

PRIME REAL ESTATE AGENTS TENANCY RENTAL AGREEMENT

APPLICANTS - PLEASE ENSURE APPLICATIONS ARE COMPLETED IN FULL, ALL AREAS HAVE BEEN SIGNED AND YOU HAVE PROVIDED COPIES OF THE DOCUMENTS REQUESTED BELOW.

Please note: IT IS MANDATORY YOU PROVIDE SUFFICIENT IDENTIFICATION OR WE WILL NOT BE ABLE TO PROCESS YOUR APPLICATION.

100 POINT IDENTIFICATION REQUIRED

Current R.T.A Drivers License	40
R.T.A Proof of Age Card	40
Birth Certificate	40
Passport (current)	50
Medicare Card	10
Credit Card / Bank Card	10

The following documents MUST be submitted:

PROOF OF RENTAL HISTORY

- Tenancy Ledger
- Reference letter from current / previous agent, original document.

PROOF OF EMPLOYMENT

- 2 Recent Pay Slips, if not working please supply bank statements and/or Centrelink statements.

OR

- Letter from Employer confirming Wages

GENERAL

- Recent Bills e.g Phone or electricity bills
- Copy of bank statements
- Current car Registration paper/s

NOTE: Please bring originals for viewing and photocopies for your application. **We do not make photocopies in our office!**

Residential Application Form

For your application to be processed you must answer all questions
(Including the reverse side)

A. AGENT DETAILS

PRIME REAL ESTATE

4/38 Railway Rd, Marrayong NSW 2148

Phone: 02 8814 8636 Fax: 02 9676 8349

vera@primerealestateagents.com.au

www.primerealestateagents.com.au

Property Manager

B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

Postcode	

1a. Type of premise (Unit, House/T'house)

1b. Furnished/Unfurnished

1c. No. of bedrooms

1d. Car Space/Garage

1e. Car Space/Garage No.

Yes/No
(Y/N)

2. Lease commencement date?

Day	Month	Year
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3. Lease term?

Years	Months
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4. How many tenants will occupy the property?

Adults	Children	Ages of Children
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C. PERSONAL DETAILS

5. Please give us your details

Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Other ☐

Surname

Given Name/s

Date of Birth

Driver's licence number

Driver's licence expiry date

Driver's licence state

Passport no.

Passport country

Pension no. (if applicable)

Pension type (if applicable)

6. Please provide your contact details

Home phone no.

Mobile phone no.

Work phone no.

Fax no.

Email address

7. What is your current address?

Postcode	

D. UTILITY CONNECTIONS

myconnect

MyConnect is a FREE & EASY to use utility connection service available for tenants

Phone : 1300 854 478

enquiry@myconnect.com.au

Fax : 1300 854 479

www.myconnect.com.au

Unless I have opted out below, I consent to the disclosure of information on this form to myconnect ABN 34121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent; acknowledge the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect 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 services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities.



Yes, Please Contact Me



Tick here to opt out

E. DISCLAIMER/AUTHORITY

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter in to a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/ landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt. I, the tenant, accept the property in the condition it was in when inspected.

I authorise the Agent to obtain personal information about me from:

- (a) The owner or the Agent of my current or previous residences;
 - (b) My personal referees and employer/s;
 - (c) Any record listing or database of defaults by tenants;
- Any record listing or database of defaults by tenants such as TICA, NTD or TRA for the purpose of checking your tenancy history.

I am aware that I may access my personal information by contacting:

TICA 1902 220 346
NTD 1300 563 826
TRA (02) 9363 9244

I am aware that the Agent will use and disclose my personal information within this application in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow trades-people or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a check with TICA
- (h) transfer water account details into my name

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/ tenancy of the premises. I am aware that I may access personal information on the contact details above.

Signature

Date

N.B. Both Sides of this application must be completed

F. APPLICANT HISTORY**9. How long have you lived at your current address?**

		Years			Months
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10. Why are you leaving this address?

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11. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

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Landlord/agent's phone no.

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Weekly Rent Paid

\$

12. What was your previous residential address?

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Postcode

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13. How long did you live at this address?

		Years			Months
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14. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

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Landlord/agent's phone no.

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Weekly Rent Paid

\$

Was bond refunded in full?

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If not why not?

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G. EMPLOYMENT HISTORY**15. Please provide your employment details**

What is your occupation?

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Employer's name (inc. accountant if self employed or institution if student)

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Employer's address

--

Postcode

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Contact name

--

Phone no.

--

Length of employment

		Years			Months
--	--	-------	--	--	--------

Net Income

\$

16. Please provide your previous employment details

Occupation?

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Employer's name

--

Length of employment

		Years			Months
--	--	-------	--	--	--------

Net Income

\$

H. CONTACTS / REFERENCES**17. Please provide a contact in case of emergency**

Surname

--

Given name/s

--

Relationship to you

--

Phone no.

--

18. Please provide 2 personal references (not related to you)

1. Surname

--

Given name/s

--

Relationship to you

--

Phone no.

--

2. Surname

--

Given name/s

--

Relationship to you

--

Phone no.

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I. OTHER INFORMATION**19. Car Registration**

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20. Please provide details of any pets

Breed/type

Council registration / number

1.

2.

J. PAYMENT DETAILS**Property Rental**

\$	per week Or	\$	per month
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First payment of rent in advance

\$

Rental Bond (4 weeks rent):

\$

Tenants share of costs preparing tenancy agreement:

\$15.00

Sub Total

\$

Less: deduct deposit (see below)

\$

**Amount payable on signing tenancy agreement
(bank cheque or money order only)**

\$

K. RESERVATION

RESERVATION FEE

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Reservation Period

Days

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The Landlords Agent undertakes:

a) The premises will not be let during the Reservation Period, pending the agreement of a residential tenancy agreement:

b) The whole fee will be refunded if the Landlord does not decide to enter into a residential tenancy agreement for the premises during the Reservation Period.

c) The whole fee will be refunded if the landlord does not carry out (during the Reservation Period) repairs or other work upon which is a condition to entry into a residential tenancy agreement;

d) If the applicant decides not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Reservation Period, the landlord may retain the portion of the fee representing the rent that would have been paid during the Reservation Period (based upon the proposed rent) but must refund the remainder, and

e) If a residential tenancy agreement is entered into, the holding fee is to be contributed towards rent for the premises.

Signature of Landlords Agent

Date

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