

Tenancy Application Form

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

PRD Real Estate Coffs Harbour

Address: 181 Harbour Drive Coffs Harbour, NSW 2450
Phone: 02 6652 5833
Email: rentals@prdcoffs.com.au
Web: PRDCoffs.com.au

B. PROPERTY DETAILS

Property Manager

Address of Property:

Lease Commencement Date:

Lease Term:

<input type="text"/>	Years	<input type="text"/>	Months
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How many tenants will occupy the property?:

<input type="text"/>	Adults	<input type="text"/>	Children	<input type="text"/>	Ages of Children
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C. PERSONAL DETAILS

5. Please give us your details

Mr Ms Miss Mrs Dr Other

Surname Given Name/s

Date of Birth Driver's licence number

Driver's licence expiry date Driver's licence state

Passport no. Passport country

Pension no. (if applicable) Pension type (if applicable)

6. Please provide your contact details

Home phone no. Mobile phone no.

Work phone no. Fax no.

Email address

7. What is your current address?

8. How did you find out about this property?

Newspaper The Internet Local Paper
 Office Office Window Sign Board at property
 Referral Other (specify)

D. UTILITY CONNECTIONS

This is a free service that connect all your utilities



Our **FREE** connection service takes the stress out of organising the connections of all utilities whilst finding valuable services through our strong relationships with suppliers.

Please tick what services you would like to connect

- | | |
|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Gas | <input type="checkbox"/> Pay TV |
| <input type="checkbox"/> Water | <input type="checkbox"/> Insurance |
| <input type="checkbox"/> Telephone | |

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.

1. You accept PRD Smarter Connect's Terms and Conditions that may be accessed at compareandconnect.com.au
2. You authorise and invite PRD Smarter Connect to contact you via telephone, email, text message, MMS or any other form of communication in order to provide the services requested by you, even if your details are on the Do Not Call Register.
3. PRD Smarter Connect may share your details with their suppliers and service providers in order to facilitate the connection and/or disconnection of the requested services.
4. PRD Smarter Connect may receive a fee from the suppliers and service providers, part of which may be paid to PRD Smarter Connect referral partner, and you are not entitled to any part of such fee.
5. PRD Smarter Connect does not accept any liability on behalf of the suppliers and providers.

You further authorise PRD Smarter Connect to:

6. Obtain the National Metering Identifier and/or Meter Installation Reference Number of that you are vacating and/or relocating to.
7. Contact you with further promotions and offers.

By signing this application form you warrant that you are authorised to make this application and provide the invitation, consents, acknowledgements, authorisations and undertakings set out in this application form on behalf of all the applicants listed herein.

Signature Date

E. 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 authorise 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 by tenants;
- If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default 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 organisations 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 a credit check with TICA (Tenancy Information Centre Australia)

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. I am aware that I may access personal information on the contact details above.

Signature Date

OFFICE USE ONLY

Application submitted to PRD SmarterConnect (If Required)

F. APPLICANT HISTORY

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

Years	Months
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10. Why are you leaving this address?

11. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

	\$
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12. What was your previous residential address?

13. How long did you live at this address?

Years	Months
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14. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

	\$
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Was bond refunded in full?

If not why not?

G. EMPLOYMENT HISTORY

15. Please provide your employment details

What is your occupation?

What is the nature of your employment? (please tick 1)

FULL TIME

PART TIME

CASUAL

Employer's name (accountant if self employed or institution if student)

Employer's address (accountant if self employed or institution if student)

Contact name

Phone no.

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Length of employment

Net Income

	Years		Months	\$
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16. Please provide your previous employment details

Occupation?

Employer's name

Length of employment

Net Income

	Years		Months	\$
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H. CONTACTS/REFERENCES

17. Please provide a contact in case of emergency

Surname

Given name/s

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Relationship to you

Phone no.

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18. Please provide 2 personal references (not related to you)

1. Surname

Given name/s

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Relationship to you

Phone no.

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2. Surname

Given name/s

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Relationship to you

Phone no.

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I. OTHER INFORMATION

19. Car Registration

20. Please provide details of any pets

Breed/type

Council registration / number

1.	
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2.	
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J. PAYMENT DETAILS

Property Rental

\$ per week OR \$ per month

Rental Bond (4 weeks rent):

First payment of rent in advance (2 weeks rent)

Sub Total

Amount payable on signing tenancy agreement
(bank cheque or money order only)

K. 100 Points of ID Required

We require 100 Points of ID.

Consisting of the following 2 items plus selection from the list below:

1. A current drivers Licence or other photo ID

2. Current proof of income / benefits

Applications without 100 Points of ID will not be accepted.

Your 100 Point Check

Drivers Licence	40 Points	
Passport	40 Points	
Birth Certificate/Extract	30 Points	
Other PhotoID	30 Points	
Current proof of income / benefits	20 Points	*Must be included
Previous Landlord Reference	20 Points	
Rent Ledger from other Agent	20 Points	
Motor Vehicle Registration Certificate	10 Points	
Bank Statement / Bank Card	10 Points	
Phone / Electricity/ Gas Account	10 Points	
Pension Card	20 Points	
Medicare / Health Care Card	10 Points	
Rates Notice (Proof of Ownership)	20 Points	

Signature of Landlords Agent

Date

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