

**RENTAL REFERENCE REQUEST**

Authority & Privacy Disclaimer

**APPLICANTS** - *Please ensure this section is completed in full*

Previous Real Estate Agency: \_\_\_\_\_ Fax No: \_\_\_\_\_

**ATTENTION: Rentals Department**

Tenant/s name/s: \_\_\_\_\_

Previous Rental Address: \_\_\_\_\_

*I understand that as the agent for the lessor you have collected this information for the purpose of checking identification, creditworthiness and determining if the applicant will be a suitable tenant for the property. I understand that acceptance of this application is subject to a satisfactory report as to the applicant's creditworthiness. I understand that you are bound by the Privact Act and the National Privacy Principles. **Authority** is given to the agent to check credit references, employment details, previous rental references, database agencies (TICA), personal references and any other searches to verify the information I have provided. I also give the agent **authority** to give information to the lessor of the property for the purpose of processing the application.*

**Tenant signature approving rental reference request:** \_\_\_\_\_

The tenant/s listed above have submitted a tenancy application with Dowling & Neylan Real Estate. To assist us in processing the application information please complete the form below and return to our office.

Confirm the applicant/s were on the lease:  Yes  No

Dates of applicants tenancy at the above property: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Was the tenancy terminated:  Yes  No

If YES, why: \_\_\_\_\_

What was the weekly rent: \_\_\_\_\_ \$

Was rent paid on time:  Yes  No

Were any Form 11 or 12 notices issued at any time during the tenancy:  Yes  No

If YES, why: \_\_\_\_\_

Were there any complaints received by your office during the tenancy:  Yes  No

If YES, why: \_\_\_\_\_

Were there any pets kept on the property:  Yes  No

Was the bond refunded in full:  Yes  No

Please list any deductions: \_\_\_\_\_

Would you rent a property to the tenant/s again in the future:  Yes  No

Additional Comments: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

**Please fax back to 07 5447 3004 Thank you for your assistance.**

**INFORMATION FOR APPLICANTS**

[rentals@dowlingneylan.com.au](mailto:rentals@dowlingneylan.com.au)

*All applicants are to be advised that our office is a member of TICA and all applicants details will be checked.*

**PLEASE ENSURE THAT ALL PAGES ARE COMPLETED,  
 SIGNED AND SUPPORTING DOCUMENTATION ATTACHED.**  
Incomplete applications will not be processed

**SUPPORTING DOCUMENTS**

*Identification*

Each applicant must provide at least 100 points of identification.

Please tick the identifying documents you have provided with your application

**70 POINTS**

- Passport  Full Birth Certificate

**40 POINTS**

- Driver's Licence  Student Photo ID  Centrelink Card  
 18+ Card

**25 POINTS**

- Medicare Card  Council Rates Notice  Vehicle Registration  
 Telephone Bill  Electricity Bill  Gas Bill  
 Bank Statement  Credit Card Statement  Last FOUR Rent Receipts  
 Rental Bond Receipt  Previous Tenancy Agreement

**PROOF OF INCOME**

- Employed**  Last TWO Pay Slips  
**Self Employed**  Bank statements, Group Certificate, Tax Return or Accountant's Letter  
**Not Employed**  Centrelink Statement

Please ensure that all pages including the **Rental Reference Request** form is completed and signed to allow us to conduct reference checks through your current and/or past agent/landlord.

Please allow at least **2 working days** to process the application.

If your application is successful we require the equivalent to **2 weeks rent within 48 hours** to secure the property in your name.

Please note we are a **CASHLESS OFFICE**. All funds paid for rent and/or bond must be direct deposited into our account or via internet banking. We can assist you with setting up internet banking to allow for a smooth direct transfer of your rent each week.

On the day you move into your new property keys can be collected from our office between 08:30am and 500pm Monday to Friday. We are unable to issue keys for move-ins on Saturday and Sunday, unless prior arrangements have been made.



**PROFESSIONAL REFERENCES**

Name:	Address:
Phone:	Relationship:
Name:	Address:
Phone:	Relationship:

**Next of kin or emergency contact**

Name:	Address:
Phone:	Relationship:

**EMPLOYMENT DETAILS**

**Full-Time                      Part-Time                      Casual**

Occupation:	Employment Period:
Employer:	Net Income (p/wk)    \$
Address:	Phone:

**OTHER**

Are you studying full-time? <input type="checkbox"/> Yes <input type="checkbox"/> No	Total Income (p/wk):    \$
Name of Education Institution	

**SELF EMPLOYED**

Name of Business:	Total Income (p/wk):    \$
Address:	Phone:
Date Commenced:	ABN#:
Accountant's Name:	Phone:

**PERSONAL REFERENCES**

*Please do not list relatives or another applicant and provide business hours contact numbers*

*Referee 1*

Name:	Relationship:
Address:	Phone:

*Referee 2*

Name:	Relationship:
Address:	Phone:



**PROFESSIONAL REFERENCES**

Name:	Address:
Phone:	Relationship:
Name:	Address:
Phone:	Relationship:

**Next of kin or emergency contact**

Name:	Address:
Phone:	Relationship:

**EMPLOYMENT DETAILS**

Full-Time     
  Part-Time     
  Casual

Occupation:	Employment Period:
Employer:	Net Income (p/wk)    \$
Address:	Phone:

**OTHER**

Are you studying full-time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Total Income (p/wk):    \$
Name of Education Institution			

**SELF EMPLOYED**

Name of Business:	Total Income (p/wk):    \$
Address:	Phone:
Date Commenced:	ABN#:
Accountant's Name:	Phone:

**PERSONAL REFERENCES**

*Please do not list relatives or another applicant and provide business hours contact numbers*

<i>Referee 1</i>	
Name:	Relationship:
Address:	Phone:

<i>Referee 2</i>	
Name:	Relationship:
Address:	Phone: