



RESIDENTIAL TENANCY APPLICATION

Important information before you apply

Property Management Southcoast Pty Ltd has a strict tenancy approval criteria. We require a minimum of two years favourable rental history through an independent managing agent in order to approve an application. Your application will not be accepted if you have ever breached any terms of a residential tenancy agreement before.

We may at our discretion, approve an application that in our opinion has adequate documentary evidence to reasonably expect that the applicant would comply with the terms of the residential tenancy agreement.

Applications are considered an expression of interest, therefore not all un-successful applicants will be contacted. Applications may take up to three working days to process. You may check on the progress of your application at any time after this period.

Successful applicants will be contacted within five working days.

Rent is payable by bank deposit or internet transfer to our trust account. This will be discussed at length if you are the successful applicant. You will be given a deposit book with an Agent ID number.

At the commencement of your Residential Tenancy Agreement you are required to pay by cash, bank cheque or money order only:

- The first two weeks rent
- The equivalent of four weeks rent as a bond (or six weeks if furnished)
- A lease preparation fee of \$15

Completing the application

If more than one person is applying for the tenancy, a separate application form must be completed for each applicant unless they have shared premises for more than two years.

The application form should be completed in full and signed by all applicants on the back page.

Incomplete applications will not be processed.

What you need to attach

- Rental references in addition to or supporting those listed on your application (if applicable)
- A copy of your drivers license or other photo ID
- A copy of your last four pays slips or if
- unemployed/pensioner, a statement of earnings from Centrelink

If you do not have a rental history through an independent managing agent and wish to be considered for a tenancy, you will require:

- A copy of any employment references, if applicable
- A copy of your last four pay slips
- A statement of earnings from Centrelink if unemployed/pensioner
- Twelve months recent evidence (if applicable) of a mortgage, loan or credit facility payment

If you are renting privately you will need a copy of the following documents:

- The residential tenancy agreement
- The bond lodgment and bond refund notice (if applicable)
- Six weeks evidence of rent receipts showing the paid to dates or a copy of your current rental ledger



Accommodation history

Five years history **prior** to your current address
Attach a separate list if more than three

Address

1

Was the accommodation (Cross one. If other provide details)

Owned Rented Other

Period Occupied Weekly rent or mortgage Pets kept at property
From To

Reason for Leaving

Name of Managing Agent or other Referee Agents/Referees Phone No.

Office use only

Address

2

Was the accommodation (Cross one. If other provide details)

Owned Rented Other

Period Occupied Weekly rent or mortgage Pets kept at property
From To

Reason for Leaving

Name of Managing Agent or other Referee Agents/Referees Phone No.

Office use only

Address

3

Was the accommodation (Cross one. If other provide details)

Owned Rented Other

Period Occupied Weekly rent or mortgage Pets kept at property
From To

Reason for Leaving

Name of Managing Agent or other Referee Agents/Referees Phone No.

Office use only

Premises of Interest

Address

Rent Amount

Personal Details

Include persons to be named on the agreement

1. Title

Surname

First Name

Date of Birth

Current Address

Day Time Phone No.

Drivers License No.

Vehicle Registration No.

Mobile Phone No.

2. Title

Surname

First Name

Date of Birth

Current Address

Day Time Phone No.

Drivers License No.

Vehicle Registration No.

Mobile Phone No.

Employment Details

Applicant 1. Business Name

Self employed
(circle one)

 Y N

Phone No.

Address

Period employed/in business

Occupation

If self employed, accountant or solicitors name and contact number

Applicant 2. Business Name

 Y N

Phone No.

Address

Period employed/in business

Occupation

If self employed, accountant or solicitors name and contact number

Emergency Contact

Someone who will not be residing with you

Full name

Day Time Phone No.

Address

Mobile Phone No.

Tenancy Requirements

Date you wish to move in

Agreement Term Required

Pets (if any) to be included

No. of people who will occupy premises

Adults Children

Ages of Children

Other vehicles/trailers to be parked

The Applicant

I have read the requirements of establishing a tenancy on page one of the application.

I have read the privacy policy and I consent to the use of my personal information as detailed in the privacy policy.

Signature of applicant

Date

Signature of applicant

Date

Privacy Policy

The personal information the Applicant provides in this application or 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.

Personal information collected about the Applicant in this application and during the course of the tenancy (if the application is successful) may be disclosed for the purpose for which it was collected to other parties including the Landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to the Agent, the Landlord or other agents.

If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the Landlord, other agents and third party operators of tenancy reference databases.

If the Applicant would like to access the personal information the Agent holds, 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.

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