

PRIME PROPERTY MANAGEMENT

176 Pacific Highway, Coffs Harbour NSW 2450
Phone: 02 6651 3322 Fax: 02 6651 3575
 Email: info@primecoffs.com.au
 Website: www.primcoffs.com.au

Application for Tenancy

PROPERTY:			
APPLICANTS NAME/S: 1.		2.	
3.		4.	
5.		6.	
COMMENCEMENT DATE: / /	LENGTH OF TENANCY:	months	No. OCCUPANTS:
PETS: Y / N TYPE:	AGE:	CHILDREN: Y / N	AGES:
APPLICANT 1: NAME:	DOB:	D/L:	
ADDRESS:	PH:	MOB:	
CURRENT LANDLORD/AGENT:			PH:
LENGTH OF TENANCY:	RENT PW: \$	TENANT LEDGER ATTACHED: Y / N	
WHY ARE YOU LEAVING?			
PREVIOUS ADDRESS 1:	PH:	MOB:	
CURRENT LANDLORD/AGENT:			PH:
LENGTH OF TENANCY:	RENT PW: \$	TENANT LEDGER ATTACHED: Y / N	
WHY DID YOU LEAVE?			
PREVIOUS ADDRESS 2:	PH:	MOB:	
CURRENT LANDLORD/AGENT:			PH:
LENGTH OF TENANCY:	RENT PW: \$	TENANT LEDGER ATTACHED: Y / N	
WHY DID YOU LEAVE?			
CURRENT OCCUPATION:		EMPLOYER:	
BUSINESS NAME:		PH:	
TERM OF EMPLOYMENT:		WEEKLY WAGE: \$	
CEASING EMPLOYMENT: Y / N	REASON FOR LEAVING EMPLOYMENT:		
PREVIOUS OCCUPATION:		EMPLOYER:	
BUSINESS NAME:		PH:	
TERM OF EMPLOYMENT:		WEEKLY WAGE: \$	
REASON FOR LEAVING EMPLOYMENT:			

IMPORTANT: Please attach pay slips or Centrelink statements with your application for tenancy. If you are self employed please attach business registration. **Please provide landline phone numbers for the references that you nominate.**

EMERGENCY CONTACT NAME:		
RELATIONSHIP:	PH:	MOB:
ADDRESS:		
PERSONAL REFERENCES:		
1. NAME:	PH:	
ADDRESS:	RELATIONSHIP:	
2. NAME:	PH:	
ADDRESS:	RELATIONSHIP:	

PRIME PROPERTY MANAGEMENT

176 Pacific Highway, Coffs Harbour NSW 2450

Phone: 02 6651 3322 Fax: 02 6651 3575

Email: info@primecoffs.com.au

Website: www.primecoffs.com.au

Application for Tenancy

APPLICANT 2 NAME:		DOB:	D/L:
ADDRESS:		PH:	MOB:
CURRENT LANDLORD/AGENT:		PH:	
LENGTH OF TENANCY:	RENT PW: \$	TENANT LEDGER ATTACHED: Y / N	
WHY ARE YOU LEAVING?			
PREVIOUS ADDRESS 1:		PH:	MOB:
CURRENT LANDLORD/AGENT:		PH:	
LENGTH OF TENANCY:	RENT PW: \$	TENANT LEDGER ATTACHED: Y / N	
WHY DID YOU LEAVE?			
PREVIOUS ADDRESS 2:		PH:	MOB:
CURRENT LANDLORD/AGENT:		PH:	
LENGTH OF TENANCY:	RENT PW: \$	TENANT LEDGER ATTACHED: Y / N	
WHY DID YOU LEAVE?			
CURRENT OCCUPATION: EMPLOYER:			
BUSINESS NAME:		PH:	
TERM OF EMPLOYMENT:		WEEKLY WAGE: \$	
CEASING EMPLOYMENT: Y / N			
REASON FOR LEAVING EMPLOYMENT			
PREVIOUS OCCUPATION:		EMPLOYER:	
BUSINESS NAME:		PH:	
TERM OF EMPLOYMENT:		WEEKLY WAGE: \$	
REASON FOR LEAVING EMPLOYMENT:			

IMPORTANT: Please attach pay slips or Centrelink statements with your application for tenancy. If you are self employed please attach business registration. Please provide landline phone numbers for the references that you nominate.

EMERGENCY CONTACT NAME:	
RELATIONSHIP: PH: MOB:	
ADDRESS:	
PERSONAL REFERENCES:	
1. NAME:	PH:
ADDRESS:	RELATIONSHIP:
2. NAME:	PH:
ADDRESS:	RELATIONSHIP:

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 bankrupt or am undischarged bankrupt and that the information provided by me is true & 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 week.

I, the applicant also understand that once my application for tenancy is approved I will be required to pay a reservation fee to hold the property until the commencement of my lease.

I undertake to pay a rental bond and to pay the first 2 weeks rent by **credit card, bank cheque or money order** made payable to **PRIME PROPERTY MANAGEMENT** upon signing the Residential Tenancy Agreement

STATEMENT OF COSTS

Rental Bond (Equivalent to 4 weeks rent—unfurnished)	\$
2 weeks rent from _____ to _____	\$
Residential Tenancy Agreement Preparation Fee	\$ 15.00
TOTAL DUE	\$.00

Please note that the above payment is to be made by money order, direct bank transfer or credit card

PRIVACY ACT ACKNOWLEDGEMENT FOR APPLICANT/S

In accordance with the Privacy Principle 1.3 of the Privacy Act we require you to read and sign this acknowledgement. In order to process a tenancy application an applicant is required under the National Privacy Principles of the Privacy Act to be made aware that an organisation may access databases to clarify tenancy & credit history. In addition a tenancy applicant is entitled to know what will happen to their information when it is passed on to an agent.

In accordance with National Privacy Principles the database member discloses that in addition to information being supplied to a database company other organisations may receive information from time to time. Other organisations may include debt collection agencies, insurance companies, government departments and other landlords or agents.

I, the said applicant declare, that I give my permission to the agent to collect my information and pass such information onto TICA Default Tenancy Control Pty Ltd. I further give my permission for my information to be provided to any other tenancy database for the assessment of my tenancy application. I further give consent to the member of the Database company to contact any of my referees provided by me in my tenancy application.

I agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with a tenancy database my information may be recorded as making an inquiry.

I agree that in the event of a default occurring under a tenancy agreement I give my permission to the member of a tenancy database to register any of my details of such breach with a tenancy database. I further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company.

I understand that TICA Default Tenancy Control Pty Ltd is a database company that allows it members access to information accumulated from members about tenants who have breached their tenancy agreements.

I agree and understand that should I fail to provide the database member with the information and acknowledgements required the database member may elect not to proceed with my tenancy application. I agree and understand that a listing with TICA Default Control Pty Ltd could have an adverse effect on my ability to obtain future rental accommodation.

I acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 190 222 0346. I agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST. Please note that TICA Default Tenancy Control Pty Ltd may change their call rates at any time.

APPLICANT 1 _____

Dated / /

Signature

APPLICANT 2 _____

Dated / /

Signature

RESERVATION FEE & ACKNOWLEDGEMENT OF RESERVATION CONDITIONS

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 days 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 Applicants.
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 the 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.

Prime Property Management – Coffs Harbour, acting for the Landlord of the premises, acknowledge 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, prepare a Residential Tenancy Agreement for the premises.

APPLICANT 1 _____
Signature

Dated / /

APPLICANT 2 _____
Signature

Dated / /

PROOF OF IDENTIFICATION **100 Point Checklist**

Please provide 1 or more of the following documents

- () Drivers License 40 Points
- () Passport 40 Points
- () Birth Certificate 30 Points
- () Other Photo ID 30 Points
- () Current Wage pay slips 20 Points
- () Current Centrelink Income Statement 20 Points
- () Previous Tenancy Reference & Ledger 20 Points

Other Documents Required

- () Motor Vehicle Registration Certificate 10 Points
- () Bank Statement detailing min 1month 10 Points
- () Telephone Account 10 Points
- () Electricity Account 10 Points
- () Gas Account 10 Points
- () Rates Notice 10 Points

If you are currently a home owner we may require a copy of your council rates notice.
If you are self employed we may require a copy of your Business Registration Certificate