

# Residential Application Form

For your application to be processed you must answer all questions. **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**

## A. Agent Details

### Prestige Group Property Management

**Address:** Level 1, 1025 High St, Armadale, VIC 3143  
**Mobile:** 0435 334 253  
**Phone:** 1300 732 595  
**Fax:** (03) 8677 1151  
**Web:** www.pgre.com.au  
**Email:** ssafia@prestigegrp.com.au

## B. Property details

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

Suburb	Postcode

2. Lease commencement date?

<input type="text"/>	Day	<input type="text"/>	Month	<input type="text"/>	Year
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3. Lease term?

<input type="text"/>	Years	<input type="text"/>	Months
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4. Rental amount?

\$ <input type="text"/>
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5. How many tenants will occupy the property?

<input type="text"/> Adults	<input type="text"/> Children
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## c. Personal Details

6. Please give us your details

<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Mrs	<input type="checkbox"/> Other
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Surname

First name

Date of birth

Drivers licence no.

Driver's licence expiry date

Drivers licence state

Passport no.

Passport country of issue

Pension no. (if applicable)

Pension type (if applicable)

7. Please provide your contact details

Home phone no.

Mobile phone no.

Email address

8. What is your current address?

Suburb	Postcode

Leasing Consultant's Name

 Application Fax to YourPorter (If Required)

## d. Utility connections

# YourPorter

Telephone: 1300 400 600

Fax: 1300 326 468

Web: www.yourporter.com.au

YourPorter is a FREE service connecting utilities & other services.

If the Agent approves this application, YourPorter will connect your water for the purpose of usage charges at your new property on behalf of the Real Estate Agent. YourPorter will be contacting you by phone, SMS, or email for the purposes of assisting you to connect your utilities within 24 hours of receiving this application for next business day connection.

<input type="checkbox"/> Electricity	<input type="checkbox"/> Gas	<input checked="" type="checkbox"/> Water	<input type="checkbox"/> Telephone
<input type="checkbox"/> Pay TV	<input type="checkbox"/> Internet	<input type="checkbox"/> Car insurance	<input type="checkbox"/> Home loans
<input type="checkbox"/> Home & contents insurance	<input type="checkbox"/> Health insurance	<input type="checkbox"/> Life insurance	

## DECLARATION AND ACCEPTANCE:

I/We consent to the disclosure of this application form (including any personal information contained in this form) to YourPorter Pty Ltd (ABN 36 252 576 050) for the purpose of allowing YourPorter and its service providers to contact me for the connection of services as offered by YourPorter.

I/We acknowledge that if I/We do not provide my/our personal information, YourPorter will not be able to provide these services to me/us. YourPorter will ensure that my/our personal information is collected, used, held and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

I/We acknowledge that YourPorter may receive a benefit in relation to the connection of any of the services listed above. I/We consent to YourPorter contacting me by phone or SMS in relation to the connection of the services listed above. I/We acknowledge that this consent permits YourPorter to contact me even if the numbers listed on this application are listed on the Do Not Call Register. YourPorter will otherwise collect, hold, use and disclose personal information in accordance with their privacy policies, which are available at [www.yourporter.com.au/general/privacy-policy/](http://www.yourporter.com.au/general/privacy-policy/). YourPorter is a free service, but I/We acknowledge that standard connection fees may apply for services connected (in addition to the ongoing service fees).

I/We acknowledge that neither YourPorter nor the Agent accept any responsibility for any delay in or failure to arrange or provide for any connection of a service or for any loss, damage, cost or expense in connection with such delay or failure. By signing this application, I/We understand YourPorter is a value add product and that I/We are under no obligation to use YourPorter.

<input type="checkbox"/> Tick here to acknowledge	<input type="text"/>	Date
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### 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 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 owner and 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) complete a credit check with NTD (National Tenancies Database)
- (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 the agent will disclose my personal information to YourPorter for the purposes of transferring the water account into my name. This will enable YourPorter to connect all accepted tenants to relevant water boards for water usage.

Tick here to acknowledge  Date

### 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

\$

#### 12. What was your previous residential address?

Suburb

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

\$

Was bond refunded in full?

Yes  No

If not why not?

### g. Employment details

#### 15. Please provide your employment details

What is your occupation?

Employment status? (Full time/ Part time/Casual)

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

Employment address?

Suburb

Postcode

Contact no.

Phone no.

Length of employment

Years

Months

Net income

\$

#### 16. Please provide your previous employment details

Occupation?

Employer's name

Length of employment

Years

Months

Net income

\$

## h. Contacts / References

### 17. Please provide a contact in case of emergency

Name

Relationship to you

Phone no.

### 18. Please provide 2 personal references (not related to you)

Reference name 1

Relationship to you

Phone no.

Reference name 2

Relationship to you

Phone no.

## i. Other information

### 19. Car Registration

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### 20. Please provide details of any pets

Breed / type

Council registration / no

Breed / type

Council registration / no

Breed / type

Council registration / no

## PLEASE NOTE

We require 3 most recent pay slips plus 2 months of bank statements to verify income.

Please note that Prestige Group require 100 Points of Identification in order to process your tenancy application.

The Property Manager will not review your application unless all documents have been received.

(NO PHOTOCOPYING WILL BE PROVIDED ON PREMISE. PLEASE PHOTOCOPY ALL REQUIRED DOCUMENTATION PRIOR TO SUBMISSION)

### Proof of identification - 60 points

Please note we require photo ID Eg. Drivers licence, Passport

### Proof of income - 20 points

Pay slips are preferred, however if these cannot be provided, we require a letter from your employer.

### Bank statement (or centrelink statement if unemployed) - 20 points

Current copy of your Bank Statement or Centrelink Statement if you are not working. We welcome any other documentation that may assist in your application.

Initial payments must be made by cash bank cheque or money order within 24 hours after approval of application. NO PERSONAL CHEQUES PLEASE.

Keys will not be handed over until the lease agreement has been signed by all applicants.

This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the landlord and the agent should any circumstances arise whereby the property is not available for occupation on the due date.

We will process your application as quickly as possible, however we suggest that you allow a minimum of three business days to receive a response. To assist us in speeding up the process we ask that you complete all required details and provide the relevant documentation.

It is your responsibility to ensure to ensure all documents are copied and attached to your application. If you are attaching original documents please note these are not returned to applicants.

## OFFICE ONLY USE

### Property Rental

\$  per week      \$  per week