

# Port Macquarie Property Management Tenancy Application Form

Each adult intending to live at the premises must complete an individual application form

Rental property	Address: _____		
Tenancy requirements	Commencement date: ____ / ____ / ____	Length of tenancy: _____ months	
Applicant's full name	Name: _____		
Current address	Address: _____		
Contact details	☎ (Home)	☎ (Work)	☎ (Mobile)
	E-Mail _____		
Current rental details	Current rent \$ _____ per week	How long have you lived at this address?	
	Agent/Landlord _____	☎ (B) _____	
Previous rental details	Why are you leaving?		
	Address: _____		
	Rent \$ _____ per week	How long did you live at this address?	
	Agent/Landlord _____	☎ (B) _____	
Income details	Why did you leave?		
	Occupation: _____		
	Employer (if applicable): _____	Period of employment (if applicable): _____	
	Contact name: _____	☎ (B) _____	
Personal details	Nett weekly income \$ _____	Fulltime / Part time / Casual (Circle one if app)	
	Date of birth: ____ / ____ / ____		
	Drivers licence no. _____	Passport no. _____	
	Expiry date: ____ / ____ / ____	Expiry date: ____ / ____ / ____	
Occupancy details	Total number of occupants who will live in this property: _____	Pets? YES/NO Number and type _____	
	Number of children (if any) _____	_____	
	Ages of children (if any) _____	_____	
Emergency contact details	Name: _____		
	Address: _____		
	Relationship: _____	☎ (Work): _____	
Character referees (not relatives)	Name	Occupation	☎ (Work)
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

**Necessary Documentation to Support Application - to ensure application is complete include at least 1 from each row**

+ **Identification (photo) Copy of** – Drivers licence / Passport / Proof of Age Card

+ **Identification Copy of** – Birth certificate / Medicare Card

+ **Proof of all income Copies of** – Last 2 payslips / Centrelink income statement / Bank statement / Tax Office Notice of assessment

+ **Rental references Copies of** – Written references landlord or agency / Specific details of previous properties rented

+ **General Referees Copies of** – Written Employment or Character / Specific contact details employment or character

**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 to view &/or rent this property, & to manage your proposed 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 and 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 this office. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application to view &/or rent this property, and manage your proposed tenancy.

**I confirm the following:**

1. I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval.
2. I confirm having received a copy of this application for my retention.
3. I consent to the information provided in this application being verified and a reference check on national tenancy databases being undertaken.

**Application**

I, the Applicant apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the Landlord of the property for his / her / their acceptance and if the application is approved, to prepare a Residential Tenancy Agreement for the premises

I, the Applicant, 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 above premises and wish to apply for tenancy of the premises for a period of ..... months, at a rental of \$..... per month/fortnight.

I undertake to pay a rental bond by a bank cheque/money order made payable to the Rental Bond Board and to pay the first 2 weeks rent with a separate bank cheque/money order made payable to **Port Macquarie Property Management** upon signing the Residential Tenancy Agreement.

**Statement of costs**

Rental bond (4 week's rent)	\$	
Rent in advance ( 2 week's rent)	\$	
Residential Tenancy Agreement preparation fee	\$	
<b>Total</b>	<b>\$</b>	

**If a reservation fee is being paid on the property, the following conditions will apply (NSW only)**

It is hereby acknowledged:

1. That the applicant has paid a reservation fee of \$..... equivalent to seven days rent to reserve the premises in favour of the applicant for the period (calculated on the basis that one day reserved equals one day's rent, subject to a maximum of seven days' rent).
2. The premises will be reserved for the applicant for a period of ..... days.
3. That during this period, the premises will not be reserved for any other applicant, nor will a reservation fee be received from any other applicant.
4. That should the landlord decline the application the reservation fee will be refunded to the applicant in full.
5. That should the landlord accept this application the reservation fee will be paid towards the rent for the premises.
6. That should the applicant decide not to proceed, the landlord may retain so much of the reservation fee as is equal to the amount of rent that would have been paid during the period the premises were reserved but shall refund the remainder (if any) of the reservation fee to the applicant on a pro-rata basis.
7. That the reservation fee will be banked into a trust account and any refund given will be by way of a trust account cheque.(Agency Name), acting for the landlord of the premises, acknowledges receipt of the above application and the accompanying reservation fee and agree:
  1. To reserve the premises for the period and in accordance with the conditions above stated.
  2. To notify the applicant within the reservation period whether or not the applicant has been approved.
  3. If the applicant has been approved, to prepare a Residential Tenancy Agreement for the premises.

**Please note: Provided your application is successful, it is our office policy that all rent payments are to be made by Rent Pay, B-Pay, Bank Cheque or Money Order. Please be aware there are fee's associated with all options and it is at your own discretion which option you choose to exercise.**

**Applicant's full name** .....

**Applicant's signature** .....

**Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_