

PROFESSIONAL REFERENCES (Cannot be friends or relatives. Minimum of three references – Employer, Coach, Property Manager etc).

1. **References Name:** _____
Occupation: _____ **Relationship:** _____
Contact Numbers: **Home:** _____ **Work:** _____
Mobile: _____ **Email:** _____

2. **References Name:** _____
Occupation: _____ **Relationship:** _____
Contact Numbers: **Home:** _____ **Work:** _____
Mobile: _____ **Email:** _____

3. **References Name:** _____
Occupation: _____ **Relationship:** _____
Contact Numbers: **Home:** _____ **Work:** _____
Mobile: _____ **Email:** _____

TENANCY DECLARATION AND PRIVACY ACT

I confirm the following.

- During my inspection I found the property to be in a reasonably clean condition? Yes No
- If 'no' I believe the following items should be attended to prior to my tenancy commencing. I acknowledge that these items are subject to the owner's approval.

- I acknowledge that this is an application to Lease the property and that my application is subject to the Owner's approval and the current occupants giving up vacant possession. No action will be taken against the Landlord or Agent if the application is unsuccessful or upon acceptance should the premises not be ready on this date, for whatever reason.
- The tenant is responsible for the connection and payment of the gas, electricity and telephone.
- I declare that the information in this tenancy application is true and correct and agree that PRDnationwide Bendigo is permitted to make independent enquiries to confirm all the details on this application and perform the necessary credit checks, providing my details as necessary to other parties throughout the application process. Including the following: TICA, debt collection agencies and the landlord/s to provide the landlord for the purpose of assessing my eligibility to rent the property. I also agree that any misrepresentation by me will invalidate the tenancy agreement at the option of the Landlord/Agent.
- If successful with this application I agree that the agent is permitted to provide my details as necessary to any of the following parties throughout my tenancy: TICA, trades people, Central Highlands Water, VCAT, solicitors, debt collection agencies and the landlord/s for the purpose of ensuring both the landlord and I meet all the obligations of the tenancy.
- The information collected is held in files at our office and can be accessed by you by applying to Adele Fry on 5444 0344 or propertymanagement@prdbendigo.com.au.
- The information collected may later be disclosed to TICA, VCAT, the landlords or our debt collection agency where necessary or other parties seeking a reference from us (another agent for example).
- I further agree to make the following initial payments.
Rent - bank cheque or Australian money order payable to "PRDnationwide Bendigo Rental Trust Account".
Bond - bank cheque or Australian money order payable to "Residential Tenancies Bond Authority" or "RTBA".

Please sign below to acknowledge that you have read, understood and accept the above:

Signature: _____ **Date:** _____ / _____ / _____
Print Name: _____



TENANCY APPLICATION FORM

Email: propertymanagement@prdbendigo.com.au **Website:** www.prdbendigo.com.au
Address: PRDnationwide Bendigo **Telephone:** (03) 5444 0344
150 Lyttleton Terrace **Facsimile:** (03) 5444 0322
BENDIGO VIC 3550 **ABN:** 79 157 989 092
Opening Hours: Monday – Friday 9.00 am – 5.30 pm
Property Manager: Eboni Budde - 03 5444 0344

Office use only:
Application Received: _____
Application Number: _____

IMPORTANT INFORMATION FOR PROSPECTIVE TENANTS

We do NOT give out keys. Our properties can be viewed by arranging an inspection. Please contact our office to arrange a mutually convenient time.

It is recommended that you drive past the property before arranging an inspection. **Under no circumstances are you to enter a property or make contact with the existing tenants**, even if you are invited to.

In order to process the tenancy application, each applicant must provide the following information:

Fully completed and signed tenancy application, including your acknowledgement of the Privacy Act.

- **Photo identification - Drivers License or Passport.**
- **Current Payslips & or Proof of income statement**
- **Centrelink Statement of income (if applicable)**
- **Confirmation of current residential address - Telephone, electricity or gas account.**

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

IF YOUR APPLICATION IS APPROVED

On approval of your application, the tenancy agreement must be signed within twenty four hours. Your first rental payment and / or bond must also be paid at this time. If you cannot meet this requirement, the property may continue to be advertised.

Bond **MUST be paid by bank cheque or money order** and made payable to "Residential Tenancies Bond Authority".

CASH WILL NOT BE ACCEPTED.

Your first rent payment must also be paid by bank cheque or money order made payable to PRDnationwide Bendigo Trust Account. For your convenience subsequent payments will be direct debited from your chosen account.

IF YOUR APPLICATION IS NOT APPROVED

You will be notified at our earliest convenience if your application is not approved by the landlord.

Your application, including supporting documents will be shredded. Please ensure that you do not provide us with original documents (especially references), our staff are happy to copy your originals.

If you have any queries regarding the application process, please do not hesitate to contact us

WHERE DID YOU SEE THIS PROPERTY ADVERTISED (please tick the appropriate box).

Rental List: Lease Board Internet Site: _____
 Newspaper Referral Other _____

PROPERTY INFORMATION

Rental Address: _____ **Commencement Date:** ____/____/____
 _____ **Tenancy Term (months):** _____
Rental Amount: \$_____ **Bond Amount:** \$_____
Payment Frequency: Fortnightly Monthly
(For your convenience all rental payments are payable via direct debit)
Have you made an application through any other landlord / agent? Yes No
Will you be applying for any kind of bond assistance? Yes No
Have you previously rented through PRDnationwide Bendigo? Yes No
If yes, what property did you rent and when: _____

PERSONAL DETAILS

Full Name: _____ Mr, Mrs, Miss, Ms, Dr (please circle)
Date of Birth: ____/____/____ **Drivers License Number:** _____
Phone Number (Home): _____ **Work:** _____
Mobile: _____ **Email Address:** _____
Number of Occupants: Adults (name and ages): _____
 Children (name and ages): _____
Car Type: **Make:** _____ **Model:** _____ **Registration No:** _____
Do you have any pets? Yes No Type / Breed: _____

NEXT OF KIN / EMERGENCY CONTACT (Parents / Siblings – must be relatives and not living with you).

Full Name: _____ **Relationship:** _____
Address: _____ **Occupation:** _____
 _____ **Mobile Number:** _____
Phone Number (Home): _____ **Work:** _____

CURRENT ADDRESS DETAILS

Are you the Owner Renter Sharing Living with Parents?
Address: _____ **Tenancy Period:** _____
 _____ **Rental Amount:** _____
Reason for Leaving: _____
Agent or Landlord: _____
Contact Number: _____ **Contact Person:** _____

PREVIOUS ADDRESS DETAILS

Were you the Owner Renter Sharing Living with Parents?
Address: _____ **Tenancy Period:** _____
 _____ **Rental Amount:** _____
Reason for Leaving: _____
Agent or Landlord: _____
Contact Number: _____ **Contact Person:** _____

CURRENT EMPLOYMENT DETAILS

Employer / Company: _____ **Position Held:** _____
Employers Address: _____
Period of Employment: _____ **Income (per week)** _____
Contact Person: _____ **Phone Number:** _____

PREVIOUS EMPLOYMENT DETAILS

Employer / Company: _____ **Position Held:** _____
Employers Address: _____
Period of Employment: _____ **Income (per week)** _____
Contact Person: _____ **Phone Number:** _____

SELF EMPLOYED DETAILS

Company Name: _____ **ABN:** _____
Company Address: _____
Business Type: _____ **Position Held:** _____
Accountants Name: _____ **Phone Number:** _____
Solicitors Name: _____ **Phone Number:** _____
Please Note: If you are self employed please provide a letter from your accountant confirming your income and company status.

STUDENT DETAILS

School / University: _____ **Year of Study:** _____
Course: _____
Are you receiving any financial support? Yes No
If yes, please supply details: _____

PENSION / CENTRELINK / FAMILY SUPPORT PAYMENTS

Type of Benefit: _____
Benefit Amount (per week) \$ _____

FREE UTILITY CONNECTIONS

Phone: 1300 554 323
 Fax: 1300 889 598
 Email: info@connectnow.com.au

Connecting your Utilities has never been easier!

connectnow is a simple and convenient time saving service assisting you to connect your Electricity, Gas, Phone, Internet and Pay-TV to a choice of Australia's leading providers. connectnow can also assist with discounted quotes for removalists, van/truck hire, cleaning services and insurance and more. No longer do you need to call each service provider individually, wait on hold and repeatedly give your personal details. We take care of it all for you – with the one phone call. This is a value-added service independent of your tenancy application—you are not obligated to use connectnow.

A connectnow representative will make all reasonable efforts to contact you within **One** working day of receiving an application. If connectnow was unable to contact you within this period please contact connectnow on 1300 554 323 to ensure connection is completed. While the connectnow service is **FREE**, standard service provider connection fees and charges still apply. You pay NO extra charges as a result of using the connectnow service.

Call me to connect my utilities Yes

Signature _____ Date ____/____/____ **ID: 15782**