

# Tenancy Application Form



Office: Level 1, 179 Marius Street, Tamworth  
Phone: (02) 6763 7000  
Fax: (02) 6763 7001

Office hours: Monday to Friday: 9:00am to 5:00pm  
Saturday: 9:00am to 12:00pm  
Email: [rentals@prdtam.com.au](mailto:rentals@prdtam.com.au)

## COVID-19

Due to the current circumstances surrounding COVID-19 we are unable to accept any application form back in paper form. Please scan or take a photo and email to [rentals@prdtam.com.au](mailto:rentals@prdtam.com.au). Please do not be offended when we request this in office.

## Submitting Your Application

**Each applicant must provide all of the following information in order for the application to be processed.**

- |  |   |
|--|---|
| <input type="checkbox"/> Signed Application Form   | <input type="checkbox"/> Recent Bank Statement (Highlight Income)                                       |
| <input type="checkbox"/> Signed Terms of Application   | <input type="checkbox"/> Proof of Current Address – Phone / electricity or gas invoice                  |
| <input type="checkbox"/> Signed Rental Reference Form  | <input type="checkbox"/> If property owned - Council Rates Notice                                       |
| <input type="checkbox"/> Photo ID - Driver's License (both sides to be copied) or Photo Card or Passport | <input type="checkbox"/> If Self Employed – latest Notice of Assessment from ATO, last 3 invoices & ABN |
| <input type="checkbox"/> 2 most recent pay slips OR Letter of Offer OR Centrelink statement              | <input type="checkbox"/> If renting with department of housing - letter of satisfaction                 |
| <input type="checkbox"/> Medicare or Healthcare Card or Pension Card                                     |   |

## If Your Application is approved

If your application is approved, you will be required to pay one weeks rent as a holding deposit. We can only hold the property for you once these funds have been received as cleared funds into our rent trust account.

***If your application is unsuccessful, you will be notified by phone, email or SMS. We will hold your application for a period of 2 weeks after which time your application including all personal information will be shredded.***

## Payment of Rent & Bond

You will be required to pay four weeks rent as bond along with two weeks rent when commencing your tenancy. Your bond can be paid via Bonds Online, BPAY or EFTPOS before signing your lease agreement. Your 2 weeks rent is to be paid via BPAY or EFTPOS. Keys will not be released unless the Tenancy Agreement has been signed by all tenants and all monies have been confirmed as received. If your bond is being paid by Dept. Housing then this should be pre-organized. **We do not accept cash.**

## Rental Payments throughout Tenancy

All rental payments throughout your tenancy must be paid by BPAY internet transfer or Centrepay. ***We do not accept weekly rental payments or cash at our office.***

## Electricity & Phone Connections

PRD Smarter Connect is our free home connection service that takes care of organizing the connections of all the important things such as electricity, gas and water. All connection costs for these services are solely the responsibility of the tenant. PRD Smarter Connect will be in contact to arrange all your connections following approval of your application.

If you would **NOT** like to be contacted by PRD Smarter Connect ensure you **opt out** on page 5.

## Pets

The Landlord must approve any pets being kept at the property. You will be required to sign a Pet Agreement that will be attached to your Lease Agreement. If pets are kept at the property without the Landlords consent you will be asked to remove them. This also applies to any additional pets acquired during the tenancy.

# Tenancy Application Form

## Property Information

Property Address: \_\_\_\_\_

Rental Amount: \$ \_\_\_\_\_ Date to Commence Tenancy: \_\_\_\_\_

Bond Amount: \$ \_\_\_\_\_ Tenancy Term: 6 / 12 Months: \_\_\_\_\_

Will you be applying for rental bond assistance: ☐ Yes ☐ No

Pets: ☐ Yes ☐ No How many: \_\_\_\_\_ Type: \_\_\_\_\_ : Breed: \_\_\_\_\_ inside/Outside(circle)

## Personal Information

Full Name: Dr, Mr, Mrs, Miss, Ms \_\_\_\_\_

Date of birth: \_\_\_\_\_ Email: \_\_\_\_\_

Driver's license number: \_\_\_\_\_ Expiry: \_\_\_\_\_ Passport number: \_\_\_\_\_

Phone number: \_\_\_\_\_ Mobile: \_\_\_\_\_

If Self Employed - ABN: \_\_\_\_\_ Company/Sole Trader Name: \_\_\_\_\_

Dependent's Names: \_\_\_\_\_ Ages: \_\_\_\_\_

Other Adult Applicants Names: \_\_\_\_\_

Relationship to other Applicants: \_\_\_\_\_

Have you ever been evicted from a tenancy: ☐ Yes ☐ No Are you a smoker: ☐ Yes ☐ Inside ☐ Outside / ☐ No

## Next of Kin/ Emergency Contact

Full Name : Dr, Mr, Mrs, Miss, Ms \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Relationship: \_\_\_\_\_

Full Name : Dr, Mr, Mrs, Miss, Ms \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Relationship: \_\_\_\_\_

## Current Address

Are you the ☐ Owner ☐ Renter ☐ Sharing ☐ Living with parents

Address: \_\_\_\_\_

Rental Amount: \$ \_\_\_\_\_ Tenancy period From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Agent/Sales Agent/ Landlord: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone number: \_\_\_\_\_

# Tenancy Application Form

## Previous Address

Were you the: ☐ Owner ☐ Renter ☐ Sharing ☐ Living with parents

Address: \_\_\_\_\_

Rental Amount: \$ \_\_\_\_\_ Tenancy period From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Agent/Landlord: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone number (not mobile): \_\_\_\_\_

## Current Employment *(Provide last 2 pay slips)*

Employer: \_\_\_\_\_ Position held: \_\_\_\_\_

Employers Address: \_\_\_\_\_

Period of employment. From: \_\_\_\_\_ To: \_\_\_\_\_ Income: \$ \_\_\_\_\_ p/w

Contact person: \_\_\_\_\_ Position: \_\_\_\_\_ Phone number: \_\_\_\_\_

☐ Full Time ☐ Part-Time ☐ Casual Hours per Week ( )

### Student:

College/University: \_\_\_\_\_

Course: \_\_\_\_\_ Duration: \_\_\_\_\_

## Centrelink Details *(Provide statement)*

Type of benefit: \_\_\_\_\_ Rent assistance: \$ \_\_\_\_\_

Amount per week: \$ \_\_\_\_\_ Child support: \$ \_\_\_\_\_

## Supporting Information

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**All the information I have provided in this application is true and correct.**

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

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

I confirm that I or a representative on my behalf has physically inspected this property in the presence of one of our agents: ☐ Yes ☐ No

**REMINDER: ENSURE ALL SUPPORTING DOCUMENTS AS SET OUT ON PAGE ONE, HAVE BEEN SUPPLIED WITH THIS APPLICATION**

## Terms of application

### 1. Declaration

The Applicant declares:

- i) That all of the above are true and correct
- ii) It is not bankrupt or insolvent.

### 2. Applicant Agrees

The Applicant agrees that:

- i) They have inspected the Premises noted in this Application for Tenancy and accept its condition
- ii) The Applicant will sign the Tenancy Application forthwith upon presentation of the same by the Agent
- iii) This Tenancy Application, unless accepted, creates no contractual or legal obligations between the parties.
- iv) They understand that the Landlord / Agent is not required to give an explanation to the Applicant for any application not approved.
- v) On acceptance of this Application for Tenancy by the Landlord being notified to the Applicant, verbally or in writing, the Applicant will rent the Premises from the Landlord under a Tenancy Agreement drawn up by the agent and, upon the signing of the Tenancy Agreement, pay the Bond and Rent amounts by a method acceptable to the Agent. Such payments to be cleared funds prior to occupancy.
- vi) As tenant I must satisfy myself as to the provision of any electronic communication services to the Premises (internet, television – analogue, digital or cable) and the adequacy of existing electrical fittings with respect to the use of such services. The Landlord gives no warranty in respect to the provision or adequacy of such services or electrical fittings to the Premises.

### 3. Holding Fee

- i) The Applicant/s will be required to pay a Holding Fee to the Agent, upon the Applicant/s Application for Tenancy being approved by the Landlord/Agent. Such fee, if a Tenancy agreement is entered into after payment of the Holding Fee, will be retained by the Landlord and paid towards the first payment of Rent.
- ii) Should the Applicant/s refuse to enter into the Tenancy Agreement (except in the case of refusal due to misrepresentation or failure to disclose a material fact by the Landlord or Agent) and Holding Fee paid by the Applicant/s will be retained by the Landlord.
- iii) If the Applicant has paid a Holding Fee, the Landlord must not enter into a Tenancy Agreement with any other person within 7 days of payments of such fee or within such further period as may be agreed with the Applicant unless the Applicant notifies the Landlord that they no longer wish to enter into a Tenancy Agreement.

### 4. Privacy Statement

- i) The Agent must comply with the provisions of the Australian Privacy Principles (Privacy Act 1988) and where required maintain a Privacy Policy.
- ii) The Privacy Policy outlines how the Agent collects and uses personal information provided by you as the Applicant, or obtained by other means, to assess your application for a residential tenancy and provide the services required by you or on your behalf.
- iii) You as the Applicant agree, to further assess your Application, the Agent may, subject to the Privacy Act 1988 (CTH) (where applicable), collect, use and disclose such information to:
  - a. The Landlord as Owner of the Premises to which this Application for Tenancy applies &/or;
  - b. (subject to the provision of Division 2 of the Residential Tenancies Act 2010) residential tenancy databases for the purpose of confirming details in your Application and enabling a property assessment of the risk in providing you with the lease; &/or
  - c. Tradespeople and similar contractors engaged by the Landlord/Agent in order to facilitate the carrying out of works with respect to the Premises; &/or
  - d. Previous managing agents, nominated Referees and your current Employer to confirm information provided by you; &/or
  - e. The Landlord's insurance companies; authorised real estate personnel; courts and tribunals and other third parties as may be required by the Agent relating to the administration of the Premises and use of the Agent's services; &/or
  - f. The utility connection provider, unless you have opted out of such a service, for the purpose of enabling the connection and/or disconnection of your utility services; &/or
  - g. Owners Corporations
- iv) Without provision of certain information the Agent may not be able to act effectively or at all on the Landlord's behalf as a result of which your Application may not be acceptable to the Landlord.
- v) The Applicant has the right to access such personal information and may require correction or amendment of any inaccurate, incomplete, out of date or irrelevant information.
- vi) The Agent will provide (where applicable), on request, a copy of its Privacy Policy.

## Applicant's Personal Information Consent

I, \_\_\_\_\_, the Applicant, give my consent for Tamworth Professional Marketing Pty Ltd trading as PRD Tamworth to make enquiries to verify the information I have provided to the Agent in these Tenancy Application (in accordance with the Privacy Act 1988 (CTH)) with relevant tenancy databases including databases of my previous Letting Agents. I accept that if the application is rejected that the agent is not legally obligated to give a reason.

Applicants Signature: \_\_\_\_\_ Print name: \_\_\_\_\_



## The Moving House Utility Experts

Phone: 1300 859 242

Email: [info@prdsmarterconnect.com.au](mailto:info@prdsmarterconnect.com.au)

Website: [www.prdsmarterconnect.com.au](http://www.prdsmarterconnect.com.au)

**Our free service takes care of organising the connections of all the important things such as electricity, gas and water taking away the stress of moving house whilst finding valuable savings through our strong relationships with our suppliers.**

### Our services include:

Please tick the services you would like:



Electricity

☐

Telephone

☐

Pay TV

☐

Internet

☐

Home Insurance

☐

Cleaning

☐

Removalists

☐

Office Tamworth PRD Tamworth Agent \_\_\_\_\_

**Once PRD smarterconnect Powered by Compare & Connect has received your application we will make all reasonable efforts to contact you within 24 hours of the nearest business day to identify how we can help.**

PRD Smarter Connect will be in contact to arrange all your connections, it's a free service. Whether you simply need your electricity and gas connected, a new phone connection, or to compare prices we have it covered.

If you would **not** like to be contacted by PRD Smarter Connect please tick the opt out box. ☐

You agree and acknowledge:

- PRD Smarter Connect is powered by Compare & Connect Australia Pty Ltd.
- That you accept the Terms and Conditions that may be accessed at [www.compareandconnect.com.au](http://www.compareandconnect.com.au)
- We will contact you by telephone, email or text message in order to provide the services requested by you even if your details are registered on the Do Not Call Register.
- That we may share your details with their suppliers and service providers in order to facilitate the connection and/or disconnection of the requested services.
- That we may receive a fee from the suppliers and service providers, part of which may be paid to a referral partner, and you are not entitled to any part of any such fee.
- That we do 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.

By not opting out on this form you warrant that you are authorised to make this application and provide the invitation, consents, acknowledgments, authorisations and undertakings set out in this application form on behalf of all of the applicants listed herein.

## Rental Reference Check

**In Accordance with the Privacy Act, I/We the undersigned authorize the recipient of this fax to give information to PRD Tamworth, regarding My/Our rental history.  
I/We understand this information will be used to assess My/Our application for tenancy.**

Applicant/s Name:			
Rental Address:			
Period Of Tenancy:	From:	To:	Rent Paid Per Week:
Management Agent:			Agent Contact Name:
Agent/Landlord Phone:			Fax Number:
Signature/s Of Applicant:			Date:

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)

<b>Dear Agent, Please complete and return by fax to PRD Tamworth – 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
Has the tenant ever made negative comments about your agency on social media	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 neighbors:	Yes / No
Were any notices ever issues 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**