

Tenancy Application Form

E admin@prdashmore.com.au

Please provide:

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

The applicant, by signing this application, hereby authorises the Agent to make and retain copies of the documents referred to below.

100-point check - Must include colour copy photo ID.

1. Identification

Please provide two of the following:

- Drivers licence
- Passport
- Another form of photo identification

2. Tenant History

If you have recently rented please provide:

- Tenant ledger – issued by your existing managing agent or if you have a private agreement, a letter is required stating the term of residency and the weekly rental amount

3. Proof of Income

Please provide one of the following:

- Three current payslips
Or a letter from your employer stating income, position
length of employment
- A letter from your accountant if self employed

4. Proof of current address

Please provide one of the following:

- Bank statement
- Electricity, gas or telephone bill



View Property

Properties must be inspected before an application can be submitted. If you have not viewed the property you wish to apply for, please contact our office to register for an inspection time. If you are not able to make the inspection, you are welcome to have a family or friend view on your behalf.

Tenancy agreement

Tenancy agreement and special conditions, tenant information booklet and body corporate by-laws (if applicable) can be made available to you. It is important that you read and understand this documentation including any special conditions prior to entering the tenancy agreement.

Process application

In most instances, we are able to process your application within 48 hours and advise you by telephone. If we are unable to contact all your referees, this process may take longer.

Payment

Once approved you must pay 2 weeks rent to secure the property + 4 weeks' bond. (money order or bank cheque- not accepted) prior to collecting the keys. The property will not be secured for you until payment has been received and documents are signed.

Collection of Keys

Our office is open Monday – Friday 8:30am – 5:00pm & Saturday 9:00am – 12:00pm. You will need to collect the keys, finalise the payments of monies and sign all documents between our opening hours.

TERMS AND CONDITIONS

1. I agree to provide proof of income as part of this Application such as recent income verification pay slip, accountant letter or Centrelink statement.
2. I understand that should my application be accepted, that the Agency (on behalf of the lessor) will require a General Tenancy Agreement signed and monies rent and/or bond) paid within a reasonable time frame (in most cases within 24 hours of acceptance). I understand that all required Tenancy documents will be given to me prior to monies being taken upon acceptance.
3. I consent to the use of email or fax before the tenancy commences and during the tenancy (if the application is accepted by the lessor) – I understand that the tenancy agreement and required tenancy information maybe emailed to me if I am unable to attend the office at an agreed Appointment time. (If you do not consent to these of email or fax, please cross this term out and initial the paragraph plus insert the date).
4. I understand that should my application be denied by the lessor, that there is not a legal requirement to disclose reasons as to why.
5. I understand that if I have any questions about the Tenancy or the Application process, that the Agency welcomes and encourages enquiries prior to applications being made. I further understand that I can request a copy of the General Tenancy Agreement including all standard terms and special terms (Form 18a) and Tenancy Information Statement (Form 17a) prior to making the application. A copy shall be provided if the tenancy application is successful before any monies (rent or bond are taken).
6. I understand that I will be required to pay a full bond of four weeks' rent and two weeks' rent prior to commencing the tenancy. (Please ask the property manager if you are unsure of the total amount required to be paid if the Application is accepted by the lessor).
7. I provide consent for the Agency as part of application processing to contact all necessary people (such as referees, other agents, tenancy databases) to verify the Application information provided and understand that all Federal Privacy Act requirements will be adhered to by the Agency.
8. I consent to my information being passed on during the tenancy (should it commence) to other third parties such as the lessor, trades-people / contractors, salespeople, bodies corporate, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act and any other relevant information. 9. Under the federal Privacy Act, we are obliged to inform you should your application not be successful, your Tenancy Application Form will be shredded within four weeks of advice to you that your application was not successful. Alternatively, if you would prefer, you are welcome to pick up the Tenancy Application Form from our office within that four-week period.

YOUR DISCLOSURE REQUIRED BY THE ACT

I, the Applicant, declare that the information I have provided in this document is true and correct and that I have supplied it on my own free will. I authorise you, as the Letting Agent, to conduct any enquires and/or searches, including any tenancy information databases in order to verify the information I have provided in this document. I acknowledge that any false information I provide in this application could jeopardise this application and any subsequent tenancy agreement I enter into, and approval by the Lessor or Agent. Information already held on tenancy reference databases may also be disclosed to the Agent and/or Lessor. I acknowledge and accept that if this application is rejected, the Agent is not legally obligated to give reasons for the rejection. I, the Applicant, declare that I am not bankrupt and that the rental is within my means of income.

Applicants Name	Signature	Date

Residential Tenancy Application

For your application to be processed you must answer all questions



PROPERTY DETAILS	
Address of the property you are applying for? <input type="text"/>	
Lease commencement date? <input type="text"/>	Lease term? (6 or 12 months) <input type="text"/>
Rent for this property? \$ <input type="text"/> per week	
How many people will be staying at the property? <input type="text"/> Adults <input type="text"/> Children Ages: <input type="text"/>	

APPLICANT – PERSONAL DETAILS	
Please give your details. <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Dr	
Surname <input type="text"/>	Given name/s <input type="text"/>
Date of birth <input type="text"/>	18 + card number <input type="text"/>
Licence/Passport number <input type="text"/>	State/Country of issue <input type="text"/>
Benefit number <input type="text"/>	Benefit type <input type="text"/>
Please provide your contact details.	
Home phone number <input type="text"/>	Mobile phone number <input type="text"/>
Work phone number <input type="text"/>	Fax number <input type="text"/>
Email address <input type="text"/>	

RENTAL HISTORY	
What is your current address? <input type="text"/> <input type="text"/> Postcode	
How long have you lived at this address? <input type="text"/> Years <input type="text"/> Months	
Please tell us about this rented property:	
Name of Real Estate Agency <input type="text"/>	Landlord name <input type="text"/>
Property manager email address/landlord email address <input type="text"/>	
Agency/landlord contact number <input type="text"/>	Weekly rent paid \$ <input type="text"/>
What was your previous residential address? <input type="text"/> <input type="text"/> Postcode	
How long have you lived at this address? <input type="text"/> Years <input type="text"/> Months	
Please give us further information about this rented property:	
Name of Real Estate Agency <input type="text"/>	Landlord name <input type="text"/>
Property manager email address/landlord email address <input type="text"/>	Weekly rent paid <input type="text"/>

EMPLOYMENT HISTORY	
Please provide your current employment details:	
What is your occupation? <input type="text"/>	
If self-employed, include accountant details and ABN / CAN below:	
Employer / Business name <input type="text"/>	
Employers email address <input type="text"/>	
Employment commencement date <input type="text"/> / <input type="text"/> / <input type="text"/>	Net income per week \$ <input type="text"/>
Contact name <input type="text"/>	Phone number <input type="text"/>
ABN <input type="text"/>	ACN <input type="text"/>
Please provide your previous employment details:	
What was your occupation? <input type="text"/>	
Employer / Business name <input type="text"/>	
Contact name <input type="text"/>	Phone number <input type="text"/>
Length of employment <input type="text"/> Years <input type="text"/> Months	

CONTACTS / REFERENCES	
Please provide two personal references (not related to you) :	
1. Name <input type="text"/>	Daytime contact number <input type="text"/>
2. Name <input type="text"/>	Daytime contact number <input type="text"/>
Please provide details of your nearest relative:	
Name <input type="text"/>	Relationship to you <input type="text"/>
Contact number: Home / work <input type="text"/>	Mobile <input type="text"/>

ADDITIONAL INFORMATION	
Please provide details of any pets:	
Breed / Type <input type="text"/>	Council registration / number <input type="text"/>
Have you ever been evicted or are you in debt to another Lessor or Agent? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES, please attach a separate document with further details.	

VEHICLE/S TO BE KEPT AT THE PROPERTY	
Please provide details of vehicles:	
Registration No. <input type="text"/>	Make / Model <input type="text"/>
<input type="text"/>	<input type="text"/>



Our **FREE** connection service takes the stress out of organising your electricity, gas, internet and more, from a wide range of retailers all in the one place.

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 www.prdsmarterconnect.com.au/terms-and-conditions
2. You authorise and invite PRD Smarter Connect to contact you via telephone, email, txt 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