

# Tenant Instructions for Completing the DDR Form

Please note that incomplete forms will delay your registration

Leave *Tenant #* & *PMS Property ID* blank.

## STEP 1 - TENANT CONTACT DETAILS

Title: Miss	First Name: Lisa	Last Name: Priss
Tenant No.:	PMS Property ID:	
System allocated:	Office use only:	
Addr. Line One: Unit 1		
Addr. Line Two: 20 Test Lane		
Suburb: Test Heights	State: NSW	Postcode: 2000
Home Phone: 02 1111 1111	Business Phone: 02 2222 2222	
Fax: 02 3333 3333	Mobile Phone: 0404 040 404	
Email Address: <a href="mailto:lisa.priss@domain.com">lisa.priss@domain.com</a>		Date of Birth: 29-May-80
Licence or Passport No for ID: L231587	Name of Property Mgr: Property Manager	
<input type="checkbox"/> Tick for RW Connect to contact you and arrange your Utility connections. Move Date: _____		
<input type="checkbox"/> Tick for RW Insurance to contact you and arrange your contents insurance.		

Complete all contact details in full, including *DOB* for security purposes.

Select how payments should be initiated; Tenant initiated by yourself, cash/EFTPOS at Australia Post, BPAY through your Financial Institution, or a recurring payment schedule configured by your agent.

## STEP 2 - PAYMENT SCHEDULE (Tick one box)

**Tenant initiated payments:** Telephone / Internet / Recurring Schedule (Go to Step 3)  
 **Cash/EFTPOS:** Over-the-Counter at Australia Post (Go to Step 4)  
 **BPAY:** Via your Financial Institution, enter the Biller Code and Reference number (Go to Step 4)  
 **Recurring Schedule (automatic direct debit) Configured by Managing Agent**

Rent Amount: \$400.00 Frequency: weekly Commencement Date: 21/03/2009  
(Monthly, 4 Weekly, Fortnightly or Weekly)

Please note, the applicable payment fee will be added to the Rent Amount shown above at the time of payment. (Go to Step 3)

If recurring option is selected, complete the *Amount, Frequency* and *Start Date* for your payments.

Select your preferred payment option noting the differing fee structures (please see Terms and Conditions).

## STEP 3 - \*TENANT ACCOUNT DETAILS (Funds debited from this account for rent payments)

Please debit my credit card, listed below: \* Please note this section **must** be completed even when tenant initiated payments are selected under Payment Schedule.  
 Please debit my bank account, listed below:


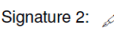
<b>Credit Card Details</b>	
Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard	
Name on Card: _____	Expiry Date: _____
Credit Card No: _____	
OR	
<b>Account Details</b>	
Account Name: <u>Lisa Priss</u>	
Financial Institution: <u>Dummy Bank</u>	Suburb: <u>Sydney</u>
BSB (6 Digits): <u>123-456</u>	Account Number (Max 9 digits): <u>89</u>

Complete the appropriate bank account or credit card details in full **only** if you have opted for Tenant initiated payments or recurring schedule configured by your agent.

## STEP 4 - REQUEST AND AUTHORITY TO DEBIT

I/We hereby request and authorise IP Payments Pty Ltd (Debit User No. 306033 & 252550) to debit my/our nominated bank account or credit card identified above through the Bulk Electronic Clearing System or credit card network for any amount that IP Payments may debit or charge in accordance with the Terms and Conditions set out below. (Where account has two signatures, both must sign below.)

Name: Lisa Priss Date: 21/02/09 Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature 1:  Signature 2: 

Enter the date and sign where indicated. If a joint account is used then both signatures are required.