

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 lease 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 your application has been unsuccessful it will be destroyed.

DOMAIN
PROPERTY ADVOCATES

RESIDENTIAL TENANCY APPLICATION FORM
Please fully complete all sides of this form for your application to be processed. Please complete one application per person.

86 Denmark Street KEW VIC 3101 | P: 03 9853 5599 | F: 03 9853 5522
info@domainadvocates.com.au | www.domainadvocates.com.au

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: _____

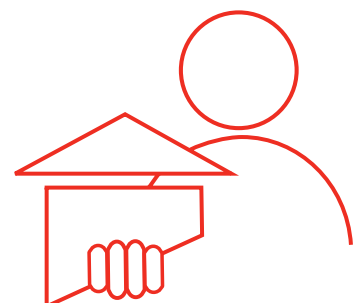
(All adults to reside at the property must be listed)
Is this to be your principal place of residence (please tick) Yes No
Do you plan to operate any part of your business from home (please tick) Yes No
NB: All properties leased through Domain Property Advocates have a no smoking policy inside the premises.

2. If self-employed, please complete the following

Company Name _____
Company Address _____
Suburb _____
Business Type _____ Post Code _____
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 _____
Identification (attach copy) _____
Drivers Licence Number _____ State of Issue _____ Drivers Licence Expiry Date _____
Alternate ID (eg passport) _____ No. _____ Country issued _____
Pension Type _____ No. _____
Home Phone Number _____ Mobile Phone Number _____
Work Phone Number _____
Email _____
Occupation _____
Employers Name _____
If student, include institution. _____
Course name _____
Contact Name _____
Enrolment number _____ Phone _____
(photocopy of student card must be attached)



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