

Tenancy Application Form

PRDnationwide Toowoomba

Please be advised, this application will only be processed once ALL details have been completed and all copies of all supporting documents attached. Each applicant must submit an individual form.

A. Agency Details

PRDnationwide Toowoomba

Address: 2/13 Kitchener Street, Toowoomba Qld 4350

Phone: (07) 4638 2877

Fax: (07) 4639 2838

Email: reception@prdtba.com.au

Website: www.prd.com.au/Toowoomba

Property Manager: _____

A. Property Details

Address of Property (you wish to apply for)

Rent \$

Preferred Lease Commencement Date

Preferred Lease Term

How many tenants will occupy the property?

Adults	Children (& ages)
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B. Personal Details

Name

Date of Birth

Drivers Licence number

Drivers Licence Expiry

Drivers Licence State

Pension Number

Pension Type

Home Phone

Mobile

Work Phone

Email Address

Current Address

How long have you lived at your current address?

Years	Months
-------	--------

Why are you leaving?

Your managing agency/landlord (where you live now)

	Ph.
--	-----

How much rent do you pay?

\$

What is your previous address?

How long did you live at your previous address?

Managing agency/landlord of your previous address?

	Ph.
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Rent at your previous address?

\$

Did you have your bond refunded?

If not, why not?

D. Employment History

What is your current occupation?

What is the nature of your employment?

Full Time	Part Time	Casual
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Employers Company Name

Employers Address

Contact Name & Number

Contact Email

Length of Employment

Years	Months	\$	/wk
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Net Income

What was your most recent previous occupation?

Employers Name

Length of Employment

Years	Months	\$	/wk
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Net Income

E. Contacts/References

Emergency Contact (NOT LIVING WITH YOU)

Surname	Given Name
<input type="text"/>	<input type="text"/>

Relationship to you	Phone No.
<input type="text"/>	<input type="text"/>

Personal Reference 1 (NOT A RELATIVE)

Surname	Given Name
<input type="text"/>	<input type="text"/>

Relationship to you	Phone No.
<input type="text"/>	<input type="text"/>

Personal Reference 2 (NOT A RELATIVE)

Surname	Given Name
<input type="text"/>	<input type="text"/>

Relationship to you	Phone No.
<input type="text"/>	<input type="text"/>

F. Other Information

Car Make	Car Rego
<input type="text"/>	<input type="text"/>

Pets (type/breed)
1. <input type="text"/>
2. <input type="text"/>

G. Payment Details

Rent per week \$
Bond (equal to 4 weeks rent) \$

Payable on signing tenancy agreement:
Bond and 2 weeks rent

Due on signing \$

H. 100 Points of ID Required

You **must** have the following:

1. Current drivers licence or photo id
2. Current proof of income
3. Current rent ledger (if renting)

Application without 100 points of ID will not be accepted.

Your 100 Point Check

Drivers licence	40 points	<input type="checkbox"/>
Passport	40 points	<input type="checkbox"/>
Birth Cert/Extract	30 points	<input type="checkbox"/>
Other photo ID	30 points	<input type="checkbox"/>
Previous landlord reference	20 points	<input type="checkbox"/>
Rent ledger from other Agent	20 points	<input type="checkbox"/>
Motor Vehicle Rego Cert	10 points	<input type="checkbox"/>
Bank Statement/Bank Card	10 points	<input type="checkbox"/>
Phone / Electricity / Gas Account	10 points	<input type="checkbox"/>
Pension Card	20 points	<input type="checkbox"/>
Medicare / Health Care Card	10 points	<input type="checkbox"/>
Rates Notice (proof of ownership)	20 points	<input type="checkbox"/>

I. How did you hear about us?

- | | |
|--|---|
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> The Internet |
| <input type="checkbox"/> Local Paper | <input type="checkbox"/> Office |
| <input type="checkbox"/> Office Window | <input type="checkbox"/> Sign Board at Property |
| <input type="checkbox"/> Referral | <input type="checkbox"/> Other _____ |

J. Declaration

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

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorize 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 such as NTD, TICA or TRA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting

- NTD: 1300 563 826
- TICA: 1902 220 346
- TRA: (02) 9363 9244

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

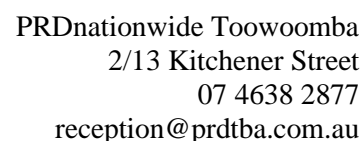
I am aware that the Agent will use and disclose my personal information in order to:

- (a) Communicate with the owner and select a tenant
- (b) Prepare lease/tenancy documents
- (c) Allow tradespeople or equivalent organizations to contact me
- (d) Lodge/claim/transfer to/from a Bond Authority
- (e) Refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) Refer to collection agents/lawyers (where applicable)
- (g) Complete credit check with NTD (National Tenancies Database)

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.

Signature	Date
<input type="text"/>	<input type="text"/>

***Urgent* – OFFICE USE ONLY**



Email: _____

PLEASE COMPLETE THE DETAILS BELOW AND RETURN THE FORM TO OUR AGENCY TODAY, AS TIME IS CRITICAL TO BOTH THE APPLICANT AND LESSOR TO FINALISE THE PROCESSING OF THE TENANCY APPLICATION.

Employee Name:	
QUESTIONS	ANSWERS
Confirm Company Name as the Employer	
Name of Person Confirming Details	
Position of Person Confirming Details	
Contact Details of Person Confirming Details	
Is Applicant currently an employee?	
What is their employment status?	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Contract <input type="checkbox"/> Other
How long has the Applicant been employed?	Years: _____ Months: _____
	Contract Term: _____
Current nett weekly wage?	
Other relevant comments	

Property Management

Applicants Signature: _____

TENANCY REFERENCE REQUEST OFFICE USE ONLY

Please attach Tenancy Ledger

Date: _____
Attention: **PROPERTY MANAGER**
Company: _____
Facsimile/Email: _____
Phone: _____
From: _____
PROPERTY: _____
TENANTS NAME: _____

PRDnationwide Toowoomba
2/13 Kitchener Street
07 4638 2877
reception@prdtba.com.au

Is the above applicant an approved occupant or tenant of the property?

☐ Yes ☐ No

How much was/is the rent per week? _____

How long was the tenant/occupants rental period? _____

Was/is the above tenant/occupant on a fixed term agreement? _____

If yes, please advise the lease end date _____

Were the period inspections:

☐ Excellent ☐ Good ☐ Satisfactory ☐ Unsatisfactory

During the tenancy was the above tenant/occupant ever in arrears or served with any RTA notices?

☐ Yes ☐ No

If Yes, how many & what details/circumstances? _____

Were there any deductions from the rental bond? _____

Were any pets kept on the premises?

☐ Yes ☐ No

If Yes, did they cause any damage/problems? _____

How would you rate this tenant from 1 to 10? (10 being the highest) _____

Has there been any complaints from neighbors regarding this tenant? _____

Has this tenant been aggressive or abusive in your dealings with them? _____

Would your agency rent to the above tenant/occupant in the future?

☐ Yes ☐ No

Property Manager Name: _____

Signed by: _____

TENANT MUST SIGN

Privacy Acknowledgement

In accordance with Section 18n(1)(b) of the Privacy Act, I the applicant, authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy database searches) as you consider reasonably necessary. In doing so, I understand that the information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties.

Applicants Full Name: _____

Applicants Signature: _____

BEFORE you submit your Application for consideration please ensure that you have:

- ☐ **Attended** a formal inspection of the property with a representative from our office.
 - Date: ____ / ____ / ____ Time: ____ : ____ AM / PM
- ☐ **Filled in** all requested information, ensuring it is true and correct to the best of your knowledge.
- ☐ **Attached** 100 points of Identification including at least one form of photo ID.
 - See page 2 of application form for further information and value of each item.
- ☐ **Signed** the declaration at the bottom of the Employment Confirmation and the Tenancy Reference Request.
 - You do not need to do anything with these forms; we will forward them to your employer/agent.
- ☐ **Attached** at least 2 x payslips and/or Centrelink Income Statement.
 - If you are unable to provide either of these documents, you must provide a bank statement showing sufficient funds to service the rental amount for the requested lease period.

*Failure to provide any items and/or sign the application will slow the process, or even put your application at a standstill.