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Residential tenancy application form

Thank you for your interest. When lodging this application, each applicant must meet the 100-point identification check. Please provide the required documentation as per the checklist provided within. Please complete a separate application form for each adult wanting to be party to the lease agreement and sign every page of this application.

GENERAL PROPERTY INFORMATION :			
Leasing consultant name: .			
Agency name:			
Agent phone number:	Work:	Mobile:	Fax:
Agent email address:			
Leased property address:			
Weekly rent: \$		Bond: \$	
Landlord's preferred lease period of the tenancy:		Months	
Applicant's preferred lease period:		Months	
Property available from:			
Applicant's Preferred lease commencement date:			
Landlord's Preferred rent payment frequency by the applicant: <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Calendar month			
Applicant's Preferred rent payment frequency: <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Calendar month			
Maximum number of occupants permissible by the landlord:			
Number of occupants wishing to lease the property:			
Name(s) of other applicants (if any) wishing to occupy the property:			
APPLICANT PERSONAL DETAILS:			
Title:	First name:	Last name:	
Date of birth:			
Home phone:	Work:	Mobile:	
Email:			
Drivers licence number:	State of issue:	Expiry:	
Emergency contact:	Relationship:	Phone:	
APPLICANT RENTAL HISTORY:			
What is your current address?			
How long have you lived at your current address?			
Are you the <input type="checkbox"/> Landlord <input type="checkbox"/> Tenant <input type="checkbox"/> Other (please specify)			
Name of the landlord/agent (if applicable):			
Phone no:		Rent paid per week:	
Reason for leaving:			
Was bond repaid in full? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, Please specify:			
What is your previous address?			

How long have you lived at your previous address?		
Are you the <input type="checkbox"/> Landlord <input type="checkbox"/> Tenant <input type="checkbox"/> Other (please specify)		
Name of the landlord/managing agent/selling agent:		
Phone no:	Rent paid per week:	
Reason for leaving:		
Was bond repaid in full? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, Please specify:		
IF SELF-EMPLOYED, PLEASE COMPLETE THE FOLLOWING:		
Company name:	ABN:	
Address:		
Business type:	Position held:	
Accountant name:	Accountant phone:	
Solicitor's name:	Solicitor phone:	
EMPLOYMENT DETAILS:		
CURRENT EMPLOYMENT:		
Company name:	Address:	
Manager/Contact name:	Contact number:	
Occupation/Position:	Period of employment:	
Net weekly income:		
PREVIOUS EMPLOYMENT:		
Company name:	Address:	
Manager/Contact name:	Contact number:	
Occupation/Position:	Period of employment:	
Net weekly income:		
OTHER INFORMATION:		
Number of persons occupying property:	Adults:	Children:
Do you have any pets? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Please specify breed and number:		
Do you smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you considering buying a property in the near future?		
Do you currently own a property?		
Has your tenancy ever been terminated by a landlord or an agent?		
REFERENCES:		
1.Name	Email	
Relationship:	Occupation:	
Phone:	Fax:	
2.Name	Email	
Relationship:	Occupation:	
Phone:	Fax:	

IF STUDENT, PLEASE COMPLETE THE FOLLOWING:

University/College name:

Course studying:

Enrolment number:

Course length:

Campus contact:

Phone:

Campus coordinator:

Phone:

Parents address overseas (if applicable):

HOW DID YOU FIND OUT ABOUT THIS PROPERTY?☐ Website ☐ Office rent list ☐ Newspaper ☐ For lease board ☐ Other:**MATERIAL FACT(S) TO BE DISCLOSED TO THE APPLICANT**

Any material fact(s) to be disclosed?

- ☐ No (there is no need for you the applicant to sign the acknowledgment of this material fact(s) section)
☐ Yes (refer to the material fact(s) set below or as attached to this form)

Material Fact(s)

Applicant's acknowledgment:

I, the applicant acknowledge having read and understood the material fact(s) disclosed in the section of this application form. I understand that in completing and submitting this application form to the agency, I do so with the clear understanding and the acceptance of the disclosed material facts as at this date.

Signature of applicant:

PAYMENT DETAILSProperty rental: Per week**OFFICE USE ONLY**First payment of rent in advance (2 weeks rent): Rental bond (4 weeks rent): Subtotal: Less holding deposit: Amount payable on signing tenancy agreement:
(bank cheque, money order or EFT) **CHECKLIST FOR APPLICANT'S IDENTIFICATION**

Before any application is considered each applicant must achieve a MINIMUM of 100 points. Photocopy documents are to be provided. Originals will not be accepted.

Proof of identity (You must provide only one of the following for 20 points):

Driver's licence	20 points	<input type="checkbox"/>
Passport	20 points	<input type="checkbox"/>
Birth certificate	20 points	<input type="checkbox"/>

Proof of income (You must provide only one of the following for 30 points):

Last two bank statements	30 points	<input type="checkbox"/>
Last three pay slips	30 points	<input type="checkbox"/>
Current Centerlink statement	30 points	<input type="checkbox"/>
Copy of employment contract	30 points	<input type="checkbox"/>

Supporting documents (You must provide at least 50 points from the following):

Last four rent receipts	30 points	<input type="checkbox"/>
Current rent ledger	30 points	<input type="checkbox"/>
Vehicle registration documents	20 points	<input type="checkbox"/>
Written references from previous landlord/agent	20 points	<input type="checkbox"/>
Copy of previous phone, electricity, gas account (each)	5 points	<input type="checkbox"/>
Pension card	15 points	<input type="checkbox"/>

For any of the following current situations, please provide in addition the following:

Home Landlord:

- Copy of council/water rates.
- Copy of a sale contract if the property has been sold or if it is currently for sale.

Living at home:

- Copy of parents rates notices.
- A letter from the parents stating the board amount paid, or a guarantor authority.

Self employed:

- Copy of a tax return.
- Copy of an office of Fair Trading business registration.
- Trading references.

Note: Speak with your property manager if you are unable to meet the 100 point check.

DECLARATION

I, the applicant offer to rent the property from the landlord under a lease to be prepared by the agent and I confirm that:

- This application is subject to the approval of the landlord.
 - All information contained in this application is true correct and given of my own free will ☐ Yes ☐ No
 - I am not bankrupt ☐ Yes ☐ No
 - I will be required to pay the amounts as specified ☐ Yes ☐ No
 - I have inspected the subject property for lease ☐ Yes ☐ No
 - The below selected option, best describes the subject property's condition during my inspection:
☐ Poor ☐ Fair ☐ Good ☐ Excellent
 - I would like to recommend the following items for the subject property's overall improvement:
☐ Not applicable
- Or
- ☐ If successful as the applicant, I would like to recommend that the following points of consideration be brought to the attention of the property owner for a possible approval and an implementation of such prior to the commencement of my tenancy.

PRIVACY POLICY

The personal information provided by the prospective tenant or collected from other sources, in this application, is necessary for the agent to verify the applicant's identity and to process and evaluate the application.

If the application is successful such information may be disclosed with the applicant's consent to other parties including the landlord, referees, other agents and third party operators of the tenancy reference database. Information already held on the tenancy database may also be disclosed to the agent and/or landlord.

For the purpose of the Australian Privacy Legislations the Agent will not disclose the applicant's personal information to third parties located in Australia, overseas and for direct marketing unless the applicant expressly agrees for the agent to do so by ticking the box below.

- ☐ I, the named applicant herewith consent to having my personal information disclosed to third parties for the purpose of receiving marketing material, or information deemed useful to me.

If the applicant is not successful, the Agent may destroy some/all of the information collected in order to "de identify" the applicant if the information is no longer needed.

If the applicant would like to access the personal information the agent holds, they can do so by contacting our agency via email or by phone.

PRIVACY ACT ACKNOWLEDGEMENT

In accordance with the Act I authorise you to give information to and obtain information from all credit providers and references named in this application.

I confirm that I have read and understand the privacy policy that the landlord(s)/agent has made available to me. I have been advised that a New Tenants Checklist can be obtained from the NSW Fair Trading or Rental Bond office.

I hereby acknowledge and accept the terms and conditions contained herein.

Signature of applicant: _____

Date:

HOLDING FEE AND TERMS AND CONDITIONS

Subject to the acceptance of this application you will be required to pay a holding fee of 1 week.

Once the fee has been paid, the property will be taken off the market. This will be deducted from your initial rent payment.

Please note the initial payment must be made by either a bank cheque, money order made out to

or, By an EFT payment (the banking details will be provided to the successful applicant). This includes holding deposit, rent for the initial period and bond monies.

Holding fee terms and conditions:

In accordance with Section 24 of The Residential Tenancies Act 2010 the applicant acknowledges that the taking of a holding fee for this application is subject to the following conditions:

- The total amount of the holding fee is equivalent to a one-week's rent and is required to be paid to reserve the premises in favour of the applicant for a period of no more than 7 days of payment of the holding fee.
- During the reservation fee period, the landlord undertakes to not enter into a tenancy agreement with anyone else other than the applicant unless the applicant notifies the landlord that the applicant no longer wishes to enter into the residential tenancy agreement and in this event the holding fee will be retained by the landlord.
- The entire holding fee will be retained by the landlord even in circumstances where the applicant withdraws the application or refuses to enter into a residential tenancy agreement, no matter of whether a notice to not enter into an agreement will be provided by the applicant to the landlord.
- If the residential tenancy agreement is entered into, the holding fee will be credited towards the first week's rent for the property.

Rental Bond lodgement methods

One of the 2 options for a bond lodgement process will apply to you should your application be approved

Select the bond lodgement option best suited to you. (RBO or Paper based)

☐ Rental Bond Online (RBO)

When opting for this method we require your consent to be indicated in this form prior to activating the process from our end.

Do you consent to lodging and paying your bond online directly to NSW Fair Trading by using the Rental Bonds Online (RBO) service?

- ☐ Yes Refer to the **RBO (1 - 4)** steps below
☐ No If no, select the **paper based** bond lodgement option

RBO Step 1 - RBO Qualification

If you have consented by selecting "Yes" above, be mindful that in order to qualify for this service you will need to have the following already in place: internet, mobile phone, email address, Australian bank account and the ability to pay the bond amount by either of the following (3) three options BPAY, Visa or MasterCard).

Do you acknowledge having all these requirements in place in order to be a user of the RBO system?

- ☐ Yes
☐ No If no, select the **paper based** bond lodgement option

RBO Step 2

Refer to the enclosed factsheet: **Getting started with rental bonds online information for tenants.**

RBO Step 3 - Principal tenant

You will be the principal tenant if the bond will be only in your name.

You will receive an invite via an email to register online.

In order to ensure the email address to be provided to NSW Fair trading on your behalf is your preferred one, please confirm if the email address entered in the application form is the correct one?

- ☐ Yes
☐ No (if no, nominate your preferred email address for this service:)

If more than 2 tenants will be on the bond, will you (the applicant named in this form) resume the principal tenant's role when lodging the bond?

- ☐ Yes
☐ No (if no, enter the name of the proposed principal tenant (if known))

Proposed principal tenant name:

RBO Step 4

Which method of payment will you be using to pay for the bond?

- ☐ Visa card (subject to 0.04% surcharge)
☐ MasterCard (subject to 0.04% surcharge)
☐ BPAY (May take to up to 3 days before funds are clear in the RBO system)

OR

☐ Paper based bond lodgement

The pre-existing paper based rental bond method for lodging a bond will apply