

Tenancy Application Form

Submitting Your Application

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

- Medicare /Healthcare or Pension Card
- Signed Terms of Application
- Signed Rental Reference Form
- Photo ID - Driver's Licence (both sides to be copied) or Photo Card or Passport
- 2 x Recent Payslips / Letter of Offer / Centrelink statement
- If Self Employed – Accountant Letter & ABN
- If property owned - Council Rates Notice
- Proof of Current Address – 2 x Utility Bills

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 into our rent trust account.

If your application is unsuccessful, you will be notified by email, phone 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 4 weeks rent as bond, along with 2 weeks rent when commencing your tenancy. Your bond can be paid via Rental Bonds Online, BPAY or EFTPOS before signing your lease agreement. Your 2 weeks rent is to be paid via BPAY or EFTPOS.

Important Note: The property keys will not be released unless all tenants have signed the Lease Agreement, and all monies have been confirmed as received. If your bond is being paid by Dept. Housing, then this should be pre-organised. **We do not accept cash.**

Rental Payments During Your Tenancy

All rental payments throughout your tenancy must be paid by BPAY or Centrepay. A payment schedule of rent payments will be provided to you at commencement of tenancy, if you are approved for a property. **We do not accept cash.**

Declaration of Pets

All pets being kept at the property, must have prior approval from the landlord.. You will be required to sign a Pet Agreement & acknowledge the pet clause within the lease agreement. If pets are kept at the property without the Landlords approval, you will be asked to remove them. This also applies to any additional pets acquired during the tenancy. Failure to do so, may result in a breach of agreement.



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 a Rental Bond Loan: Yes No

Pets: Yes No

Total Number of Pets: _____ Type: _____ Breed: _____ Inside / Outside (*circle*)

Personal Information

Full Name: Dr, Mr, Mrs, Miss, Ms: _____

Date of Birth: _____ Drivers Licence Number: _____ Expiry: _____

Email Address: _____ Mobile Number: _____

Number of Dependant's: _____ Dependant's Name/s: _____

Other Adult Applicants Name/s: _____

Relationship to Other Applicant/s: _____

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

Current Employment (*Attach 2 Most Recent Payslips*)

Employer: _____ Position Held: _____

Period of Employment: From _____ To _____ Income: \$ _____ / week

Employment Type: Full Time Part Time Casual Hours / Week ()

Contact Person: _____ Position: _____ Contact: _____

Centrelink Details (*Attach Most Recent Income Statement*)

Type of Benefit: _____ Amount per week: \$ _____

Child Support: _____

Emergency Contacts / Next of Kin Details (*Must not be another applicant*)

Contact #1

Full Name : _____ Address: _____

Contact Number: _____ Relationship to Applicant: _____

Contact #2

Full Name : _____ Address: _____

Contact Number: _____ Relationship to Applicant: _____



Tenancy Application Form

Current Address

Are you the Home Owner Tenant / Lease Holder Sharing Living with Parents

Address: _____

Tenancy Period: _____ Rental Amount: \$ _____

Agent / Sales Agent / Landlord Name: _____

Reference Contact Name: _____ Contact Number: _____

Reason for Leaving: _____

Previous Address

Are you the Home Owner Tenant / Lease Holder Sharing Living with Parents

Address: _____

Tenancy Period: _____ Rental Amount: \$ _____

Agent / Sales Agent / Landlord Name: _____

Reference Contact Name: _____ Contact Number: _____

Reason for Leaving: _____

Supporting Information

Tenant Declaration

I acknowledge that all the information I have provided in this application is true & correct, to the best of my knowledge.

Name: _____

Signature: _____

Date: _____

I confirm that, I or a representative on my behalf has physically inspected this property in the presence of a PRD Agent: Yes No



PRD. TAMWORTH

Tenancy Application Form

Terms of Application

1. Declaration

The Applicant declares:

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

2. Applicant Agrees

The Applicant agrees that:

- i) They have inspected the premises noted in this Application for Tenancy and accepts the property in its condition at the time of the inspection.
- ii) They 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 are to be cleared funds, prior to occupancy.
- vi) As tenant I must satisfy itself 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 the 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; and/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 Privacy Information Consent

I, _____ the applicant, give my consent for Tamworth Professional Marketing Pty Ltd T/A PRD Tamworth to make enquiries to verify the information I have provided to the agent in this 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.

Name: _____ Signature: _____
Date: _____



The Moving House Utility Experts

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

Office: Tamworth

PRD Tamworth Agent: _____



Electricity



Telephone



Pay TV



Internet



Home Insurance



Cleaning



Removalists

Once PRD Smarter 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.

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
- 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.

