

# Tenancy Application Form



Please Note: This application will not be processed unless it is filled out completely with copies of all supporting documents attached for each applicant.

PLEASE EMAIL ALL APPLICATIONS TO [sarahryan@prdpalmbeach.com.au](mailto:sarahryan@prdpalmbeach.com.au)

Please read prior to completing your application:

1. You will need to make your own enquiries as to the availability of NBN or any other service you require.
2. If you are approved, you will be required to pay a bond equivalent to 4 weeks rent, and the first 2 weeks rent prior to moving in. Direct Deposit Payment is ONLY ACCEPTED.
3. You will be required to attend a sign-up appointment on the day your lease commences at the property to sign lease documentation.
4. All information contained in the marketing material is considered correct at the time of advertising. Whilst every care is taken in the preparation of the marketing, PRDnationwide Palm Beach, will not be held liable for any error in typing or information. If you have any questions or concerns, please contact us prior to applying.

## Rent Payment

Direct Deposit Payment is our only rent payment method and is a free option for our tenants. Trust Account Bank Details will be provided to you when your application is approved.

## Applicants Checklist

Before I/We submit this application, I/We have:

- Attached photocopies of supporting documents
- Inspected the property both internally and externally
- Completed all details in full on the application form
- Provided all contact details and documentation for confirmation of income source
- Read and signed all the Privacy Disclosure Statement and Privacy Consent

## Supporting Documentation

Your application must include at least one item from each section per applicant.

### Section One

Drivers Licence  
Proof of Age Card  
  
Passport

### Section Two

Current Pay Slips (minimum of 2)  
If new job – Letter of Confirmation incl. Salary, employment type.  
Statement of Centrelink Entitlements  
PAYG Statement for most recent Financial Year and  
Bank Statement (if self-employed)

### Section Three

Rental Ledger  
4 most recent Rent Receipts  
  
Council Rates  
Motor Vehicle Registration  
  
Bank Statement  
Utilities or Phone Account

Address of Property you are applying for:

Tenancy Requirements:

Lease Term  months Rent \$  per week Lease Commencement Date

Names of other applicants and their relationship to you (husband, wife, partner, friend):

Names & ages of children (if any):

No. of pets including breed & age (if any):

Do you own an investment property in Australia? Yes/No

# Applicant One

First Name	Last Name	Mobile	
Email	Date of Birth		
Drivers Licence No.	State of Issue	Passport No.	Country of Issue
Number of Vehicles	Car Rego	Any trailers, caravans or boats? Yes/No	

## Emergency Contact

Please provide an emergency contact not living with you (e.g. Next of Kin, Relative)

Name	Relationship to you	Contact Phone
Address		

## Current Address Details

(if owner occupier please also include details here)

Current rent/mortgage \$	per week	How long have you lived there?	Years/months
Current Address			
Agent/Landlord		Phone	
Email	Reason for Leaving		
Was your bond refunded in full? Yes/No		If No, please specify	

## Previous Address Details

Rent/mortgage \$	per week	How long have you lived there?	Years/months
Property Address			
Agent/Landlord		Phone	
Email	Reason for Leaving		
Was your bond refunded in full? Yes/No		If No, please specify	

## Current Employment/ Self Employment

If less than 6 months in current job, please also provide previous employment details.

Company Name	Position	
Payroll or Accountant	Contact Number	
Company Address	Net income (after tax) \$	per wk/fn/mth
Length of Employment	Business Type/ABN (if applicable)	

## Student

Are you a full-time student? Yes/No	TAFE/University	Student No.
Contact Name	Contact Number	
Do you receive income from a family member/s? Yes/No	Amount \$	
Name of family member/s	Contact Number	

## Centrelink Benefits

Type	\$	per fortnight
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## Additional source of income

Type	\$	per wk/fn/mth
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## Personal Referee (cannot be related)

Name	Relationship to you	Contact Number
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# Applicant Two

First Name	Last Name	Mobile	
Email	Date of Birth		
Drivers Licence No.	State of Issue	Passport No.	Country of Issue
Number of Vehicles	Car Rego	Any trailers, caravans or boats? Yes/No	

## Emergency Contact

Please provide an emergency contact not living with you (e.g. Next of Kin, Relative)

Name	Relationship to you	Contact Phone
Address		

## Current Address Details

(if owner occupier please also include details here)

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Length of Employment	Business Type/ABN (if applicable)	

## Student

Are you a full-time student? Yes/No	TAFE/University	Student No.
Contact Name	Contact Number	
Do you receive income from a family member/s? Yes/No	Amount \$	
Name of family member/s	Contact Number	

## Centrelink Benefits

Type	\$	per fortnight
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## Additional source of income

Type	\$	per wk/fn/mth
------	----	---------------

## Personal Referee (cannot be related)

Name	Relationship to you	Contact Number
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## Declaration and Privacy Act Acknowledgement for Applicant/s

I/We hereby offer to rent the property from the Landlord under a lease to be prepared by the Agent. Should this application be accepted by the Landlord, I/We agree to enter into a Residential Tenancy Agreement.

I/We acknowledge that this rental application is subject to the Landlord's approval and I/We declare that all information contained in this application is true and correct and given of own free will. I/We declare that the property has been inspected and are not bankrupt.

I/We authorise the Agent to obtain personal information from:

- (a) The owner or the Agent of my current or previous residence;
- (b) My personal referees and employer/s;
- (c) Any record listing or database of defaults by tenants.

If I/We default under a tenancy agreement, I/We agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I/We may apply for in the future.

I/We consent to my personal information being passed on during the tenancy (should it commence) and after the tenancy if required to other third parties which include however are not limited to tradesperson/contractors, salespeople, body corporate, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act and any other relevant information. The Landlord of the property will be provided all relevant information as the tenancy agreement is between the Landlord and the Tenant; the Agency manages the property on behalf of the Landlord. The tenancy agreement should it commence is a contract between the Landlord and the Tenant; personal information will be passed onto the Landlord as the owner of the property.

I/We understand that the first 2 weeks rent and rental bond (equivalent to 4 weeks rent) must be paid by direct deposit prior to the commencement of the tenancy agreement. I/We understand that the keys to the property will not be handed over until all monies are received in full by PRDnationwide Palm Beach and the lease documents are signed by all parties and the lease has commenced.

I/We understand that PRDnationwide Palm Beach and its staff take every care to ensure that the properties are displayed in all forms of advertising correctly however, mistakes and errors can occur. If you are relying on a particular feature, please confirm this with a member of our staff prior to entering into a tenancy agreement. We further understand that PRDnationwide Palm Beach cannot guarantee that the information contained in all forms of advertising is true and correct.



### Applicant One

Name: ..... Signature: ..... Date: .....



### Applicant Two

Name: ..... Signature: ..... Date: .....



## FREE Utility Connection Service - with a difference!

Electricity Gas Internet Phone Pay TV Insurance

- Access to genuinely discounted utility offers
- Choose your providers in your own time
- Save time and not have to speak with a call centre
- Connect all your services in around 3 minutes on your mobile or computer
- Sign up to receive a FREE Domino's voucher for 2 pizzas, garlic bread and drink, delivered!

Move Me In will send you a personal invitation to connect via email and text once you have been approved to rent a property. Once you receive it, please click on the link and take 3 minutes to sign up online.

Move Me In is a FREE utilities connection service that offers you great discounted deals, saving you money right from the start! Other companies may have only ever offered you the standard off the shelf utility plans but Move Me In presents you with a selection of utility providers to choose from on our quick and easy online portal, so you can pick the discounted plan that suits you best.

**E: support@movemein.com.au P: 1300 911 947 www.movemein.com.au**