

Attention: Prospective Tenants

All applications are processed Monday – Friday between 8:30am and 5:30pm. Our aim is to let you know as soon as possible if you have secured a rental property through our agency. Applications may take up to 48 hours to process, subject to reference and employment checks. We will only submit your application to the property owner after all applications on the property have been completely processed.

APPLICATIONS MUST BE SUBMITTED TO OUR AGENCY BEFORE 10AM OF THE FOLLOWING BUSINESS DAY AFTER VIEWING THE PROPERTY.

Applications received after this time may not be accepted.

Agency Operating Hours:

8:30am – 5:30pm Monday to Friday

9:00am – 1:00pm Saturdays

We do not require 100 points of identification however, in order for us to fast track your application, we ask that you to take the following into consideration:

- Application form is completed in full (both pages) and privacy act signed and dated on back page
- As much information as possible is included with your application form such as payslips, any written references etc.
- A copy of your photo ID is submitted
- If you are unemployed or self-employed, please include written proof such as a summary from your accountant to confirm your weekly income.

Please note: if you have no rental history you may be required to supply a letter from a guarantor.

Our property owners will seek applications that reach our selection criteria. This is as follows:

- **Verification of identification**
- **Positive rental history and/or home ownership**
- **Verification of rental history via national tenancy databases (i.e. TICA)**
- **Employment/income confirmation**
- **Positive attitude towards renting the property**

We will contact you at the end of each business day whilst your application is being processed.

We look forward to receiving your application.

TENANCY APPLICATION

How Did You Find Out About This Property?	<input type="checkbox"/> Courier Mail <input type="checkbox"/> Internet <input type="checkbox"/> For Lease Board <input type="checkbox"/> Referral <input type="checkbox"/> Local Agent <input type="checkbox"/> E-mail <input type="checkbox"/> Other.....		
Rental Property	Address		
Tenancy Requirements	Commencement Date		Length of Tenancy
Applicant's Full Name and Address	Name		
	Address		
Personal Details	Date of Birth		<input type="checkbox"/> Male <input type="checkbox"/> Female
	Drivers Licence No.		Passport No.
	Expiry Date		Expiry Date
Current Rental Details	Current Rent \$		How long have you lived there?
	Agent/Landlord		£ (B)
	Why are you leaving?		
Applicant's Contact Details	£ (Home)		£ (Work)
	£ (Mobile)		E-Mail
Previous Rental Details	Address		
	Rent \$		How long did you live there?
	Agent/Landlord		£ (Business)
	Why did you leave?		
Employment	Current Employer		
	Your Position		Contact Name
	Length of employment Full/Part time		£ (Business)
Income Details	Nett Weekly Salary		IF INCOME IS BASED ON AUSTUDY/CENTRELINK BENEFITS YOU MAY BE REQUIRED TO PROVIDE COPIES OF RELEVANT STATEMENTS
Occupancy Details	Total number of Occupants who will live in this property		Pets <input type="checkbox"/> Yes <input type="checkbox"/> No
	Number of children (if any) Ages of children		Type
Emergency Contact Details	Name		
	Address		£ (Work)
Personal/Business	Name	Occupation	£ (Work)
References (not relatives)			

I have inspected the subject property and I have decided that I wish to rent the property commencing on _____/_____/_____ for a period of _____ months.

1. The rent at which I am applying for the property is \$ _____ per week. The rental is within my financial capacity.
2. I agree to pay the following monies at the time of signing the Tenancy Agreement and before the commencement of the Tenancy

Rent – 2 weeks	\$ _____
Bond – equal to 4 weeks	\$ _____
Total – equal to 6 weeks	\$ _____

Should the above monies not be paid prior to the commencement of the Tenancy, I acknowledge that I will not receive the keys to the subject property.

3. I agree to pay the above monies and rent payments by direct deposit or cheque (personal, bank or money order).
4. Should my application not be accepted, neither PRD Nationwide New Farm nor the Lessor are required to disclose or provide any reason for the non acceptance.
5. Once I have been accepted for the rental property, I agree to pay 1 weeks rent of \$ _____ which will be non-refundable should I decide not to proceed.

SIGN: _____ IN THE PRESENCE OF (witness): _____

DATE: ____ / ____ /20 ____

PRIVACY STATEMENT

In accordance with the Privacy Act, I authorise your agency to disclose personal information provided by myself (as part of the tenancy application) to verify my identity, and to process and evaluate the application. This information may be used to forward marketing material or information supplied by PRDnationwide New Farm.

If the application is successful, I understand the personal information collected may be used by your agency and disclosed to third parties (including the property owner, tradespeople, potential buyers of the property etc). I also understand that this information and other relevant personal information collected during the tenancy may be passed onto other property owners, tenancy reference databases and/or other agents in the future.

SIGNATURE: _____

DATE: _____