

Pre-Application Information

- ONE application form can be used for ONE or TWO applicants. Children/dependents may be included on a parent/guardian's form.
- Include copies of documents which may help to verify your application information.
- Provide and attach photocopies of documents required to meet 100 points of ID as per the table on page 5 – **this will avoid longer turn-around times**. Our staff can assist with photocopying if required.
- After the application has been received and reviewed by the landlord, the applicant/s will be contacted to make an appointment to inspect the property.
- A separate Pet Application Form is available.
- Please be aware that Bond transfers are not possible.
- Please do not hesitate to ask if you require assistance to complete the form.

~ Applications will not be processed unless all required information is provided ~

Please list properties by preference:		Proposed Rent
1.		\$
2.		\$

Agreement

I/we wish to rent the property for a period of 6 ☐ 12 ☐ months commencing ____/____/____.

I/we understand that:

- The availability of telephone, internet, digital television, gas and electricity and the adequacy of such services at the property are my own responsibility and I will make my own enquiries in relation to the availability of services at the property.
- Should my application not be accepted, Preston Real Estate is not obligated to give a reason for the application not being approved. The landlord's decision is final.
- Rent is to be paid by direct deposit to Preston Real Estate Trust Account or via Centrepay should my application be approved.
- I may be responsible for water usage should the property have town water supply or should the property be supplied by tank water it may be my own responsibility to refill the water tanks.
- If approved I am required to pay a holding deposit of 1 weeks rent by direct deposit to Preston Real Estate Trust Account within 24 hours of approval. If I do not proceed with the rental I will forfeit the holding deposit. The property will continue to be marketed until the deposit is paid.

Applicant 1

Name:	Signature	Date
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Applicant 2

Name:	Signature	Date
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PERSONAL DETAILS – APPLICANT 1

First name:	Middle:	Surname:
Name at birth (if different):		DOB: / /
Any other aliases:	Age:	Country of birth:
Drivers licence no:	State:	Passport no:
Medicare no:	Pension type (if any):	Card no:
Mobile no:	Email:	
Marital status: ☐ Single ☐ Married ☐ De facto ☐ Separated/divorced		
Emergency contact: (not the same as Applicant 2)	Name:	Address:
Mobile no:	Email:	Relationship :

RENTAL HISTORY – APPLICANT 1

Your current address details

Address:		Rent/week:
How long at address:	Here	Reason for leaving:
Agent/landlord name:		Agent/landlord phone:

Your previous address details

Address:		Rent/week:	
How long at address:	Here	Was bond refunded? ☐ Yes ☐ No	If not, why?
Reason for leaving:		Agent/landlord name:	
		Agent/landlord phone:	

REFEREES – APPLICANT 1

Referee 1	Referee 2
Name:	Name:
Address:	Address:
Relationship to applicant:	Relationship to applicant:
Mobile:	Mobile:

INCOME & EMPLOYMENT DETAILS – APPLICANT 1

Current Employment		Previous Employment	
Company:		Company:	
Company address:		Company address:	
Length of employment:	Years Months	Length of employment:	Years Months
Net income: \$	☐ per week ☐ per month	Net income: \$	Here ☐ per week ☐ per month
Are you self-employed?	☐ Yes ☐ No	Were you self-employed?	☐ Yes ☐ No
Do you receive Centrelink benefits?	☐ Yes ☐ No		
TOTAL INCOME: \$	☐ per week ☐ per month		

IDENTIFICATION – APPLICANT 1

100 points of identification, with at least ONE item from each section is required. Photocopy all and bring originals.

Section 1	Section 2	Section 3
☐ (40) Passport (Complete the following): Name at birth:	☐ (30) Latest 3 pay slips, OR	☐ (30) Previous tenancy reference ☐ (10) Gas account
Place of birth:	☐ (30) Current bank statement, OR	☐ (20) Previous 2 rent receipts ☐ (10) Pet rego papers
Country of issue:	☐ (30) Centrelink income statement	☐ (10) Motor vehicle rego ☐ (10) Birth certificate
☐ (40) Drivers licence		☐ (10) Electricity account ☐ (10) Medicare card
TOTAL APPLICANT 1:		

CHILDREN & DEPENDENTS

Child 1	
Name: Here	Age: Here
Gender: Here	DOB: Here
Child 3	
Name: Here	Age: Here
Gender: Here	DOB: Here

Child 2	
Name: Here	Age: Here
Gender: Here	DOB: Here
Child 4	
Name: Here	Age: Here
Gender: Here	DOB: Here

PERSONAL DETAILS – APPLICANT 2

First name:	Middle:	Surname:
Name at birth (if different):	DOB:	/ /
Any other aliases:	Age:	Country of birth:
Drivers licence no:	State:	Passport no:
Medicare no:	Pension type (if any:	Card no:
Mobile no:	Email:	
Marital status:	☐ Single	☐ Married ☐ De facto ☐ Separated/divorced
Emergency contact: (not the same as Applicant 2)	Name:	Address:
Mobile no:	Email:	Relationship:

RENTAL HISTORY – APPLICANT 2

Your current address details			
Address:		Rent/week: \$	
How long at address:		Reason for leaving:	
Agent/landlord name:		Agent/landlord phone:	

Your previous address details			
Address:		Rent/week: \$	
How long at address:		Was bond refunded?	If not, why?
		☐ Yes ☐ No	
Reason for leaving:		Agent/landlord name:	
		Agent/landlord phone:	

REFEREES – APPLICANT 2

Referee 1	Referee 2
Name:	Name:
Address:	Address:
Relationship to applicant:	Relationship to applicant:

Mobile:

Mobile:

INCOME & EMPLOYMENT DETAILS – APPLICANT 2

Current Employment

Company:

Company address:

Length of employment: Years Months

Net income: \$ Here ☐ per week ☐ per month

Are you self-employed? ☐ Yes ☐ No

Do you receive Centrelink benefits? ☐ Yes ☐ No

TOTAL INCOME: \$ ☐ per week ☐ per month

Previous Employment

Company:

Company address:

Length of employment: Years Months

Net income: \$ Here ☐ per week ☐ per month

Were you self-employed? ☐ Yes ☐ No

IDENTIFICATION – APPLICANT 2

100 points of identification, with at least ONE item from each section is required. Photocopy all and bring originals.

Section 1

☐ (40) Passport
(Complete the following):
Name at birth:

Place of birth:

Country of issue:

☐ (40) Drivers licence

Section 2

☐ (30) Latest 3 pay slips, OR

☐ (30) Current bank statement, OR

☐ (30) Centrelink income statement

Section 3

☐ (30) Previous tenancy reference

☒ (20) Previous 2 rent receipts

☐ (10) Motor vehicle rego

☐ (10) Electricity account

☐ (10) Gas account

☐ (10) Pet rego papers

☐ (10) Birth certificate

☐ (10) Medicare card

TOTAL APPLICANT 2:

Declaration of authority

I hereby offer to rent the property from the landlord 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 landlord/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 authorise the Agent to obtain personal information from:

- a) the landlord or the Agent of my current or previous residence;
- b) my personal referees and employer/s;
- c) any record listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking my tenancy history.

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

• NTD: 1300 563 826 • TRA: (02) 9363 9244 • TCA: 1902 220 346

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/ landlords of properties I may apply for in the future.

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

- a) communicate with the landlord to select a tenant
- b) prepare lease/tenancy documents
- c) allow tradespeople 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) conduct an ID/background check with National Tenancy Database (NTD)

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.

APPLICANT 1

Name:

Signature

Date

APPLICANT 2

Name:

Signature

Date