

Application for Tenancy

NOTE: A separate application must be completed for each applicant. Your application must be fully completed, signed and dated before submitting. Failure to do so will result in your application not being processed.

We require the following original documents to be supplied (for photocopying) to process an application:

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| <ul style="list-style-type: none"> * Australian drivers licence, passport or proof of age card * Medicare or bank card * Proof of current address (eg. Telephone or electricity account) * Proof of income (eg. Latest payslips or written reference from company stating wage and signed by authorised person) | <ul style="list-style-type: none"> * If self employed, profit and loss statement * If renting privately, written reference required * If a home owner, proof of mortgage repayments * Previous agent reference if available * Current rental ledger |
|---|--|

Address of premises applied for: _____

TENANCY REQUIREMENTS

Start Date: _____
 Length of tenancy: 26 or 52 weeks _____

YOUR DETAILS

Surname: _____
 Given Names: _____
 Date of Birth: _____
 Current Address: _____

Drivers Licence No. _____ State: _____
 Vehicle Registration: _____ State: _____

CONTACT DETAILS

Home No. _____
 Work No. _____
 Mobile No. _____
 Email: _____

CURRENT LANDLORD

Agent/Landlord: _____
 Phone: _____ Current rent: \$ _____
 Length of tenancy: _____
 Why are you leaving? _____
 Have you given notice? Yes or no _____

PREVIOUS LANDLORD (If present address less than 3 years)

Address of property: _____

 Agent/Landlord: _____
 Phone: _____
 Rent: \$ _____
 Length of tenancy? _____
 Why did you leave? _____

OWNER OCCUPIER

Complete if you have recently sold or are selling your home

Address of property: _____

 Selling Agent: _____
 Phone: _____
 Settlement date: _____

OCCUPANCY DETAILS

Please name all those who will live in the premises
 Adults: _____
 Children & ages: _____
 Pets: Yes or No _____ Type: _____

EMPLOYMENT DETAILS

Company Name: _____
 Address: _____

Position Held: _____
 Length of Employment: _____ Years _____ Months
 Contact Name & No. _____
If self-employed, accountant name & phone # _____

PREVIOUS EMPLOYER (If present employment less than 3 years)

Company Name: _____
 Address: _____

 Position Held: _____
 Length of Employment: _____ Years _____ Months
 Contact Name & No. _____

NEXT OF KIN (Someone who will not reside with you)

Name: _____
 Address: _____

 Relationship: _____ Phone: _____

REFERENCES (Not a relative)

Name: _____
 Address: _____

 Relationship: _____ Phone: _____
 Name: _____
 Address: _____

 Relationship: _____ Phone: _____

Have you ever been in debt with another agent? yes or no
If yes, please give details: _____
 Have you ever applied for a property & been declined? yes or no
If yes, please give details: _____
 Are you in debt with another agent? yes or no
If yes, please give details: _____
 Is there any reason known that would affect your rent? yes or no
If yes, please give details: _____
 Were any deductions made from previous rental bonds? yes or no
If yes, please give details: _____

OFFICE USE ONLY - This application was received

Age/s: _____ On _____ / _____ / _____ at _____ am / pm

CONDITIONS

1. PRESTIGE PROPERTY MANAGEMENT is a member of TRADING REFERENCE AUSTRALIA (TRA) and TENANCY INFORMATION CENTRE AUSTRALIA PTY LTD (TICA). All applications for tenancy submitted to this office are processed through these tenancy reference agencies. Any information provided by you on this application may be passed onto either of these agencies in the event of a default occurring.
2. By completing this application you are authorising PRESTIGE PROPERTY MANAGEMENT GROUP to conduct an enquiry with either/both of the above named agencies and to make any other search or enquiry deemed necessary to validate any of the information provided by you in this application. The result of any search will then be used to assess this application.
3. To complete this application, you are requested to answer all questions to the best of your ability. Any false information could jeopardise the success of your application.
4. The completion of this application does not constitute an offer or acceptance of your application.
5. **No application will be considered unless the prospective tenant has completed an inspection of the proposed property with a staff member of Prestige Property Management Group**

(Our office reserves the right to allow for any changes or additions to the above information. Should you fail to provide the above details your application may not be processed)

6. Upon approval of your application, a reservation fee equivalent to one (1) weeks rent will be required. Payment must be made by bank cheque or money order (cash, personal or company cheques are not acceptable) within two (2) days to secure the property in your favour. The property will not be taken off our rental list until a deposit is paid.
7. Prestige Property Management Group reserves the right to accept more than one application on any one property.
8. Upon approval of your application, a copy of this completed application form may be provided to the landlord for his/her records.
9. Prestige Property Management Group accepts rent payments only via direct debit from your selected bank account. Upon signing the Residential Tenancy Agreement you will be asked to execute a form of direct debit on your nominated bank and account for an amount not less than the weekly rent for the subject property.

PRIVACY

The personal information the prospective tenant provides in this application or which might be collected from other sources, is necessary for employees of PRESTIGE PROPERTY MANAGEMENT GROUP to verify the applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the applicant in this application and during the course of the tenancy (if the application is successful) may be disclosed for the purpose for which it is collected to other parties including the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to employees of PRESTIGE PROPERTY MANAGEMENT GROUP and/or the landlord. If the applicant enters into a Residential Tenancy Agreement, and if the applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy databases and/or other agents. If the applicant would like to access the personal information the agent holds, they can do so by contacting PRESTIGE PROPERTY MANAGEMENT GROUP at 1A/10 Exchange Parade Narellan NSW 2567. The applicant can also correct this information if it is inaccurate, incomplete or out-of-date. **If the information requested in this application is not provided, the employees of PRESTIGE PROPERTY MANAGEMENT GROUP may not be able to process the application and manage the tenancy.**



DECLARATION

I, the above named applicant, do solemnly declare that the information provided in this application is true and accurate in every regard. I also understand that should I be accepted as the tenant for the property, that I will be required to pay a holding deposit equivalent of 1 weeks rent within two (2) days of being approved. I also understand that I will be required to pay the equivalent of 6 weeks rent (representing 4 weeks rent as a residential bond and 2 weeks rent in advance) these amounts will be paid before or at the time the Residential Tenancy Agreement is executed by way of **BANK CHEQUE** or **MONEY ORDER** only.

Signed by the Applicant

Date

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____ / ____ / ____