

## TENANCY APPLICATION FORM

Applications will not be processed until all the required documentation is supplied

### REQUIRED DOCUMENTATION – 100 POINT IDENTIFICATION

- Photo Identification- Driver's License, Passport, Photo Identification Card
- Other- Medicare Card, Bank Card, Pensioner Card, Birth Certificate
- Proof Of Current Address- Phone/ Electricity Account, Council Rates Notice, Lease Agreement
- Proof Of Income- Pay slips, Bank Statement (Highlight income), Letter from Employer, Centrelink Statement
- Proof Of Payments- Rent Receipts, Tenant Ledger, Mortgage Payments
- Reference- Rental and Employment References

☐ 50 Points- Rental Ledgers

☐ 50 Points- Passport

☐ 30 Points- Drivers License

☐ 30 Points- Birth Certificate

☐ 20 Points- Motor Vehicle Registration

☐ 20 Points- other agent rental references

☐ 10 Points- Phone/electricity/gas account

☐ 10 Points- Medicare/ bank cards

The property will not be held for you until the application has been approved and the holding deposit has been paid to our office in cleared funds.

### Required Documents

You will be required to provide supporting documents, these documents must be photocopied and supplied with your application. These documents are listed in the above box. Your application will not be processed if the required documents are not provided to our office.

### Processing an Application

In most cases we are able to process your application in a 24-48 hour period and advise you by telephone. However, some delays may be experienced if we are unable to contact all of your references. You are welcome to contact our office after 48 hours to check how your application is progressing.

### Approved Application

If your application is approved you will be required to pay one weeks rent as a holding deposit. This is to be paid either in cash to our office or via direct deposit into our nominated rent trust account. The remaining balance is to be paid upon signing your lease.

### Unsuccessful Applications

We can receive many applications on properties and therefore there will be instances where you are unsuccessful. The owner of the property determines who will be successful and in most cases you will not be given a reason. You can submit an unsuccessful application towards another property which is available, however be aware that your personal information is shredded in seven days after received in our office.

## **APPROVED APPLICANTS**

### **Holding Deposit**

You will be asked to pay a holding deposit of one weeks rent, once you have been approved. This deposit will hold the property until the time you Lease Agreement commences. If after you have been approved for the property and paid a holding deposit, should you decide to not go ahead with the tenancy then you could lose this deposit.

### **Payment of Rent & Bond**

You will be required to pay four weeks rent as a bond along with two weeks rent when commencing your tenancy. This can either be paid prior by Bpay to our account or by EFTPOS on the day of signing your agreement. Keys will not be released unless all monies are paid. If your bond is being paid by Dept. Housing then this should be pre-organized.

### **Rental Payments throughout Tenancy**

All rental payments throughout your tenancy must be either paid by Bpay internet transfer, centrepay, or over the counter at your bank. Please be aware that we will not accept weekly rental payments within our office.

### **Electricity & Phone Connections**

It is the responsibility of the tenant to connect services such as electricity, gas and phone lines. It is also the tenants responsibility to disconnect at the end of the tenancy. All connection costs for these services are solely the responsibility of the tenant. You should make your own enquiries as to the availability and adequacy of telephone and internet services before accepting the tenancy of a property. If you have any questions please talk to our staff members.

### **Pets**

Any pets being kept at the property must be approved by the owner. You will be required to sign a Pet Agreement which will be attached to your Lease Agreement. If pets are kept at the property without the owners consent you will be asked to remove them. This will include any additions that were not approved at the beginning of the tenancy.

**Privacy Statement**

The personal information you provide in this application or collection by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful it may be disclosed for the purpose for which it was collected to other parties including the Landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to the Landlord and us.

If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that Agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the Landlord, third party operators of tenancy databases and other agents. If you do not provide the information required, we may not be able to process your application and manage your tenancy.

**Primary Purpose**

As professional property managers, we collect your personal information to assess the risk in providing you with the lease / tenancy of the premises you have requested and if the risk is considered acceptable, to provide you with the lease / tenancy of the premises. To carry this out this role and during the term of your tenancy, we usually disclose your personal information to:

The landlord, The Landlord's lawyers and the Landlords mortgagee/ insurer's

Referees you have nominated

Organisations / Trade people required to carry out the maintenance to the premises

Rental Bond Authorities and the Residential Tenancy Tribunal / Courts

Debt Collection Agencies

TICA Database Default Tenancy Control Pty Ltd.

Other Real Estate Agents & Landlords

**Secondary Purpose**

We also collect your personal information to:

Enable us , or the Landlords lawyers, to prepare the lease / tenancy documents for the premises

Allow organisations / Trades people to contact you in relation to maintenance matters relating to the premises

Pay / release rental bonds to/ from Rental Bond Authorities (where applicable)

Refer to Tribunals, Court and Statutory Authorities (where necessary)

Refer to Debt Collection Agencies / Lawyers (where default/ enforcement action is required)

Refer to Landlords Insurer's

Report your conduct as a tenant on the TICA database

I/ we the said applicant declare that I /we give our permission to the agent to collect my / our information and pass such information onto TICA default Tenancy Control Pty Ltd.

I/ we further give my / our permission for my/our information to be provided to any other tenancy database for the assessment of my / our tenancy application.

I/we further consent to the member of the Database Company to contact any of my / our referees provided by me/ us in my/our tenancy application.

I/we agree and understand that once a tenancy application has been lodged with a member of the tenancy database and an inquiry made with a tenancy database my/ our information may be recorded as making an inquiry.

I/ we agree that in the event of a default occurring under a tenancy agreement I /we give my/ our permission to the member of the tenancy database to register any of my details of such a breach with a tenancy database.

I/ we further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company.

I/we understand that TICA Default Control Pty Ltd is a database company that allows its members access to information accumulated from its members about tenant's who have breached their tenancy agreement.

I/we agree and understand that should I fail to provide the database member with the information and acknowledgments required the database member may elect not to proceed with my/our tenancy application.

I/we agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my/our application to obtain further rental accommodation.

**AUTHORISATION**

I we/ do hereby authorise my agent to provide a copy of the previous /Current rental ledger, routine inspection report & information relating to my/our tenancy to PRDnationwide Tamworth.

I/we /do hereby authorise my employee & referee's to provide PRDnationwide Tamworth details of employment & personal details pertaining to my application. This information is only for the purpose of assessing my suitability as a tenant.

**I accept that if the application is rejected that the agent is not legally obligated to give a reason.**

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

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

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

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

**APPLICATION FOR TENANCY**

The pages of this application **must** be completed in full & signed or your application will **not** be processed.

<b>Property Address:</b>	<b>Rent Per Week: \$</b>
<b>Length of Lease Required:</b>	<b>Date I Would Prefer to Commence Tenancy : / /</b>
<b>APPLICANT ONE PERSONAL DETAILS</b>	
Name:	D.O.B: / /
Are you known by another name?	
Phone Numbers: Mobile:	Work: Home:
Email Address:	Fax No:
Number of dependents to reside at property:	Total Occupants:
Age of Children:	( You must list ALL occupants names below)
Car Registration:	Drivers Licence No: Licence State:
No of vehicles to be kept at property:	Are all cars registered: <input type="checkbox"/> Yes <input type="checkbox"/> No
Will any of the following be kept at the property?: <input type="checkbox"/> Boat <input type="checkbox"/> Trailer <input type="checkbox"/> Caravan <input type="checkbox"/> Motorbike <input type="checkbox"/> None	
Will any Pets be kept at the property?: <input type="checkbox"/> Yes <input type="checkbox"/> No Number: <input type="checkbox"/> Inside <input type="checkbox"/> Outside	
Type & Breed:	
Are you a smoker? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If the property has a pool - have you cared for a pool previously? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Full name of all occupants other than the applicant wishing to occupy the premises:

**PRESENT ADDRESS:**

Address:	<input type="checkbox"/> Rented \$ Per week <input type="checkbox"/> Owned
Name of Real Estate/Landlord or Sales Agent:	
Agent Address:	Phone:
Reason For Leaving:	Period of Occupancy:
Do you expect the bond to be refunded in full:	Total Occupants:

**PREVIOUS ADDRESS:**

Address:	<input type="checkbox"/> Rented \$ Per week <input type="checkbox"/> Owned
Name of Real Estate/Landlord or Sales Agent:	
Agent Address:	Phone:
Reason For Leaving:	Period of Occupancy:
Do you expect the bond to be refunded in full:	Total Occupants:



1/287 Peel Street, Tamworth  
NSW 2340  
Tel: 02 6763 7000. Fax: 02 6763 7001  
[rentals@prdtam.com.au](mailto:rentals@prdtam.com.au)  
[www.prdtam.com.au](http://www.prdtam.com.au)

Opening Hours: Monday- Friday: 9am- 5pm  
Saturday: 9am-12pm

## APPLICANT ONE

### NEXT OF KIN (Must Be Someone That Is Not Residing In the Property With You)

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

### EMPLOYMENT & INCOME DETIALS (All Income is to be Shown as NET Income)

Occupation:	Length of Employment:		
Employer:	Phone:	Weekly Wage: \$	
<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Casual	( ____ Hours Per Week)
Other: <input type="checkbox"/> Student	Student ID Number:	Austudy: \$	Overseas Student: <input type="checkbox"/> Yes <input type="checkbox"/> No Visa Expiry: / /
Government Benefits: <input type="checkbox"/> Pensioner. Type:	<input type="checkbox"/> Unemployment Benefit	<input type="checkbox"/> Other. Type:	Weekly Income \$
<input type="checkbox"/> Self Employed:	Name Of Business:	ABN Number:	
Address:	How Long Established:		
Phone:			
Other Type Of Income (e.g. Savings or Investments)	Other Income: \$		

### HOW DID YOU FIND OUT ABOUT THE PROPERTY?

<input type="checkbox"/> To Let Sign	<input type="checkbox"/> Rental List	<input type="checkbox"/> Internet Advertising	<input type="checkbox"/> Leader - Domain
<input type="checkbox"/> Telephoned Office	<input type="checkbox"/> Referral		

ALL THE INFORMATION I HAVE RPOVIDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE:

Print Name: \_\_\_\_\_

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

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

**APPLICATION FOR TENANCY**

The pages of this application **must** be completed in full & signed or your application will **not** be processed.

<b>Property Address:</b>	<b>Rent Per Week: \$</b>
<b>Length of Lease Required:</b>	<b>Date I Would Prefer to Commence Tenancy : / /</b>
<b>APPLICANT TWO PERSONAL DETAILS</b>	
Name:	D.O.B: / /
Are you known by another name?	
Phone Numbers: Mobile:	Work: Home:
Email Address:	Fax No:
Number of dependents to reside at property:	Total Occupants:
Age of Children:	( You must list ALL occupants names below)
Car Registration:	Drivers Licence No: Licence State:
No of vehicles to be kept at property:	Are all cars registered: <input type="checkbox"/> Yes <input type="checkbox"/> No
Will any of the following be kept at the property?: <input type="checkbox"/> Boat <input type="checkbox"/> Trailer <input type="checkbox"/> Caravan <input type="checkbox"/> Motorbike <input type="checkbox"/> None	
Will any Pets be kept at the property?: <input type="checkbox"/> Yes <input type="checkbox"/> No Number: <input type="checkbox"/> Inside <input type="checkbox"/> Outside	
Type & Breed:	
Are you a smoker? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If the property has a pool - have you cared for a pool previously? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Full name of all occupants other than the applicant wishing to occupy the premises:

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**PRESENT ADDRESS:**

Address:	<input type="checkbox"/> Rented \$ Per week <input type="checkbox"/> Owned
Name of Real Estate/Landlord or Sales Agent:	
Agent Address:	Phone:
Reason For Leaving:	Period of Occupancy:
Do you expect the bond to be refunded in full:	Total Occupants:

**PREVIOUS ADDRESS:**

Address:	<input type="checkbox"/> Rented \$ Per week <input type="checkbox"/> Owned
Name of Real Estate/Landlord or Sales Agent:	
Agent Address:	Phone:
Reason For Leaving:	Period of Occupancy:
Do you expect the bond to be refunded in full:	Total Occupants:



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## APPLICANT TWO

### NEXT OF KIN (Must Be Someone That Is Not Residing In the Property With You)

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

### EMPLOYMENT & INCOME DETIALS (All Income is to be Shown as NET Income)

Occupation:	Length of Employment:	
Employer:	Phone:	Weekly Wage: \$
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual    ( ____ Hours Per Week)		
Other: <input type="checkbox"/> Student	Student ID Number:	Austudy: \$    Overseas Student: <input type="checkbox"/> Yes <input type="checkbox"/> No    Visa Expiry: / /
Government Benefits: <input type="checkbox"/> Pensioner. Type:	<input type="checkbox"/> Unemployment Benefit	<input type="checkbox"/> Other. Type:    Weekly Income \$
<input type="checkbox"/> Self Employed:	Name Of Business:	ABN Number:
Address:	How Long Established:	
Phone:		
Other Type Of Income (e.g. Savings or Investments)	Other Income: \$	

### HOW DID YOU FIND OUT ABOUT THE PROPERTY?

<input type="checkbox"/> To Let Sign	<input type="checkbox"/> Rental List	<input type="checkbox"/> Internet Advertising	<input type="checkbox"/> Leader - Domain
<input type="checkbox"/> Telephoned Office	<input type="checkbox"/> Referral		

**ALL THE INFORMATION I HAVE RPOVIDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE:**

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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<p><b>In Accordance with the Privacy Act, I/We the undersigned authorize the recipient of this fax to give information to PRDnationwide Tamworth, regarding My/Our rental history.</b></p> <p>I/We understand this information will be used to assess My/Our application for tenancy.</p>			
<b>Applicant/s Name:</b>			
<b>Rental Address:</b>			
<b>Period Of Tenancy:</b>	<b>From:</b>	<b>To:</b>	<b>Rent Paid Per Week:</b>
<b>Management Agent:</b>			<b>Agent Contact Name:</b>
<b>Agent/Landlord Phone:</b>			<b>Fax Number:</b>
<b>Signature/s Of Applicant:</b>			<b>Date:</b>

**PLEASE FILL IN ABOVE INFORMATION AND RETURN WITH YOUR APPLICATION**  
(Our Office will fax the below information to your current Agent. **Please do not fill in the table below**)

Dear Agent, Please complete and return by fax to PRDnationwide Tamworth – <b>02 6763 7001</b>	
Name & Position of person completing this form:	
How long residing at the property:	
How much rent did they pay:	
Was the tenant cooperative to deal with	Yes / No
Did they pay rent on time: (If not consistent please specify)	Yes / No
Were there any periodic inspections:	Yes / No
Result of periodic inspections:	
Were lawns and gardens kept in good condition:	Yes / No
Were pets kept at the property: Type/Breed: Did pets cause any damage:	Yes / No
Are the tenants considerate to neighbours:	Yes / No
Were any notices ever issued for breach of tenancy agreement:	Yes / No
Details of breach notice:	
Reason for leaving:	
Was the bond refunded in full. (If not please provide details:)	Yes / No
Would you rent to them again:	Yes / No      Comment:
Signature:	

**PLEASE ATTACH TENANT LEDGER**  
**Thankyou**