accountant:
Years in business:		Personal Nett income P/W

**APPLICANT 1 CURRENT HOUSING DETAILS**

Are you the <input type="checkbox"/> Owner <input type="checkbox"/> Tenant	Rent Paid \$
Landlord/managing or selling agent:	Ph:
Reason for leaving:	

**APPLICANT 1 PREVIOUS HOUSING DETAILS**

Property address	
Are you the <input type="checkbox"/> Owner <input type="checkbox"/> Tenant	Rent Paid \$
Landlord/managing or selling agent:	Ph:
Reason for leaving:	

**NEXT OF KIN (not living with you)**

Name:	Relationship:
Address:	
Daytime Phone:	Mobile:

**PERSONAL REFEREES (2 REQUIRED)**

Name:	Relationship:
Daytime Phone:	Mobile:
Name:	Relationship:



Daytime Phone:	Mobile:
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**ADDITIONAL DETAILS**

Smoker: <input type="checkbox"/> Yes <input type="checkbox"/> No	Indoor/outdoor:		
Pet: <input type="checkbox"/> Yes <input type="checkbox"/> No	Type:	Indoor/outdoor:	Age:
Car/bike: <input type="checkbox"/> Yes <input type="checkbox"/> No	Type:	Registration number:	

**APPLICANT 2 DETAILS**

First name:		Title:
Surname:		DOB:
Current Address:		
Suburb:		Postcode:
Drivers Licence Number:		State of issue:
Passport Number:	Country:	Citizenship:
Home Ph:	Work Ph:	Mobile Ph:
Work E-mail Address:		
Home E-mail Address:		

**APPLICANT 2 EMPLOYMENT DETAILS**

Occupation:		
Employer:		Contact name:
Address:		Phone:
Length of employment: Years:	Months:	Current Gross Monthly Wage \$
Previous Occupation:		
Employer:		Contact name:
Address:		Phone:
Length of employment: Years:	Months:	
If self-employed Business Name:		ABN
Business address:		
Years in business:		Accountant:



**APPLICANT 2 CURRENT HOUSING DETAILS**

Are you the <input type="checkbox"/> Owner <input type="checkbox"/> Tenant	Rent Paid \$
Landlord/managing or selling agent:	Ph:
Reason for leaving:	

**APPLICANT 2 PREVIOUS HOUSING DETAILS**

Property address	
Are you the <input type="checkbox"/> Owner <input type="checkbox"/> Tenant	Rent Paid \$
Landlord/managing or selling agent:	Ph:
Reason for leaving:	

**NEXT OF KIN (not living with you)**

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Address:	
Daytime Phone:	Mobile:

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Car/bike: <input type="checkbox"/> Yes <input type="checkbox"/> No	Type:	Registration number: