

Tenancy Application Form

PRD nationwide

Property Address

Email: glgrentals@prdgeelong.com.au
Website: www.prdgeelong.com.au
Address: 86 Ryrie St, Geelong VIC 3220
Opening hours: Monday to Friday 9am – 5.30pm
Saturday 9am – 3pm
Telephone: (03) 5222 6646
Fax: (03) 5226 9355

Important Information for Prospective Tenants

We do not give out keys to our properties. Inspections are made by appointment only. Please contact our office to arrange a mutually convenient time.

It is preferred that you drive past the property before arranging an inspection time.

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

- Photo identification – drivers licence or passport
- Current payslip or pension/centrelink/family support payment
- Current references (references from friends and family will not be accepted)
- Confirmation of current residential address
- Next of kin details in case of emergency

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 can be paid in cash, bank cheque or money order. For your convenience all subsequent payments will be direct debited from your chosen account on a calendar monthly basis.

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, our staff are happy to copy your originals.

Where did you see this property advertised

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

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Property Information

Rental Address: _____ Commencement date: _____
_____ Tenancy Term (months): _____
Rental Amount: \$ _____ Bond Amount: \$ _____
Payment frequency Calendar Monthly
Have you made an application through any other landlord/agent? Yes No
Will you be applying for any kind of bond assistance? Yes No

Personal details

Full name: _____ Mr, Mrs, Miss, Ms, Dr (please circle)
Date of birth: ____/____/____ Drivers licence number: _____
Phone number (h): _____ Work: _____
Mobile: _____ Email: _____
Number of occupants: Adults (name and ages): _____
Children (name and ages): _____
Car Type: Make: _____ Model: _____ Registration: _____
Do you have 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 no.: _____
Home phone: _____ Work phone: _____

Current address details

Are you the: Owner Renter Sharing Living with parents?
Address: _____ Tenancy period: _____
_____ Rental amount: \$ _____
Reason of leaving: _____
Agent or landlord: _____
Contact person: _____ Contact phone: _____

Previous address details

Were you the: Owner Renter Sharing Living with parents?
Address: _____ Tenancy period: _____
_____ Rental amount: \$ _____
Reason of leaving: _____
Agent or landlord: _____
Contact person: _____ Contact phone: _____

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Current employment details

Employer/Company: _____ Position held: _____

Employers address: _____

Period of employment: _____ Income (per week): \$ _____

Contact person: _____ Contact phone: _____

Previous employment details

Employer/Company: _____ Position held: _____

Employers address: _____

Period of employment: _____ Income (per week): \$ _____

Contact person: _____ Contact phone: _____

Self employed details

Company name: _____ ABN: _____

Company address: _____

Business type: _____ Position held: _____

Accountant name: _____ Contact phone: _____

Solicitor name: _____ Contact phone: _____

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 financial support? Yes No

If yes, please supply details: _____

Pension / Centrelink / Family support payments

Type of benefit: _____

Benefit amount (per week): \$ _____

Professional references (cannot be relatives)

1. Referees name: _____ **2. Referees name:** _____

Occupation: _____ Occupation: _____

Relationship: _____ Relationship: _____

Home phone: _____ Home phone: _____

Work phone: _____ Work phone: _____

Mobile phone: _____ Mobile phone: _____

Email: _____ Email: _____

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Tenancy declaration and privacy act

I confirm the following

1. During my inspection I found the property to be in a reasonably clean condition? Yes No
2. 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

3. 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.
4. The tenant is responsible for the connection and payment of the gas, electricity, water and telephone.
5. I declare that the information in this tenancy application is true and correct and agree that PRDnationwide Geelong 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.
6. 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, Barwon Water, VCAT, solicitors, debt collection agencies and the landlord/s for the purpose of ensuing both the landlord and I meet all the obligations of the tenancy.
7. 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.
8. I further agree to make the following initial payments
Rent – cash, bank cheque or money order payable to PRDnationwide Geelong Pty Ltd
Bond – bank cheque or 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: _____

This is a free service that connects all your utilities

Direct Connect

Once we have received this application we will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm the information on this Application and explain the details of the services offered. Direct Connect is a utility one stop connection service.

Electricity Gas Phone Water Pay TV Internet

DECLARATION AND EXECUTION: By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue for a period of 1 year from the date of our/my execution of this application/until [28] days after we/I disconnect the last of the services in respect of which this application is made); acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services. By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.

Signature

Date