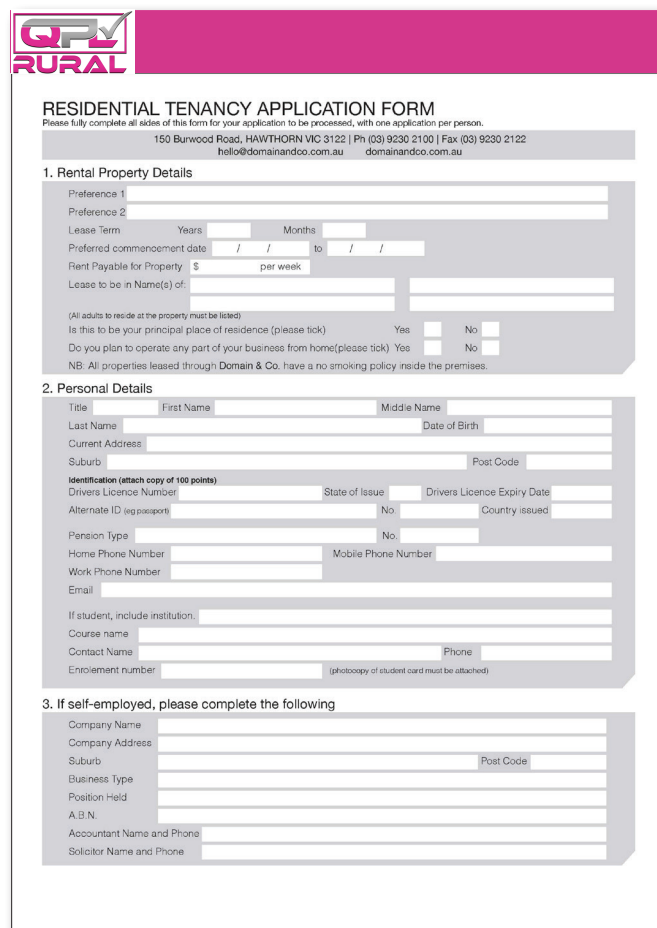


Tenancy application form guidelines

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 100 points of identification.
- 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.
- Upon confirmation of approval you will be required to pay the first months rent by the end of the business day 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 Tenancy Agreement and pay the bond money in the form of a bank cheque or money order made payable to the Residential Tenancies Bond Authority. Personal cheques and cash cannot be accepted for payment of a bond.
- If you wish to apply for multiple properties under the management of QPL Rural, only one application is required.
- It is your responsibility to ensure the description of the property on the internet matches the property you are wanting to move into. Every care is taken in portraying the exact details, however from time to time some things are out of our control.
- If your application has been unsuccessful, you will be advised and it will be destroyed.
- Applications for properties with DPA can be made either by competing one of DPA's Application forms or 1Form. Both can be found on our website, on the web advertisement, at the open house or in our office.
- 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.
- View our privacy statement at www.qplrural.com.au.



QPL RURAL

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

150 Burwood Road, HAWTHORN VIC 3122 | Ph (03) 9230 2100 | Fax (03) 9230 2122
hello@domainandco.com.au domainandco.com.au

1. Rental Property Details

Preference 1 _____
Preference 2 _____
Lease Term: Years _____ Months _____
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 & Co. have a no smoking policy inside the premises.

2. Personal Details

Title _____ First Name _____ Middle Name _____
Last Name _____ Date of Birth _____
Current Address _____
Suburb _____ Post Code _____

Identification (attach copy of 100 points)
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 _____

If student, include institution: _____
Course name _____
Contact Name _____ Phone _____
Enrolment number _____ (photocopy of student card must be attached)

3. If self-employed, please complete the following

Company Name _____
Company Address _____
Suburb _____ Post Code _____
Business Type _____
Position Held _____
A.B.N. _____
Accountant Name and Phone _____
Solicitor Name and Phone _____