

PO Box 612 Bundaberg Qld 4670
156 Bourbong Street, Bundaberg Qld 4670
F (07) 4155 5002 T (07) 4155 5007
leasing@prdbundaberg.com.au
www.prdbundaberg.com.au

Date received ____/____/____ Time ____am/pm

Received By _____

APPLICATION FOR TENANCY

THIS APPLICATION MUST BE COMPLETED IN FULL AND SIGNED BY ALL APPLICANTS TO BE PROCESSED

ADDRESS: _____

HOW DID YOU FIND OUT ABOUT THE RENTAL PROPERTY? ☐ To Let Sign ☐ Rental List ☐

Telephoned

☐ Newspaper _____ ☐ Window Card ☐ Internet Site _____

GENERAL INFORMATION

Have you applied for properties through other Real Estates? ☐ Yes ☐ No

How many tenants wish to reside in the property? _____ Adults _____ Children

Ages:

How many cars will be kept at the property? _____ Are all the cars registered ☐ Yes ☐ No

Will a ☐ Boat ☐ Trailer ☐ Caravan ☐ Motor Home ☐ Motorbike be kept at the property? ☐ Yes ☐ No

Do any applicants have pets? (Check with agent for approval) ☐ Yes ☐ No

☐ Cats No. _____ ☐ Dogs No. _____ Breed/Type

_____ ☐ Birds No. _____

Breed/Type _____ No. of Cages _____ ☐ Fish No. of tanks _____

Other _____ (List No. & Breed/Type)

Are the pets (if applicable) registered with the council? ☐ Yes ☐ No

Do any applicants smoke? ☐ Yes ☐ No

Do you have contents insurance? ☐ Yes ☐ No

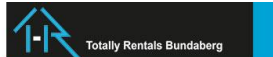
If the property has a pool – Have any of the applicants cared for a pool previously? ☐ Yes ☐ No

Have any of the applicants wishing to reside in the property been evicted or are in debt to another owner or agent?

☐ No ☐ Yes – If yes, give details:

APPLICANT DETAILS

| | | | |
|---------------------------|----------------------|----------------|---|
| Name | D.O.B. | / | / |
| (Maiden name/Name change) | | | |
| Contact No. Home | Work | Mobile | |
| Email | Fax No | | |
| Car Registration | Driver's Licence No. | Licensed State | |
| Passport No. | 18+ Card No. | Other ID | |



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CURRENT ACCOMMODATION DETAILS

| | | | | |
|---|--|------------------------------------|-----------|--------------------------------|
| Address | | <input type="checkbox"/> Rented \$ | per week | <input type="checkbox"/> Owned |
| Name of Real Estate, Owner or Agent (if property sold) | | | | |
| Address of above | | Phone | | |
| Period of occupancy | | / / to / / | [] years | [] months |
| Reason for leaving | | | | |
| Do you expect the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why | | | | |

PREVIOUS ACCOMMODATION DETAILS

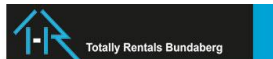
| | | | | |
|---|--|------------------------------------|-----------|--------------------------------|
| Address | | <input type="checkbox"/> Rented \$ | per week | <input type="checkbox"/> Owned |
| Name of Real Estate, Owner or Agent (if property sold) | | | | |
| Address of above | | Phone | | |
| Period of occupancy | | / / to / / | [] years | [] months |
| Reason for leaving | | | | |
| Was the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If No, why | | | | |

PREVIOUS ACCOMMODATION DETAILS

| | | | | |
|---|--|------------------------------------|-----------|--------------------------------|
| Address | | <input type="checkbox"/> Rented \$ | per week | <input type="checkbox"/> Owned |
| Name of Real Estate, Owner or Agent (if property sold) | | | | |
| Address of above | | Phone | | |
| Period of occupancy | | / / to / / | [] years | [] months |
| Reason for leaving | | | | |
| Was the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If No, why | | | | |

APPLICANT INCOME DETAILS – ALL INCOME IS NET OR TAKE HOME “PER WEEK “

| | | | |
|---|---|---|----------------------|
| Occupation | | Period of employment | |
| Employer | | Weekly wage \$ | |
| Address | | Phone | |
| <input type="checkbox"/> Full-time | <input type="checkbox"/> Part-time | <input type="checkbox"/> Casual | [] hours per week |
| Previous Employer | | | |
| Occupation | | Period of employment | |
| Employer | | Weekly wage \$ | |
| Address | | Phone | |
| <input type="checkbox"/> Full-time | <input type="checkbox"/> Part-time | <input type="checkbox"/> Casual | [] hours per week |
| Other | <input type="checkbox"/> Student (Name of College, TAFE, Uni) | AUSTUDY \$ | |
| Student Identification No. | | Overseas Student <input type="checkbox"/> Yes <input type="checkbox"/> No | Visa Expiry Date / / |
| <input type="checkbox"/> Pensioner Type | | Allowance \$ | |
| <input type="checkbox"/> Unemployment Benefit | | Allowance \$ | |
| <input type="checkbox"/> Self-Employed (Name of Business) | | Wage \$ | |
| Address | | Phone | |
| How long established | | ABN No. | |
| Accountant Name | | Phone | |



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| | |
|---|-----------------|
| <input type="checkbox"/> Other Type of Income (i.e. Savings or Investments) | Other Income \$ |
|---|-----------------|

APPLICANT BUSINESS REFERENCES – Does not include relatives or friends.

| | |
|-------|--------------|
| Name | Address |
| Phone | Relationship |
| Name | Address |
| Phone | Relationship |
| Name | Address |
| Phone | Relationship |

Next of kin (not residing at same address):

NAME _____ PHONE _____

CONDITION OF PROPERTY

I, the applicant/s, accept the property in its present condition

☐ Yes ☐ No

(A detailed Condition Report will be completed prior to you taking possession)

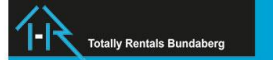
If no, please provide

details _____

Please list any other information about your application:

MUST HAVE:

- ☐ Photo Identification (18+ Card, Driver's Licence, University or TAFE Card, Passport)
- ☐ Other Identification (Medicare card, bank card, pensioner card)
- ☐ Proof of current address (Phone Bill, Electricity Account, Tenancy Agreement, Council Rate Notice)
- ☐ Proof of regular housing payments (Rent Receipts, Tenant Ledger, Proof of Mortgage Payments)
- ☐ Proof of Income (Wage Slips, Bank Statements, Employee Letter, Centrelink letter)
- ☐ Written References (Personal, Rental and Employment) - OPTIONAL



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PRIVACY STATEMENT

I/we, understand that you as the managing agent for the owner of the property and have collected this information for the specific purpose of checking identification, character, creditworthiness and determining if the applicant/s will be suitable tenant/s for the property.

I/we, understand that the agent is bound by the Privacy Act and the Australian Privacy Principles (APPs) and **authority** is hereby given to the agent to check credit references, identity checks, current and past employment details, current and previous rental references from an owner or agent, any record listing or tenant database agency, personal references, current or previous sales representatives involved in a property transaction and any other searches that may verify the information provided by me in accordance with legislation requirements.

I/we, **authorise** the agent to collect, use and disclose personal information to:

- (a) communicate with the owner (relevant to the premises) during the tenant selection process as well as any other matter arising during and at the end of tenancy
- (b) prepare agreements and tenancy documents
- (c) allow tradespeople or equivalent organisations to contact me
- (d) lodge, claim or transfer (to or from) a Bond Authority
- (e) refer to Tribunals and/or Courts & Statutory Authorities (where applicable)
- (f) refer to Collection Agents and Lawyers (where applicable)
- (g) lodge Insurance claims (where applicable)
- (h) communicate with Body Corporate or Strata Groups (relevant to the premises)
- (i) utility connection providers, where the applicant has opted for such a service
- (i) undertake any act, process or communication with any other third party as required by the agent or owner relating to the administration of the premises and use of the Agent's services.

I/we, understand that once a tenancy has been entered into our personal information (such as names, contact details and any other details contained on this application or which can be obtain from a public source) can or will be kept or stored in files or a data entry computer format.

I/we, agree that once a tenancy agreement has been entered into that should there be a failure to comply with the obligations under the agreement; the failure to comply may be disclosed to third party operators of tenant database registers and/or agent in accordance with legislation requirements.

I/we, agree that we have been provided with the Tenant Database Agency details (including the name and contact numbers) that may be accessed by our agency during the application process.

The applicant/s have the right to access personal information held by our agency and may request correction or amendment of any inaccurate, incomplete, out of date or irrelevant information.

I/we, authorise the agent to send information to our contact details to promote, market or sell rental properties, sale properties or information in general that relates to the real estate industry. Tick here ☐ if you not wish to receive this information.

RENTAL PROPERTY: _____

GENERAL TERMS AND CONDITIONS

I/we, (the applicant/s), do solemnly and sincerely declare that the information provided is true and correct and has been supplied of my own free will.

I/we, agree that we have inspected the above listed rental property and wish to take a tenancy of such premises for a period of _____ months/years from ____/____/____ at a rental of \$_____ per week. The rent to be paid is within my means and I agree to pay a bond of \$_____.

I/we agree that once the application has been approved I agree to pay 2 week's rent to secure the property. In this instance that being \$_____. I agree that the property will be advertised and marketed until the requested rent has been paid and the Tenancy Agreement has been signed by all parties.

I/we, agree that in the event that the application is successful, acceptance is communicated and the rent has been paid, but I decide not to proceed, I agree that this money will be forfeited to the lessor. Upon communication of acceptance of this application by the agent, I agree that I will enter into a written Tenancy Agreement in accordance with legislation requirements.

I/we, agree that I will not be entitled to occupation of the premises until:

- (i) vacant possession is provided by the current occupant/s of the premises
- (ii) the tenancy agreement is signed by the applicant/s; and
- (iii) the payment of all monies due are paid by the applicant/s in cleared funds prior to occupation of the premises

I/we, the applicant, **accept** that if the application is rejected, the agent is not legally obliged to give a reason. If the application is declined, your details will be held on file for one month. Following this period all details held will be disposed of.

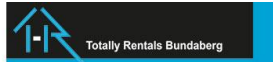
I/we, agree that acceptance of this application may be subject to a satisfactory report as to the applicant's creditworthiness.

[Each applicant must read and initial every page of this application as acceptance of the information provided]

Applicant 1 Name: _____

Applicant 1 Signature: _____

Date: ____/____/____



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APPROVAL OF APPLICATION INFORMATION

PAYMENT OF RENT AND BOND

Prior to taking possession of the property, we require two weeks' rent and four weeks' bond. **This office does not accept full bond transfers and does not transfer Department of Housing Bonds.** All monies must be paid in cleared funds prior to collecting the keys.

BOND LODGEMENT

It is important to know that all parties signing the Bond Lodgement Form at the commencement of the tenancy must be present in our office at the end of the tenancy to sign the Refund of Bond Form. Failure to have all signatures on the Refund of Bond Form will result in delays of up to three weeks for monies to be released. You will also need to inform our office of the portion of bond each tenant is contributing.

PAYMENT OF RENT DURING THE TENANCY – PLEASE BRING YOUR BANK DETAILS

It is our company policy that all rental payments are to be made direct to our bank trust account. We offer three forms of banking methods. This will be discussed with you when signing your tenancy agreement.

- (1) Payment of rent by our Rent Card where you can utilise the telephone and other options to make payments,
- (2) Direct Debit
- (3) Internet Transfer

RENT PAYMENTS WILL NOT BE ACCEPTED IN OFFICE. ONLY FIRST INITIAL PAYMENT OF BOND AND 2 WEEKS RENT WILL BE ACCEPTED

SIGNING OF DOCUMENTS

All approved tenants listed on the Tenancy Agreement (excluding additional occupants not required to sign the Agreement) must be present to sign the Tenancy Agreement and other associated documents prior to collecting the keys. The keys will not be released unless all tenants have signed the Tenancy Agreement, shown photo identification and paid all monies in cleared funds and in full.

A member of our team will contact you to organise an appointment time to sign these documents. You should allow up to an hour for this appointment to enable the Property Manager to discuss all obligations associated with signing the agreement as well as our expectations during the tenancy.

The documents that will be reviewed include: the Tenancy Agreement and any additional terms to the agreement, Tenant Information Statement, Condition Report, Bond Form, Body Corporate By-Laws (if applicable) and a Renting Guide booklet. It is important that you read and understand this documentation, including any additional terms prior to entering into the Tenancy Agreement.

PETS

If our office has approved pets at the property you will be required to sign a Pet Additional Terms Agreement.

COLLECTION OF KEYS

Our office is open Monday to Friday 8.30am – 5.00pm and most Saturdays 8.30am – 12 noon. You will need to collect the keys, finalise the payment of monies and sign all documents in these hours **ONLY**

ELECTRICITY CONNECTION / TELEPHONE CONNECTION

It is the tenant's responsibility to connect the electricity and to ensure that it is disconnected at the end of the tenancy. All connection costs and deposits are the tenant's responsibility.

ERGON (Electricity) 131046 TELSTRA (Telephone) 132200

CUSTOMER SERVICE STANDARDS

WE CARE FOR OUR TENANTS

Our philosophy is that tenants are our business! Without you we have no business. For this reason it is more important than ever that we value, respect and care for your needs. We don't want you to feel like outsiders, but part of our business. We understand that you deserve our immediate attention with requests and deserve to be greeted with a friendly, courteous smile at all times.

OUR CUSTOMER SERVICE STANDARDS ARE:

- ✓ To present to you well-maintained and clean properties
- ✓ To process tenancy applications within 48 hours
- ✓ To clearly explain your rights and obligations at the commencement of the tenancy
- ✓ To prepare all documentation in accordance with the *Residential Tenancies Act*
- ✓ To prepare a detailed condition report and inventory list if applicable
- ✓ To collect a full rental bond prior to the tenant receiving the keys
- ✓ To respond to your telephone calls within 24 hours
- ✓ To respond to fax and email requests within 48 hours
- ✓ To attend to complaints promptly and to listen and understand both sides' point of view
- ✓ To attend to maintenance promptly in accordance with priority
- ✓ To keep all appointments and turn up on time (extreme circumstances prevailing)
- ✓ To carry out regular property inspections and forward a detailed report to our lessor
- ✓ To protect your privacy in accordance with legislation requirements
- ✓ To ensure that you have quiet enjoyment of your home
- ✓ To provide you with a quality service based on honesty, integrity and professionalism
- ✓ To not make excuses, but provide solutions

SMOKING

It is our company policy that no smoking is permitted inside the property due to health and safety and fire risks.