

Office Hours:
Mon-Fri 9am-5pm
Sat 9am-12pm

**PRD Nationwide Tumbarumba
Tenant Application Form**

100 Point Identification Checklist

Our office requires the following identification to be submitted along with your application. Please note applications **will not** be processed unless all information is supplied. Please contact the property manger if you are unable to meet the 100 point check criteria - *PLEASE NOTE YOU **MUST** SUBMIT AT LEAST ONE FORM OF PHOTO IDENTIFICATION.*

Photo identification:

Passport – 50 points
Drivers License – 30 points

Proof of Address:

Utilities bill – 10 points
Bank Statement – 10 points

Proof of Rental History:

Previous Rent Leger – 50 points
Min 2 References from previous agent – 20 points

Other Identification:

Proof of Age Card – 30 points
Current Vehicle Rego Papers – 20 points
Birth Certificate – 20 points
18+ Card – 10 points
ATM Card – 10 points
Payslip – 10 points

Property Details

Address of Property: _____

Rent per Week: \$_____ Preferred Lease Commencement Date: ___/___/___

Lease Term: 3 months / 6 months / 12 months Have you inspected the property? Yes / No

How many occupants: _____ Adults _____ Children

Applicant Names (Signing Agreement): _____

List full names of requested approved applicants who will reside at the property (Children): _____

Pets (specify species, bred and number): _____

How many cars will be kept at the premises: _____ Are all the cars registered? Yes / No

Do any of the applicants smoke? Yes / No

Have any of the applicants been evicted or are in debt to another owner/agent? Yes / No

Please give details: _____

Personal Details – Applicant 1

Full Name: _____ Date of Birth: _____

Mobile Number: _____ Home Number: _____ Work Number: _____

Email Address: _____

Drivers Licence No: _____ State of Issue: _____ Car Registration: _____

Passport No: _____ State of Issue: _____ Other ID: _____

Rental History

Current Address: _____

Period of Occupancy: _____ Years _____ Months Rent per Week: \$_____ Owned? Yes / No

Current Agent/Landlord: _____ Contact No: _____

Do you expect the bond to be refunded in full? Yes / No, If no why _____

Previous Address: _____

Period of Occupancy: _____ Years _____ Months Rent per Week: \$_____ Owned? Yes / No

Previous Agent/Landlord: _____ Contact No: _____

Do you expect the bond to be refunded in full? Yes / No, If no why _____

Employment History / Income Details

Occupation: _____ Employer: _____
 Address: _____
 Contact Person: _____ Phone No: _____
 Time at Current Employment: ____ Years ____ Months Net Income per Week: \$ _____
 Type of employment (eg: full time etc): _____ Hours per Week: _____
 Previous Occupation: _____ Previous Employer: _____
 Address: _____
 Contact Person: _____ Phone No: _____
 Time at Previous Employment: ____ Years ____ Months Net Income per Week: \$ _____
 Type of employment (eg: full time etc): _____ Hours per Week: _____

Other:

Student Type (eg: Uni, TAFE etc): _____ AUSTUDY: \$ _____
 Pensioner Type: _____ Allowance: \$ _____
 Unemployment Benefit: _____ Allowance: \$ _____
 Self Employed (Business Name): _____ Wage: \$ _____
 Address: _____ Phone No: _____
 Period of Establishment: _____ ABN No: _____
 Other Type of income (eg: savings, investments): _____ Income: \$ _____

References*(Please note: relatives do not count as references)*

Reference Name: _____ Contact No: _____
 Relationship to you: _____
 Reference Name: _____ Contact No: _____
 Relationship to you: _____
 Reference Name: _____ Contact No: _____
 Relationship to you: _____

Emergency Contact

Name: _____ Contact No: _____
 Relationship to you: _____
 Address: _____

Personal Details – Applicant 2

Full Name: _____ Date of Birth: _____
 Mobile Number: _____ Home Number: _____ Work Number: _____
 Email Address: _____
 Drivers Licence No: _____ State of Issue: _____ Car Registration: _____
 Passport No: _____ State of Issue: _____ Other ID: _____

Rental History

Current Address: _____
 Period of Occupancy: ____ Years ____ Months Rent per Week: \$ _____ Owned? Yes / No
 Current Agent/Landlord: _____ Contact No: _____
 Do you expect the bond to be refunded in full? Yes / No, If no why _____
 Previous Address: _____
 Period of Occupancy: ____ Years ____ Months Rent per Week: \$ _____ Owned? Yes / No
 Previous Agent/Landlord: _____ Contact No: _____
 Do you expect the bond to be refunded in full? Yes / No, If no why _____

TUMBARUMBA

Employment History / Income Details

Occupation: _____ Employer: _____

Address: _____

Contact Person: _____ Phone No: _____

Time at Current Employment: ____ Years ____ Months Net Income per Week: \$ _____

Type of employment (eg: full time etc): _____ Hours per Week: _____

Previous Occupation: _____ Previous Employer: _____

Address: _____

Contact Person: _____ Phone No: _____

Time at Previous Employment: ____ Years ____ Months Net Income per Week: \$ _____

Type of employment (eg: full time etc): _____ Hours per Week: _____

Other:

Student Type (eg: Uni, TAFE etc): _____ AUSTUDY: \$ _____

Pensioner Type: _____ Allowance: \$ _____

Unemployment Benefit: _____ Allowance: \$ _____

Self Employed (Business Name): _____ Wage: \$ _____

Address: _____ Phone No: _____

Period of Establishment: _____ ABN No: _____

Other Type of income (eg: savings, investments): _____ Income: \$ _____

References

(Please note: relatives do not count as references)

Reference Name: _____ Contact No: _____

Relationship to you: _____

Reference Name: _____ Contact No: _____

Relationship to you: _____

Reference Name: _____ Contact No: _____

Relationship to you: _____

Emergency Contact

Name: _____ Contact No: _____

Relationship to you: _____

Address: _____

Utilities Connection












The Moving House Utility Experts

Phone: 1300 859 242
Email: info@prdsmarterconnect.com.au
Website: www.prdsmarterconnect.com.au

PRD Smarter Connect is a free and easy service available to tenants

Please tick the services you would like:

- 
Electricity
- 
Gas
- 
Water
- 
Telephone
- 
Pay TV
- 
Internet
- 
Home Insurance
- 
Cleaning
- 
Removalists

Yes, please contact me!

PRD Smarter Connect is power by Compare & Connect

- Unless you opt out below, you agree and acknowledge:**
- That you accept the Compare & Connect Terms and Conditions that may be accessed at www.compareconnect.com.au/terms-and-conditions
 - You authorise and invite Compare & Connect to contact you by telephone, email, text message, MMS or any other form of communication in order to provide the services requested by you even if your details are registered on the Do Not Call Register.
 - That Compare & Connect may share your details with their suppliers and service providers in order to facilitate the connection and/or disconnection of the requested services.
 - That Compare & Connect may receive a fee from the suppliers and service providers, part of which may be paid to a Compare & Connect referral partner and you are not entitled to any part of any such fee.
 - That Compare & Connect does not accept any liability on behalf of the suppliers and providers.
- You further authorise PRD Smarter connect to:**
- Obtain the National Metering Identifier and/or Meter Installation Reference Number of the properties that you are vacating and/or relocating to
 - Contact you with future promotions and offers.

Tick here to opt out

Unsuccessful Applications

If your application is unsuccessful, a member of our team will notify you. As you can appreciate we receive many applications on properties and the final decision is often determined by the lessor of the property. If you are unsuccessful, our office will retain your application on file in the event of the successful applicant not proceeding or you may request that your application be transferred to another available property for rent.

Authority and Privacy Disclaimer

I/we, understand that you as the managing agent for the owner of the property and have collected this information for the specific purpose of checking identification, character, creditworthiness and determining if the applicant/s will be suitable tenant/s for the property.

I/we, understand that the agent is bound by the Privacy Act and the Australian Privacy Principles (APPs) and **authority** is hereby given to the agent to check credit references, identity checks, current and past employment details, current and previous rental references from an owner or agent, any record listing or tenant database agency, personal references, current or previous sales representatives involved in a property transaction and any other searches that may verify the information provided by me in accordance with legislation requirements.

I/we, understand that once a tenancy has been entered into our personal information (such as names, contact details and any other details contained on this application or which can be obtain from a public source) can or will be kept or stored in files or a data entry computer format.

I/we **authorise** the agent to collect, use and disclose personal information to:

- Communicate with the owner (relevant to the premises) during the tenant selection process as well as any other matter arising during and at the end of tenancy
- Prepare agreements and tenancy documents
- Allow tradespeople or equivalent organisations to contact me
- Lodge, claim or transfer (to or from) a Bond Authority
- Refer to Tribunals and/or Courts & Statutory Authorities (where applicable)
- Refer to Collection Agents and Lawyers (where applicable)
- Lodge Insurance claims (where applicable)
- Communicate with Body Corporate or Strata Groups (relevant to the premises)
- Utility connection providers, where the applicant has opted for such a service
- Undertake any act, process or communication with any other third party as required by the agent or owner relating to the administration of the premises and use of the Agent's services.

I/we, understand that once a tenancy has been entered into our personal information (such as names, contact details and any other details contained on this application or which can be obtain from a public source) can or will be kept or stored in files or a data entry computer format.

I/we, agree that once a tenancy agreement has been entered into that should there be a failure to comply with the obligations under the agreement; the failure to comply may be disclosed to third party operators of tenant database registers and/or agent in accordance with legislation requirements.

I/we, agree that we have been provided with the Tenant Database Agency details (including the name and contact numbers) that may be accessed by our agency during the application process.

The applicant/s have the right to access personal information held by our agency and may request correction or amendment of any inaccurate, incomplete, out of date or irrelevant information.

I/we, authorise the agent to send information to our contact details to promote, market or sell rental properties, sale properties or information in general that relates to the real estate industry. Tick here if you do not wish to receive this information.

Applicant 1 Signature: _____ Date: ____/____/____

Applicant 2 Signature: _____ Date: ____/____/____

Declaration

I/we hereby offer to rent the property from the owner under a lease prepared by the agent. I/we acknowledge that I will be required to pay rent in advance, a holding deposit and a rental bond and that this application is subject to approval from both the agent and owner. I/we declare that all the information provided is true and correct and have been supplied of my own/our free will. I/we declare that I/we have inspected the property and that I/we accept the property is the sighted condition. I/we authorise the agent to obtain and use my details. By signing below I/we hereby acknowledge that I have read and consent to the above.

Applicant 1 Signature: _____

Date: ___/___/___

Applicant 2 Signature: _____

Date: ___/___/___

Successful Applications – Deposit & Initial Payments

Upon Approval you are required to pay 1 weeks rent as a holding fee/deposit, this holding fee is subject to the following conditions:

- *The holding fee is equivalent to one weeks rent, to reserve the property for the successful application for a period of one week.*
- *The property will not be let during the reservation period.*
- *If the applicant decides not to proceed the owner is entitled to keep the total deposit paid.*

Upon signing the lease, the following monies must be paid. The tenant is to agree to pay the below charges before possession of the premises are granted.

- *Bond: 4 weeks rent*
- *2 weeks rent upfront: 2 weeks rent (please note – your holding deposit will count towards one of the two weeks)*
- *Total: 6 weeks rent*

I/we, agree that in the event that the application is successful, acceptance is communicated and the rent has been paid, but I decide not to proceed, I agree that this money will be forfeited to the lessor. Upon communication of acceptance of this application by the agent, I agree that I will enter into a written Tenancy Agreement in accordance with legislation requirements.

I/we, agree that I will not be entitled to occupation of the premises until:

- vacant possession is provided by the current occupant/s of the premises
- the tenancy agreement is signed by the applicant/s; and
- the payment of all monies due are paid by the applicant/s in cleared funds prior to occupation of the premises

I/we, the applicant, **accept** that if the application is rejected, the agent is not legally obliged to give a reason. If the application is declined, your details will be held on file for 12 months. Following this period all details held will be disposed of.

Applicant 1 Signature: _____

Date: ___/___/___

Applicant 2 Signature: _____

Date: ___/___/___

(Please note that all monies must be paid in cleared funds, personal cheques will not be accepted.)

Email Consent

“By confirming your email address below and/or accepting this request, you consent to service of any notice or documents required to be given or served in respect of the residential tenancy agreement you are party to, including but not limited to termination notices, notice of intention to sell the premises, notice of access/inspection/entry and notice of a rent increase, by way of email. “

Email Address: _____

Please tick to agree or disagree to this statement:

AGREE

DISAGREE



Tenant Database Checks

Our agency utilises the services provided by TICA, an Australian tenancy database, for tenant screening purposes/ when processing your application form, our agency will conduct the necessary tenant checks with this company. In accordance with current legislation requirements if a breach or default occurs with your tenancy, the details of such breach or default may be listed on this database for other agents to access when you apply for future properties. A Police Check will be done through TICA if either requested by the landlord or agent believes it may be warranted. If you have any questions relating to this service or your personal information that may be held you can contact the company direct on 02 97431800.



National Police Check

Our agency also utilises services provided by the national crime check. To the agent's or landlord's discretion a police check may processed using the information provided. If you have any questions relating to this service or your personal information that may be held you can contact the company direct on 1800 080 095.

Social Media

Want to keep up with what's happening in our agency? Head over to our facebook, instagram and website to keep up to date! With weekly tenant tips, a display of the current market, competitions and so much more!



<https://www.prd.com.au/tumbarumba>



We look forward to hearing from you soon!

The girls at PRD 😊