

# Tenancy Application Form

## Property address:

### Tenancy application checklist

All applicants over 18 years of age will need to submit an application form and sign each section of the application.

#### Identification

You will need to provide one of the following:

- ☐ Driver's licence
- ☐ Passport

#### Personal information report

For each applicant, a Personal Information Report from:

- ☐ Tasmanian Collection Service (TAS) or
- ☐ EQUIFAX ([www.equifax.com.au](http://www.equifax.com.au))

#### References

For each applicant, we will require two professional references:

- ☐ Professional reference 1
- ☐ Professional reference 2

#### Proof of income

You will need to provide one of the following:

- ☐ 3 current payslips
- ☐ Bank statement
- ☐ A letter from your employer stating income position and length of employment
- ☐ A letter from your accountant if self employed
- ☐ Centrelink statement

### Processing of applications

Please be aware that we process a significant number of applications per property available.

We endeavour to process these within 48 to 72 hours of the application being submitted.

Upon submitting your application, you will receive sms updates of the progress and you will be notified via phone call or text message with the outcome.

If your application is unsuccessful, you can resubmit the same application for another property through PRD

as we keep these applications for 4 weeks. Upon the fourth week coming to an end, your application will be destroyed.

### Bond and ongoing rental payments

The security bond must be paid on or before the lease commencement date. Ongoing rent is to be paid via EFT.

**40 High St TAS 7140 NEW NORFOLK**

(03) 6261 2555 | [newnorfolk@prdhobart.com.au](mailto:newnorfolk@prdhobart.com.au)

**26 Cambridge Road TAS 7018 BELLERIVE**

(03) 6244 5588 | [bellerive@prdhobart.com.au](mailto:bellerive@prdhobart.com.au)



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**LARGE  
AGENCY**  
OF THE YEAR  
2020 & 2021

**PRD.**   
REAL ESTATE

## A. Lease details

### 1. Lease start date

Date	Month	Year

### 2. Length of lease

### 3. Rent

\$		per week
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### 4. How many tenants will occupy the property?

Adults	Children	Ages (children)

Names

## B. Personal details

### 5. Details

☐ Mr
 ☐ Mrs
 ☐ Ms
 ☐ Miss
 ☐ Other

Surname	Glven names

Date of birth

Drivers licence no.	State	Expiry date

Car registration

### 6. Please provide your contact details

Email

Contact phone number

MyBond ID

Home phone	Work phone

Preferred contact method:

☐ Email
 ☐ Phone
 ☐ Mobile
 ☐ Work
 ☐ SMS

Have you viewed the property? ☐ Yes ☐ No

Are you a smoker? ☐ Yes ☐ No

Do you have any pets? ☐ Yes ☐ No

If yes, please provide details of pet(s):

Number/breed/type

☐ Inside
 ☐ Outside

## C. Applicant history

### 7. Do you currently own property?

☐ Yes, I live in
 ☐ Yes, investment
 ☐ No

### 8. Current address

	Postcode	

### 9. How long have you lived at your current address?

### 10. Why are you leaving your current address?

### 11. What is the name of your landlord or agent?

Phone number	Weekly rental amount
	\$

### 12. What was your previous residential address?

	Postcode	

### 13. How long did you live at your previous address?

**14. What was the name of your landlord or agent?**

Phone number	Weekly rental amount
	\$

Was the bond refunded? ☐ Yes ☐ No

If not, why?

**D. Employment history**

**15. What is your occupation?**

Are you employed?

☐ Full-time ☐ Part-time ☐ Casual

Employer's Business Name  
(inc. accountant if self employed or institution if student)

Employer's address

	Postcode

Contact name	Phone number

Length of employment

Years	Months	Net income
		\$

**16. Please provide your previous employment details**

What was your occupation?

Were you employed?

☐ Full-time ☐ Part-time ☐ Casual

Employer's Business Name  
(inc. accountant if self employed or institution if student)

Employer's address

	Postcode

Contact name	Phone number

Length of employment

Years	Months	Net income
		\$

**E. Contacts/references**

**17. Please provide one contact in case of emergency**

Surname	Given names

Relationship to you	Contact number

Address

	Postcode

Email

**18. Please provide two professional references (not related to you)**

Surname	Given names

Relationship to you	Contact number

Surname	Given names

Relationship to you	Contact number

**F. Identification**

100 Points of identification is required in order to process your application.

**You must provide:**

- |                       |                                    |
|-----------------------|------------------------------------|
| Photo ID/passport     | 40 points <input type="checkbox"/> |
| Evidence of income    | 20 points <input type="checkbox"/> |
| Current utility bills | 30 points <input type="checkbox"/> |
| Medicare/bank card    | 20 points <input type="checkbox"/> |

For your application to be processed you must answer all questions.

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## G. Lease details

I hereby offer to rent the property from the owner under 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 Landlord/Owner. I declare that all information contained in this application (including the previous pages) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I also authorise the Agent to obtain personal information about me from:

- a. The owner of the Agent of my current or previous residence.
- b. My personal referees for this application and current past employer/s.
- c. Any person who maintains any record, listing or database for defaults by tenants and I authorise and consent to each of those persons providing requested personal information about me to the Agent.
- d. If I default under a rental agreement, I agree that the Agent may disclose details of any such default to the tenancy default database, and to agents/landlord of properties I may apply for in the future.

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

- a. Communicate with referees, employees, landlords, third party operators of tenancy reference databases, other agents and select a tenant.
- b. Communicate with the owner and select a tenant.
- c. Prepare lease/tenancy documents
- d. Allow tradespeople or equivalent organisations to contact me.
- e. Lodge/ claim/ transfer to/from a Bond Authority.
- f. Refer to tribunals / Courts and Statutory Authorities where applicable.
- g. Refer to collection agents / lawyers where applicable.
- h. Complete a Personal Information Report with TCS.
- i. Conduct a Colony 47 background check.
- j. Transfer water account details into my name.

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

**Applicant's full name**

**Applicant's signature**

Digital signature or typed name is acceptable for forms submitted digitally

**Date**