

To assist you with your tenancy application we provide the following, which details the information and documents you need to include. Your application CANNOT be processed unless all documents are provided.

To prevent any inconvenience to you, please check off the items and ensure you have all documents copied and attached to your tenancy application. Please also note copying services are not available at our offices.

**Identification**

Provide a copy of ONE (1) form of photo identification:

- Current driver's licence, OR
- Current passport and visa (if applicable), OR
- Student ID card, OR
- Proof of age card

Provide copies of TWO (2) forms of other identification:

- Birth certificate
- Medicare card

- Health care card
- Pension card

Provide copies of TWO (2) documents showing your name and address, for example:

- Motor vehicle registration
- Electricity or gas account

- Water account
- Telephone account
- Bank statement
- Tax assessment notice

**Proof of Income**

Provide ONE (1) of the following:

- If employed, copies of your last three (3) pay slips
- If applicable, copies of your Centrelink statement, child support statement OR family tax benefit statement
- If you are self-employed, please provide a reference from your accountant and a copy of your most recent tax return
- If your income comes from overseas, clear evidence of the source and amount needs to be provided

**Proof of current residency (rental or own home)**

If you are currently renting:

- A copy of your tenancy history ledger, OR
- A copy of your most recent tenancy agreement (lease), OR
- If this is a private arrangement (does not include an agent), provide names, phone numbers and email addresses for owners (for example, you may be living with parents or guardians)

If you have been living in your own home:

- Provide a copy of a recent water account or council rates notice, OR
- If your house is being sold, please provide the name and telephone number of the selling agent


**If approved for a property, you will then have 24 hours to secure it by paying a holding deposit at our office.**

# Residential Application Form

ALL questions MUST be answered & signed or your application may not be processed. (Including the reverse side)

A. AGENT DETAILS	
Premium Plus Properties Address: Suite 9, Lvl 14, 327 Pitt St, Sydney NSW 2000 Phone: +61 488 010 059 E-mail: info@premiumplusproperties.com.au	
B. PROPERTY DETAILS	
1. What is the address of the property you would like to rent? <input type="text"/> <input type="text"/> Postcode	
2. Lease commencement date? <input type="text"/> Day <input type="text"/> Month <input type="text"/> Year	
3. Lease term? <input type="text"/> Years <input type="text"/> Months	
4. How many tenants will occupy the property? <input type="text"/> Adults <input type="text"/> Children <input type="text"/> Ages of Children	
C. PERSONAL DETAILS	
5. Please give us your details Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Other <input type="checkbox"/> Surname <input type="text"/> Given Name/s <input type="text"/> Date of Birth <input type="text"/> Medicare Card No. / Ref No. <input type="text"/> Driver's licence No. <input type="text"/> Driver's licence NSW Card No. <input type="text"/> Driver's licence expiry date <input type="text"/> Driver's licence state <input type="text"/> Passport no. <input type="text"/> Passport country/expiry date <input type="text"/> Pension no. (if applicable) <input type="text"/> Pension type (if applicable) <input type="text"/>	
6. Please provide your contact details Home phone no. <input type="text"/> Mobile phone no. <input type="text"/> Work phone no. <input type="text"/> Fax no. <input type="text"/> Email address <input type="text"/>	
7. What is your current address? <input type="text"/> <input type="text"/> Postcode	

Newspaper	The Internet	Local Paper
Referral	Other (specify)	Sign Board at property

D. FREE UTILITY CONNECTIONS User Consent Form	
	ReduceMyBills is the hassle-free connections service that takes the time and worry out of moving.
<b>Declaration</b> By signing this application, I/we give consent to ReduceMyBills to make contact by phone, email or sms for the purpose of arranging connections and disconnections of approved utility services. I/we authorise ReduceMyBills to supply collected information to other household service providers for the services including Cleaning, Removal, Insurance and Appliances. I/we authorise ReduceMyBills to contact us via these means even if the telephone numbers supplied are listed on the Do Not Call Register. I/we understand that ReduceMyBills may also send related emails promoting other services provided by ReduceMyBills. I/we acknowledge that all information supplied in the application is true and correct to be best of my/our knowledge and that we have not falsely represented our identity in any manner. I/we understand that ReduceMyBills treat any personal information it collects, uses or discloses in accordance with the Privacy Act 1988. I/We authorise ReduceMyBills to supply collected information to nominated suppliers and/or potential suppliers for the connection and disconnection of nominated utilities or to assist with my obtaining other services including appliances, removalists, cleaners and insurance. I/we understand that in the course of connecting utilities, ReduceMyBills may need to obtain an NMI (National Meter Identifier) for electrical points or MIRN (Meter Installation Registration Number) for Natural Gas connections. I/we authorise ReduceMyBills to collect these identifiers and consent to those numbers being supplied to utility providers. I/We acknowledge that whilst ReduceMyBills is a free service, I/we are solely responsible for any and all amounts payable in relation to deposits, connections/disconnections or ongoing supply of the connected services and amounts payable for other services including appliance, removalist, cleaners and insurance. I/we acknowledge that ReduceMyBills, to the extent permitted by law, shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us as a result of the provision of any service. Nor shall ReduceMyBills be liable for any act or omission by any utility provider for any loss caused by failure to provide nominated services. I/we acknowledge that the nominated real estate entity along with ReduceMyBills may receive a benefit from suppliers for the provision of connections.	
<b>I/we declare that we have read and understand the above declaration and wish to be contacted by ReduceMyBills.</b>	
Signature <input type="text"/>	Date <input type="text"/>
ReduceMyBills info@reducemybills.com.au Ph: 1300 301 001	
E. DECLARATION	
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 authorise the Agent to obtain personal information from: (a) The owner 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 your tenancy history; I am aware that I may access my personal information by contacting - • NTD: 1300 563 826 • TICA: 1902 220 346 • TRA: (02) 9363 9244 If I default under a rental agreement, I agree that the Agent may disclose details of any apply for in the future. (a) communicate with the owner and select a tenant (b) prepare lease/tenancy documents (d) lodge/claim/transfer to/from a Bond Authority	
Signature <input type="text"/>	Date <input type="text"/>

**F. APPLICANT HISTORY**

9. How long have you lived at your current address?

|  Years  |  Months

10. Why are you leaving this address?

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

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

\$

12. What was your previous residential address?

Postcode

13. How long did you live at this address?

|  Years  |  Months

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

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

\$

Was bond refunded in full?

If not why not?

**G. EMPLOYMENT HISTORY**

15. Please provide your employment details

What is your occupation?

What is the nature of your employment?  
(FULL TIME/PART TIME/CASUAL)

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

Employer's address

Postcode

Contact name

Phone no.

Length of employment

|  Years  |  Months

Net Income

\$

16. Please provide your previous employment details

Occupation?

Employer's name

Contact name

Phone no.

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.

**I. OTHER INFORMATION**

19. Car Registration

20. Please provide details of any pets

Breed/type

Council registration / number

1.   
2.

**J. PAYMENT DETAILS**

Property Rental

\$  per week

First payment of rent in advance

\$

Rental Bond (4 weeks rent):

\$

Sub Total

\$

Less: Holding deposit (see below)

\$

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

\$

**K. HOLDING FEE**

The holding fee can only be accepted after the application for tenancy is approved.

The holding fee (not exceeding 1 week's rent) of ..... keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement).

In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:

- (i) The application for tenancy has been approved by the landlord; and
- (ii) The premises will not be let during the above period, pending the making of a residential tenancy agreement;

- and
- (iii) If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee;

- and
- (iv) If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.

(v) The whole of the fee will be refunded to the prospective tenant if:

- (a) the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period
- (b) the landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

Signature of Landlords agent

Date

Signature of Applicant

Date