

PRDnationwide Ballarat
 51 Lydiard Street South, Ballarat Vic 3350

RESIDENTIAL TENANCY APPLICATION FORM

Please place properties in order of preference; you will be **processed for one property at a time.**
 Please note you are required to **apply prior to inspecting the property and complete waiver attached**

1 - Property Address _____ Rent p/w \$ _____ Date Inspected: _____
 2 - Property Address _____ Rent p/w \$ _____ Date Inspected: _____
 3 - Property Address _____ Rent p/w \$ _____ Date Inspected: _____

Length of Tenancy: 6 – 12 Months _____ Commencement Date _____

Applicant 1		Applicant 2	
Full legal name:		Full legal name:	
DOB:	Gender: Female/ Male	DOB:	Gender: Female/ Male
Marital Status:	Children:	Marital Status:	Children:
Occupation:		Occupation:	
Drivers License No:	Copy of photo I.D must be provided	Drivers License No:	Copy of photo I.D must be provided
Vehicle Reg:		Vehicle Reg:	
Make & Model of Vehicle:		Make & Model of Vehicle:	
Medicare No:		Medicare No:	
Current Address: No:	Street:	Current Address: No:	Street:
Suburb	State:	Suburb	State:
Home ph:	Work:	Home ph:	Work:
Mobile:		Mobile:	
Email:		Email:	

TENANT SPECIFIC INFORMATION:

Number of Occupants living at the property (all applicants over 18 must fill out an application): Ages:.....

Do you have children living with you? YES/NO Ages:

Do you have pets? YES/NO

Details:

Please state age and breed of pet if known

Do you smoke? YES/NO Do you intend to smoke inside the property? YES/NO

Have you applied for any other rental properties? YES/NO

Have you ever been evicted from a tenancy: YES/NO

Will you be applying for a Ministry Bond or Bond Assistance? YES/NO

Has any part of your bond ever been retained? YES/NO WHY:.....

Have you ever been bankrupt? YES/NO

Are you currently in debt to another agent/landlord? YES/NO

Please list any questions about the property/properties to be discussed prior to commencing a lease:.....

EMPLOYMENT & INCOME**IF YOU ARE EMPLOYED:****What we need:**

1. X2 recent pay slips
2. Please advise your employer/HR that PRD will be calling and to authorise release of information.

Applicant 1	Applicant 2
Employers Name:	Employers Name:
Address:	Address:
Ph: Contact Name:	Ph: Contact Name:
Length of employment:	Length of employment:
Weekly Income:	Weekly Income:
If employed there for less than 6 months, state previous Employer: Company: Phone:	If employed there for less than 6 months, state previous Employer: Company: Phone:
Address: Length of Employment:	Address: Length of Employment:

IF YOU ARE SELF-EMPLOYED:**What we need:**

1. Bank statement
2. Please advise your accountant PRD will be calling and to authorise release of information.

Applicant 1	Applicant 2
Name of Business:	Name of Business:
ABN:	ABN:
Industry:	Industry:
Address:	Address:
Weekly income:	Weekly income:
Name of Accountant:	Name of Accountant:
Accountants ph:	Accountants ph:
How long in business:	How long in business:

IF YOU RECEIVE CENTRELINK/INCOME SUPPORT**What we need:**

1. Recent Centrelink statement
2. Supporting documents if not receiving Centrelink for proof of income

Applicant 1	Applicant 2
Amount:	Amount:
Type of payment:	Type of payment:

IF YOU STUDY

Applicant 1	Applicant 2
Name of institution: Student ID No:	Name of institution: Student ID No:
Name of course:	Name of course:
Income Source:	Income Source:
Weekly Income:	Weekly Income:

RENTAL HISTORY**Rental History:**

Applicant 1		Applicant 2	
Private Landlord:		Private Landlord:	
Agent:	As per app 2 YES/NO	Agent:	As per app 1 YES/NO
Name:	Ph:	Name:	Ph:
Rent per week:	Other people:	Rent per week:	Other people:
Date rented From: / /	Until: / /	Date rented From: / /	Until: / /
Property address:		Property address:	
Reason for leaving:		Reason for leaving:	
Private Landlord:		Private Landlord:	
Agent:	As per app 2 YES/NO	Agent:	As per app 1 YES/NO
Name:	Ph:	Name:	Ph:
Rent per week:	Other people:	Rent per week:	Other people:
Date rented From: / /	Until: / /	Date rented From: / /	Until: / /
Property address:		Property address:	
Reason for leaving:		Reason for leaving:	

Owned property:

Applicant 1		Applicant 2	
Address:		Address:	
Do you still own this property YES/NO		Do you still own this property YES/NO	
Contact Name:	Ph:	Contact Name:	Ph:
Mortgage repayments:	As per app 2 YES/NO	Mortgage repayments:	As per app 1 YES/NO

Have never rented or owned (Living with parents/friends/family):

Applicant 1		Applicant 2	
Name:	Ph:	Name:	Ph:
Relationship:			
As per app 2 YES/NO		As per app 1 YES/NO	

NEXT OF KINPlease list at least **2** close relatives that will not be living with you

Applicant 1		Applicant 2	
Name:		Name:	
Address:		Address:	
Ph:		Ph:	
Relationship:		Relationship:	
Name:		Name:	
Address:		Address:	
Ph:		Ph:	
Relationship:		Relationship:	

Please Note from time to time the Landlord may request we inspect your current home. Should this be the case we will contact you to make a mutually convenient time within appropriate legislation. **PRD NATIONWIDE BALLARAT ARE A MEMBER AND USE THE T.I.C.A DATABASE.**
Contact details for T.I.C.A 1902 220 346 (\$5.45 per minute) or p://www.tica.com.au

CHARACTER REFERENCES & UTILITIES CONNECTION

If you do not have three references that are not friends/family please attach a letter explaining why you are unable to provide three professional references

Applicant 1	Applicant 2
Name:	Name:
Address:	Address:
Ph:	Ph:
Relationship:	Relationship:
Known for how long:	Known for how long:
Name:	Name:
Address:	Address:
Ph:	Ph:
Relationship:	Relationship:
Known for how long:	Known for how long:
Name:	Name:
Address:	Address:
Ph:	Ph:
Relationship:	Relationship:
Known for how long:	Known for how long:
Name:	Name:
Address:	Address:
Ph:	Ph:
Relationship:	Relationship:
Known for how long:	Known for how long:












The Moving House Utility Experts

Phone: 1300 859 242
 Email: info@prdsmarterconnect.com.au
 Website: www.prdsmarterconnect.com.au

Our free service takes care of organising the connections of all the important things such as electricity, gas and water taking away the stress of moving house whilst finding valuable savings through our strong relationships with our suppliers.

Our services include:

Please tick the services you would like:

- 
 Electricity
- 
 Gas
- 
 Water
- 
 Telephone
- 
 Pay TV
- 
 Internet
- 
 Home Insurance
- 
 Cleaning
- 
 Removalists

PRIVACY ACT COMMONWEALTH 1988

1. 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.
2. The tenant is responsible for the connection and payment of the gas, electricity and telephone.
3. I declare that the information in this tenancy application is true and correct and agree that PRD Nationwide Ballarat 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.
4. 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, Central Highlands Water, VCAT, solicitors, debt collection agencies and the landlord/s for the purpose of ensuring both the landlord and I meet all the obligations of the tenancy.
5. The information collected is held in files at our office and can be accessed by you by applying to your property manager on 5329 4601 or rentals@prdballarat.com.au.
6. 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 (another agent for example).
7. I further agree to make the following initial payments – **Cash is Not Accepted** -

Rent - bank cheque or Australian money order payable to "PRD Jens Gaunt Ballarat Rental Trust Account".

Bond - bank cheque or Australian money order payable to "Residential Tenancies Bond Authority" or "RTBA".

The personal information the prospective tenant provides in this application, or that is collected from other sources, is necessary for the Agent to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. The personal information collected about the Applicant in this application may be disclosed during the course of the tenancy for agents, third party operators of tenancy reference database and other third parties as required by law. Information already held on tenancy reference database may also be disclosed to the Agent and/or Landlord. The Agent may also disclose information to other parties on the Internet.

If the Applicant enters into a Residential Tenancy Agreement and if the Applicant fails to comply with their obligations under that Agreement, the fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to other parties, including those referred to above. The Agent will only disclose information in this way to other parties to achieve the purposes specified above or as otherwise allowed under the privacy Act 1988. If the Applicant would like to access his/her personal information held by the Agent, they can do so by contacting the Agent at the address and contact numbers contained in this Application. The Applicant can also correct this information if it is inaccurate, incomplete or out of date. If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

By signing you accept the aforementioned declaration.

The initial supply of, ongoing record of, and permitted use of your private information is at your discretion except where those details are required to be kept and/or disclosed by law. You may update, alter or delete your information at anytime and without penalty except where those details are required to be kept and/or disclosed by law. If certain information however is not provided, we as agents may not be able to effectively act on your behalf.

If you would like to access your personal information held by us, you can do so by contacting us via phone, fax or email as detailed on our letterhead or in person by calling into the office at 51 Lydiard Street South, Ballarat, Victoria, 3350.

In addition, our company would like to clearly alert you to the fact that although it is our intention to protect your privacy at all times there is always a possibility that our firewalls, virus scanning and other security systems may be breached or bypassed and be unable to protect our computer system from corruption via viruses and/or hackers which may result in the unauthorised access to and distribution of personal details from our databases. We will not assume liability for breaches of this nature.

We reserve the right to alter our privacy policy from time to time, and these changes will be made available for your inspection at www.prdballarat.com.au

Once PRD smarterconnect Powered by Compare & Connect has received your application we will make all reasonable efforts to contact you within 24 hours of the nearest business day to identify how we can help. You agree and acknowledge:

1. That you accept the Compare & Connect Terms and Conditions that may be accessed at www.compareconnect.com.au/terms-and-conditions
2. You authorise and invite Compare & Connect to contact you by telephone, email, text message, MMS or any other form of communication in order to provide the services requested by you even if your details are registered on the Do Not Call Register.
3. That Compare & Connect may share your details with their suppliers and service providers in order to facilitate the connection and/or disconnection of the requested services.
4. That Compare & Connect may receive a fee from the suppliers and service providers, part of which may be paid to a Compare & Connect referral partner, and you are not entitled to any part of any such fee.
5. That Compare & Connect does not accept any liability on behalf of the suppliers and providers.

You further authorise PRD Smarterconnect to:

6. Obtain the National Metering Identifier and/or Meter Installation Reference Number of the properties that you are vacating and/or relocating to
7. Contact you with future promotions and offers.

By signing this application form you warrant that you are authorised to make this application and provide the invitation, consents, acknowledgments, authorisations and undertakings set out in this application form on behalf of all of the applicants listed herein

Applicants Names.....

Signed by Applicants.....

Dated.....



**Contact: PRD Leasing Concierge
PH: 5329 4613 Email: leasing@prdballarat.com.au**

APPLYING FOR A RENTAL PROPERTY 'SIGHT UNSEEN' WAIVER

Property Address: _____

I/we advise that I/we are not able to attend an inspection at the above-mentioned property, due to our own circumstances.

I/we acknowledge that despite PRD Ballarat's advice that I/we should inspect the premises, I/we have decided to waive this right and apply for a tenancy at the property without attending a personal inspection and viewing the property in person.

I/we agree that I/we have viewed the following, instead of personally inspecting the property, and I/we accept the property condition based on these alternatives:

Photographs of the Property

Video of the Property

Virtual Tour of the Property

Viewed the Property Externally

Other (please provide details):

I/we have been informed and understand that should I/we sign a lease, the lease will stand as is, and I/we revoke my/our right to withdraw from the lease under any grounds pertaining to the condition of the premises.

I/we will not hold PRD Ballarat or the Landlord responsible for any issues that may arise and are a result of me/us not having viewed the property personally.

PLEASE READ & KEEP FOR YOUR REFERENCE - What happens next with your application

Application processing: You will receive a text/email from us confirming we have commenced processing your application. This can take 1-3 business days to complete.

[If you do not receive a confirmation text or email within 24 hours please call the office.](#)

More information required: This means we require more information for your application to proceed. Please contact the office and we will advise what is required to keep processing. Information commonly missed;

- I.D for all applicants
- Centrelink/incomes/bank statements/pay slips
- Correct contact details for references
- Have you remembered to put a commencement date and length of lease on the application?

If you think any of these are missing please call the office or email documents directly to leasing@prdballarat.com.au

Application with owner: Your application has been processed and is now with the owner. During this stage we must wait for the owner to get back to us. We will contact you as soon as a decision has been made. Please be patient during this time, we will call you as soon as decision has been made.

Application approved: If you are successful, a property manager will contact you directly.

Application unsuccessful: If you are unsuccessful please do not take it personally. We have many tenants looking for properties and unfortunately it is common that applicants will miss out. The office is unable to provide a reason as to why you may have been unsuccessful so please do not call the office requesting information as to why. Please feel free to view our website for other properties on our rental list, as we would be more than happy to help assist where possible with finding you a new home.

Thank you again from the team at PRD and good luck with your property search!



Website: www.prdballarat.com.au
Address: PRD Nationwide Ballarat
51 Lydiard Street South
BALLARAT VIC 3350

Email: leasing@prdballarat.com.au
Telephone: (03) 5331 1111
Facsimile: (03) 5331 2248
ABN: 99 066 512 572

Opening Hours: **Monday – Friday**
8.30AM – 5:00PM