

Rooming Application Form (Smokers) Donnelly Rentals

Please note: In an effort to provide safe and secure accommodation for all our tenants, we need to conduct various checks to ensure we maintain a clean, and drug-free property with new applicants that are well-suited to the current tenants. To maintain this standard, we ask that this form be filled out completely (in particular the **RED** responses) with copies of all supporting documents attached.

Rent Payment

- Rent is to be paid **two-weekly** or **four-weekly** at the discretion of the tenant.
- Direct Debit is our preferred rent payment method and is a free option for tenants.
- If you elect to pay by cash, it is the tenants' responsibility to have the cash delivered to the Landlords.**

Rental Bond

- Bond is equivalent to four weeks of the agreed rent or a minimum of \$600 and must be paid in advance in addition to the first two weeks rent.
- Are you needing to apply for a Bond Loan? **Yes / No**

Applicants Checklist

Before I submit this application, I/we have:

- Attached photocopies of supporting documents (see below)
- Inspected the property and conditions for your suitability. If not, please comment: _____
- Completed all details in full on the application form
- Provided all details and documentation for confirmation of income source
- Read and signed all the Privacy Disclosure Statement and Privacy Consent

Supporting Documentation

When submitting an application, you must include at least one item from each section.

Section One Drivers Licence
Proof of Age Card
Passport

Section Two Current Pay Slips (minimum of 2)
If new job - Letter of confirmation incl. salary
Statement of Centrelink Entitlements / confirmation of other support (e.g. parents)

Address of property you are applying for

Tenancy Requirements (Enter details, an estimation, or "N/A" if length etc not known)

Length of tenancy months Rent \$ paid per 4 weeks / 2 weeks Lease Start Date

Personal Details (Please use "N/A" where necessary)

First Name		Last Name		Email			
Phone		Mobile		Date of birth			
Drivers Licence No. <i>(Copy attached)</i>		State of issue		Passport No. <i>(Copy attached)</i>		Country of issue	
Number of vehicles		Car Rego(s)		Any trailers, caravans or boats?		Yes / No	
Do you have any domestic violence or restraining orders against you? Yes / No				<i>If yes, please refer to Landlord so you are not located near a complainant.</i>			
Are you a Smoker? Yes / No		<i>If No, you are welcome here but we do have designated non-smoking properties.</i>					

Emergency Contact

Please provide an emergency contact not living with you (eg: Next of Kin)

Name		Relationship to you		Contact phone	
Address					

Current Address Details

Current rent / mortgage	\$	per week	How long have you lived there?	years	months
Current Address					

Previous Rental Details (if any)

Rent	\$	per week	How long have you lived there?	years	months
Property address					
Agent / Landlord		Phone	Email		
Was your bond refunded in full? Yes / No If No, please specify					

Current Employment/Self Employed

If less than 6 months in current job please also provide previous employment details.

Company Name	Your position	
Net income (after tax) \$	per wk / fn / mth	Length of employment

Student

Are you a full time student?	Yes / No	TAFE / University	Student No.
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Centrelink Benefits

Type	\$	per fortnight
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Additional source of income

Type	\$	per wk / fn / mth
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Personal Referees (cannot be related)

Referee #1	
Referees Name	Occupation
Relationship to you	Phone
Referee #2	
Referees Name	Occupation
Relationship to you	Phone

Please tick to confirm you acknowledge and agree to the following:

- A MINIMUM OF TWO WEEKS NOTICE** is required upon leaving. If you provide shorter notice than two weeks, then the amount making up two weeks is deducted from your bond to allow for re-advertising.
- INTERNET ACCESS** is provided to all tenants, so please consider others when downloading. Access is provided for general surfing and access of information. Large downloads and video streaming affect other users so please keep these activities to a minimum and at an appropriate time. ALL tenants are limited to WIFI and not ethernet connections.
- I acknowledge that **I WILL NOT SMOKE IN THE HOUSE**
For the health and safety of all tenants:
 - Smoking is prohibited anywhere in the house.
 - If a smoker needs to see you personally, they must not be allowed to smoke in the house.
 - Cigarette butts must NOT be left in the yard, gardens, lawn or anywhere on the property. They go IN THE BIN.

- If you are found to have been smoking in the house (Cigarettes or any other substance), you will be directed to leave, and the cost for full carpet shampoo and chemical cleaning of the air conditioner will be deducted from your bond at a **MINIMUM**. Following abovementioned cleaning, if smoke smells are still present, a full repaint will be charged against your bond. ***If you smoke, please DO NOT SMOKE IN THE HOUSE.***
- For the safety of all tenants, loss of keys will incur a fee to be deducted from the bond equal to the amount required to re-key the locks associated with those keys.
- LOCKED KEYS:** The landlords cannot provide any guarantee that they will be available to access rooms where the keys have been locked inside. If the property manager is not available, you may be required to contact a locksmith at your own cost.
- I acknowledge that I am not bringing along any pets of any kind.
- I acknowledge that I do not take drugs and will not have any form of illegal substance on the property.
- Visitors must be kept to an absolute minimum to ensure privacy for all tenants. I understand that I rent a room, not the entire house, so will not be inviting people to stay without prior consultation.
 - All tenants pay for the use of the facilities and are entitled to privacy and living with the tenants approved by the landlords. Regular visitors or sleepovers encroach on other's entitlements.
- Bathrooms are not to be continually saturated with water. Bathmats are provided to soak up drips after showering etc..., and the practice of leaving the entire bathroom drenched is totally unnecessary and very bad for the house.
- FAIR USE OF AIR CONDITIONING:** All room air conditioners are individually metered and monitored for excessive use. Leaving air conditioners continually running whilst away for long periods and/or running air cons with windows and/or doors open is not sustainable at the rate of rent being paid and therefore considered a breach of fair use of facilities.
- The property is fitted with interconnected smoke alarms as per legislation. These are extremely sensitive and will trigger when any flame or smoke is detected, this includes candles and incense, which must not be used in the house.
 - Tenants are reminded that removing batteries from a smoke alarm will leave you fully liable for any fire damage caused whilst the smoke alarm is not operating. If there are smoke alarm issues, please contact the Landlords.
- Rooms are equipped with fully operational remote controls for TV and air con. Replacement batteries in these devices are the responsibility of the tenant and are expected to be fully operational upon vacating.
- Tenants are asked to please refrain from removing the battery covers off remotes unless you are replacing the batteries. If you vacate the room and the remote-control battery cover is missing, you will be charged for the cost of replacing it.
- To avoid overcrowding of driveway, tenants are limited to **one vehicle**. Storing unused vehicles, friends' vehicles, or multiple vehicles in the yard or on the street is not permitted, and the garage is ***not to be used as a workshop***.
- Bond is four weeks rent. Full bond will be returned upon leaving the premises providing there is no damage and keys are returned.
- In order to remain considerate of others property, we insist on tenants LOCKING the doors when leaving the property. Dummy locking gates and/or doors is NOT acceptable.

Confirmation

I acknowledge that this rental application is subject to the Landlord's approval and I consent to the information provided in this application being verified and a reference check on TICA or VEDA being undertaken. I also consent to a Criminal History Check.

Privacy Act Acknowledgement for Tenants

I provide consent for Donnelly Rentals as part of application processing to contact all necessary people (such as referees, other agents, tenancy databases) to verify the Application information provided and understand that all Federal Privacy Act requirements and the Australian Privacy Principles will be adhered to.

I consent to my personal information being passed on during the tenancy (should it commence) and after the tenancy if required to other third parties which include however are not limited to tradespeople/contractors, salespeople, bodies corporate, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act and any other relevant information.

Applicant Signature



Name: Signature: Date:

Please submit via email at richard_donnelly@bigpond.com or contact Richard Donnelly on 0414 688 590 to deliver personally.