

Tenancy Application Form

Please complete this application thoroughly so we can process it as quickly as possible. Please note the following important points:

1. This application must be accompanied by 100 points of Identification (Driver's License, Passport, Proof of Income, Bank Statements, Utility Accounts). If you are currently renting, your ledger must be attached. **You must provide photocopies and originals will not be accepted.**
2. Each person living at the property over the age of 18 years must fill in a separate Application Form.
3. Please allow approximately 2-3 working days for your application to be fully processed.
4. Applicants are required to pay a reservation fee equal to one (1) week's rent within 24 hours of approval. Further monies are payable at the time of signing the lease.

RENTAL PROPERTY

Property Address

APPLICANT DETAILS

Name		Date of Birth
Address		
Home Phone	Mobile	Licence Number
Email Address		

OCCUPANCY DETAILS

No. of People to live at property	No. & Age of Children (if any)	No. & Type of Pets (if any)
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CURRENT RENTAL DETAILS

Landlord/Agent/Property Manager	Period of Occupancy	Rent \$ Per Week
Landlord/Agent Contact Details		

PREVIOUS RENTAL DETAILS

Previous Property Address		
Landlord/Agent/Property Manager	Period of Occupancy	Rent \$ Per Week

CURRENT EMPLOYMENT

Current Employer & Address (Company)		
Contact Name (Manager)	Contact's Work Phone	Your Position
Length of Employment	Net Income (After Tax) \$ Per Week	Full Time or Part Time?

PREVIOUS EMPLOYMENT

Previous Employer & Address (Company)		
Contact Name (Manager)	Contact's Work Phone	Your Position
Length of Employment	Net Income (After Tax) \$ Per Week	Full Time or Part Time?

EMERGENCY CONTACT DETAILS (PARENTS OR CLOSEST LIVING RELATIVES)

Name	Relationship	Contact Phone
Address		
Name	Relationship	Contact Phone
Address		

BUSINESS REFERENCES (NOT RELATIVES)

Name	Occupation	Work Phone
Name	Occupation	Work Phone

HOW DID YOU FIND OUT ABOUT THIS PROPERTY

Rental List	Internet	Sign Board	Referral	Local Paper	Other
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CONFIRMATION

I confirm the following:

1. During my inspection of the property I found it to be in a reasonably clean condition. **Yes No**
2. If "No", I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the Landlord's approval.
3. I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval.
4. I consent to the information provided in this application being verified and checked on TRA, TICA, Barclay MIS & RP Data.

APPLICATION

I apply for approval to rent the premises referred to in this form. I acknowledge that my application will be referred to the Landlord of the property for their approval and if the application is approved, a Residential Tenancy Agreement will be prepared.

I declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the premises and wish to apply for tenancy of the premises for a period of _____ months, at a rental amount of \$_____ per week, commencing _____.

I undertake to pay initial monies by bank cheque or money order. The full payment is to be made out to 'PRDnationwide Penrith' upon signing the Residential Tenancy Agreement. For security and insurance reasons, PRDnationwide Penrith has a cash free policy.

PRIVACY STATEMENT

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the Landlord, referees, other agents or third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to us and the Landlord. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your Property Manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided, we may not be able to process your application and manage your tenancy.

SIGNED BY THE APPLICANT

Applicant's Signature	Print Applicant's Name	Date
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