

Unit Application Form (Non-Smoking)

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 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 Tenancy 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 Yes, please refer to Landlord for our list of properties approved for smoking.</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 OR currently unemployed, 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.
- SHORT TERM RENTALS** are accepted but attract a higher rental rate. Any length of stay shorter than eight weeks attracts an **additional fee of \$120**. This is necessary due to the cost of appropriate cleaning.

- INTERNET ACCESS** is provided to all tenants. 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 DO NOT SMOKE. (This does not just refer to smoking 'in the house'. If you are a smoker at all we cannot accommodate you at this property, and smokers must not enter the house)***
For the health and safety of all tenants:
- Smoking is prohibited anywhere on the property, including in the yards.
 - If a smoker needs to see you personally, they must not be allowed to enter the house.
 - All tenants are guaranteed they will not have to live with cigarette smells in the house.
- If you are found to have been smoking whilst residing at the property (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 enquire about our SMOKING PROPERTIES.***
- 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.
- Calls for locked keys will incur a call out fee of \$40 between 9AM and 6PM, and \$100 between 9PM and 6AM. We recommend calling Jim Roberts Locksmiths on +61 7 4755 2846 as they offer 24hr service.***
- 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.
- Due to previous issues with visitors encroaching on the privacy, security, and quiet enjoyment of other tenants, we now insist that no visitors are invited to the property. People assisting with luggage, shopping, etc... are required to complete any assistance and leave as soon as practical.
- 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.
- GAS AND AIR CONDITIONING:** This unit has its own gas supply for the oven and stove which is 100% the responsibility of the tenant. Air conditioning is monitored via a digital Kilowatt-Hour meter, and the full cost of all power consumed by the air conditioner is the responsibility of the tenant.
- 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.
- The unit is equipped with a fully operational remote control for the air con. Replacement batteries in this device are the responsibility of the tenant and it is 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, 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**.
- 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.
- GAMING:** When gaming, tenants are reminded to refrain from yelling and making excessive noise during ANY time of the day. Playing games that require loud voice commands should be avoided and any high intensity games that prompt verbal expletives must be avoided. At all times, please use headphones for games that use high levels of noise. Excessive disruptions due to gaming can lead to eviction.
- Clothes dryers are not permitted unless approved by the landlords and KWH meters fitted for tracking electricity costs.
- ELECTRIC SCOOTERS:** Electric scooters consume excessive power when charging and are a proven fire hazard so **MUST NOT BE CHARGED IN THE HOUSE**. If you have an electric scooter, you must advise the Landlord so that the charging adapter and cables can be checked for compliance, and a power usage calculation can be completed (at NO cost to the tenant).
Please note: electric scooters that consume the property's power may incur a power fee.

ELECTRIC CARS: If you have an electric car, please advise the Landlord. Electric cars must not be charged on the premises unless approved by the Landlord and a KWH meter fitted to track electricity costs. All power consumed by charging electric cars is the tenants responsibility.

VACATING THE ROOM:

- **DEPARTURE TIME:** It is understood all personal belongings should be removed from the property by 10am on the day you are vacating and keys returned. Any request to be on site past 10am will need to be discussed directly on the day notice is given.
- **CLEANING FOR DEPARTURE:** Tenants are asked to consider the condition in which you moved into the property and conduct cleaning accordingly.
- **ROOM DEPOSIT RETURN:** Donnelly Rentals are committed to returning room deposits as quickly as possible after the following:
 - Room is fully vacated.
 - Keys returned.
 - Room and communal areas inspected.



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 etc..) to verify the Application information provided and understand that all Privacy Principles and Laws 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 enquiries@donnellyrentals.com.au or contact Richard Donnelly on 0414 688 590 to deliver personally.