

Residential Application Form

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

A. AGENT DETAILS

Prime Residential Property Management

Postal: PO BOX 2428 WERRIBEE VIC 3030
Phone: (03) 9190 8909
Email: welcome@prpm.com.au
Web: www.prpm.com.au

Property Manager:

B. PROPERTY DETAILS

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

Address 1:
Address 2:

2. Lease commencement date?

Day Month Year

3. Lease term?

Years Months

4. How many tenants will occupy the property?

Adults Children - Ages:

5. Please provide details of any pets

Breed/type	Age	Council registration / number
1.		
2.		

C. PERSONAL DETAILS

6. Please give us your details

Mr Ms Miss Mrs Other

Surname Given Name/s

Date of Birth Driver's licence expiry date

Driver's licence number Driver's licence state

Passport no. Passport country

Pension no. (if applicable) Pension type (if applicable)

7. Please provide your contact details

Home phone no. Mobile phone no.

Work phone no. Fax no.

Email address

D. STUDENT INFORMATION (If Applicable)

8. Please provide all student information

Name of Institution

Course Enrolment Number

Coordinator/Contact Name: Phone No.

E. 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

Please select the required utilities:

Water (compulsory) Electricity Gas Telephone
 Internet Pay TV Interpreter required

Unless I opt out of this section, I/we;

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, 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. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

Tick here to opt out



F. 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 into 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

X

Source of Income

Amount paid

\$ per

If parents are source of income:

Amount paid
\$ per

Name of Parent (Guarantor)

Signature of Parent/Guarantor

Date

X

Please ensure letter is provided to confirm

G. APPLICANT HISTORY**9. What is your current address?**

Postcode

10. Is this property leased or owned by you?
 Leased Owned - (please attach rates notice)
If OWNED, will you:
 Lease Sell Other - (specify)
11. How long have you lived at your current address?
 | Years | Months
12. Why are you leaving this address?

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

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

 \$
14. What was your previous address?

15. Was this property leased or owned by you?
 Leased Owned - (please attach rates notice)
If OWNED, was this property:
 Leased Sold Other - (specify)
16. How long did you live at this address?
 | Years | Months
17. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

 \$

Bond refunded in full? If not, why?

H. EMPLOYMENT HISTORY**18. Please provide your employment details**

What is your occupation?

What is the nature of your employment?

 Full Time Part Time Casual Unemployed

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

Employer's address

Contact name

Phone no.

Length of employment

Net Income

 | Years | Months

 \$
19. Please provide your previous employment details

Occupation?

Employer's name

Contact name

Phone no.

Length of employment

Net Income

 | Years | Months

 \$
I. CONTACTS / REFERENCES**20. Please provide a contact in case of emergency**

Surname

Given name/s

Relationship to you

Phone no.

21. Please provide 3 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.

3. Surname

Given name/s

Relationship to you

Phone no.

J. OTHER INFORMATION**22. Car Registration**

PLEASE NOTE

In most instances, we are able to process your application within 1 – 2 business days and advise you by telephone or email. Please ensure that all of your references are able to be contacted immediately after your application is submitted. Any delays may be a result of your references not being contactable.

- The first month's rent and bond must be paid by within 24 hours of approval being given.
- The lease agreements must be signed within 24 hours of approval being given. This can be done electronically or in person.
- Ongoing monthly rental payments must be paid by BPAY or credit card through DEFT Payment Systems. This is our preferred payment method. Prime Residential Property Management has a **ZERO TOLERANCE** policy to late rent. If you are unable to fulfill your rental commitments, you must contact your property manager as soon as possible.
- It is the tenants your responsibility to have all services, such as telephone, gas, electricity and water connected in your name at the start of the tenancy. We recommend that you discuss assistance from MyConnect which a free service is offered to assist all our tenants.
- No keys will be handed over until the lease commencement date, given that all requirements have been meet; first month's rental paid, bond paid, leases signed, and any other documents signed as required.

HOW DID YOU FIND OUT ABOUT THIS PROPERTY?
 Board Internet Referral Other (specify): _____
PLEASE PROVIDE US WITH 100 POINTS OF IDENTIFICATION

- | | |
|--|-----------|
| <input type="checkbox"/> Driver's Licence | 50 points |
| <input type="checkbox"/> Passport | 50 points |
| <input type="checkbox"/> Proof of Age Card | 50 points |
| <input type="checkbox"/> Student ID Card | 50 points |
| <input type="checkbox"/> Copy of Mobile Phone Account | 20 points |
| <input type="checkbox"/> Copy of Medicare Card | 20 points |
| <input type="checkbox"/> Concession/Pension Card | 10 points |
| <input type="checkbox"/> Copy of Gas/Water/Electricity Account | 30 each |

OFFICE USE ONLY**Property Rental**
 \$ per week

 \$ per month