

PROPERTY/S YOU ARE APPLYING FOR :

APPLICANTS NAME :

APPROVED OCCUPANTS (NOT NAMED TENANTS):

When placing a Tenancy Application with PRDnationwide Whitsunday, an application form must be completed for each adult occupying the property.

You must provide identification totalling at least **100 points (photo ID for at least 1 document)**.

You must provide proof of income

Refer to relevant tables below:

100 POINT IDENTIFICATION CHECKLIST

POINTS	DOCUMENT
50 points	Passport (current and valid WITH photograph)
40 points	Drivers License (current and valid WITH photograph) Proof of Age Card (current and valid WITH photograph)
30 points	Birth Certificate Tertiary Student Identification Card Public Service Identification Card
20 points	Your name and address verified by: Mortgage Documents Land or Council Rates Notices Visa Documents
20 points	Your name on : Master, Visa or ATM Card Medicare Card Health Care or Pension Card
20 points	Your name and address verified from : Utility Records (telephone, electricity, gas, water accounts) Bank Statement Licenses without photograph Trade or Professional Membership records

PROOF OF INCOME CHECKLIST

	DOCUMENT (only one option required)
	3 most recent pay slips/employment contract (stating income)/centrelink statement
	Accountant contact details if self employed
	Bank statement showing regular income

APPLICANT DETAILS

Name (other names you have been known by):		Date/Place of Birth:
Drivers Licence Number:	Passport Number:	Email Address :
Home Phone:	Work Phone:	Mobile Phone:
Number of Dependants / Children :	Age of any Dependants / Children :	Number and Type of Pets:
Australian Citizen (YES/NO): Current Passport and Visa required if NO		
Visa Expiry Date:		

CURRENT RESIDENTIAL DETAILS ☐ Renting ☐ Owned (rates notice reqd) ☐ With Family/Friends ☐

Previous Property Address:		
Rent Per Week \$:	Period of occupancy?	Reason for leaving :
Agent/Landlord:	Agent/Landlord Phone: Agent/Landlord Email:	

PREVIOUS RESIDENTIAL DETAILS ☐ Renting ☐ Owned (rates notice reqd) ☐ With Family/Friends ☐

Previous Property Address:		
Rent Per Week \$:	Period of occupancy?	Reason for leaving :
Agent/Landlord:	Agent/Landlord Phone: Agent/Landlord Email:	

CURRENT EMPLOYMENT

Current Employer (Company):		
Contact Name and position:	Contact's Work Phone: Contact's Work Email:	Your Position:
Length of Employment:	Net Income per week \$:	Full Time or Part Time? Permanent or Casual?

ACCOUNTANT DETAILS - If you are self employed you will need to complete the following

Company Name & ABN :	Accounting Firm & Contact :	Name & Email address :
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PERSONAL REFERENCES - Do not include relatives or employers

Contact Name:	Address :	Telephone No :
Contact Name:	Address :	Telephone No :

NEXT OF KIN / EMERGENCY CONTACT - Must be a resident of Australia & NOT living with applicant

Contact Name:	Address :	Telephone No :
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PRIVACY DISCLAIMER

PRD Nationwide Whitsunday will not use or disclose personal information about an individual other than for its original (primary) purpose. The use or disclosure of the information for another purpose (secondary purpose) is not permitted unless the person has consented to its use or disclosure for that other purpose.

Due to the Privacy Act, we are required to obtain peoples consent to use their information for our required purposes.

Please tick the following, acknowledging that you have read / understand :

- ☐ The completion of this application is not an acceptance for the property
- ☐ Should this application be unsuccessful, your application will be kept on file for two (2) months which can be used to apply for another property, after which time it will be destroyed
- ☐ I/We agree and understand that in the event of this application being unsuccessful there is no requirement at law for the agent to disclose to me/us any reason. I/We also agree not to raise any objection for not being provided a reason
- ☐ If your application is successful and you subsequently default in your rental payments over the bond amount or a Tribunal Order is issued to you, your name will automatically be listed with the Tenancy Information Centre of Australia (TICA)
- ☐ On approval of your application and verbal acceptance by you, a holding fee of one (1) weeks rent must be paid within seventy two (72) hours
- ☐ I/We acknowledge that any false information provided in this application could jeopardise this application and any subsequent tenancy agreement entered into on approval by the lessor or agent
- ☐ I/We have been informed, understand and agree that the rental for the said property will be \$_____per week
- ☐ I/We have been informed, understand and agree that the bond for the said property will be \$_____(four weeks rent)
- ☐ I/We have inspected the premises and have decided of my/our own accord to take a tenancy for a period of _____months from / / **(minimum of six (6) months unless informed otherwise)**
- ☐ I/We acknowledge that we have inspected the property or had the property inspected on my/our behalf or have been offered the opportunity to inspect the property and have declined, and therefore accept the property as is
- ☐ I/We the applicants declare that I/We are not bankrupt and have not entered into any scheme of arrangement for payment of monies owed to creditors. I/We further declare that no previous rental debt is being paid off at present. I/We declare that the rental is within my/our means
- ☐ I/We agree to allow the agent to photocopy the information supplied with this application
- ☐ I/We understand and acknowledge that both the lessor and the tenant are bound by this application immediately on communication of the lessor's or his agent's acceptance of it. I/We acknowledge that we have been informed that should I/We revoke the application after acceptance, any monies held as deposit on the property are non refundable
- ☐ I/We the said applicant(s) declare that the information supplied is true and correct and that I/We have supplied it of my/our own free will. I/We hereby authorize you as the letting agent, to conduct any enquiries and/or searches, with regard to the information and reference supplied in this application. I/We acknowledge that PRDnationwide Whitsunday uses the Tenancy Information Centre of Australia (TICA) database to obtain a tenant records report as part of my/our application.

IF A DEPOSIT FEE IS BEING PAID ON THE PROPERTY, THE FOLLOWING CONDITIONS APPLY

1. The premises will be reserved for the applicant
2. The deposit fee is equivalent to one week's rental
3. If the applicant indicates that they will proceed with the tenancy but then fails to enter into the tenancy agreement, they will forfeit the deposit.

Applicants Signature:
Agents Signature:

Date:
Date:

REQUEST FOR REFERENCE

TENANTS NAME/S : _____

PROPERTY THEY LEASED : _____

For the purpose of processing my/our application, I/we hereby authorise the previous letting Agent to release to PRDnationwide Whitsunday information pertaining to our rental history.

SIGNATURE OF APPLICANTS : _____

REAL ESTATE AGENT OR LANDLORD : _____

PROPERTY MANAGER : _____ FAX : _____

REVIEWS AGENTS COMMENTS

Period of Occupancy & Vacate Date.		
Weekly rent amount?		
Was the applicant listed as a lessee?		
Number of occupants?		
Were the property/gardens/yards maintained?	Good / Acceptable / Poor	Details:
Any Notice to Remedy Breach Issued? If yes, why?		
Was bond refunded in full or is it expected to be (details)?		
Were animals kept at the property (if so how many)?		
Were there any outstanding debts?		
Details of any disputes with applicant:		
Would you rent to them again?		

Please supply a copy of the Tenant Ledger Report.

Name of person supplying this information and position : _____

Thank you for your assistance

PRIVACY POLICY : PRDnationwide Whitsunday is committed to protecting the privacy of all clients and customers who utilise our services. In order to ensure that we are consistent in this approach, PRDnationwide Whitsunday has adopted a Privacy Policy to comply with the National Privacy Principles contained within the Privacy Amendment (Private Sector) Act 2000. A copy of our policy can be obtained by contacting our office.