

Tenancy Application Form

Please note: This application will not be processed unless it is filled out completely with copies of all supporting documents attached. Please read prior to completing your application.

1. The application must be accompanied by relevant supporting documentation.
2. Only cleared bank deposit, Bank Cheque or Money Order made payable to: PRO EDGE Realty will be taken as initial payment.
3. If you are approved you will be required to pay bond (equivalent of 4 weeks rent) and the first 2 weeks rent.
4. You will be required to sign and return the lease within 48 hours of approval and pay funds per item 3.

Rent Payment

I understand that rental payments must be transferred into the nominated account before the due date. Acceptable payment methods for rent can be discussed with your property manager.

Applicants Checklist

Before I submit this application, I/we have:

- Attached photocopies of supporting documents (see below)
- Inspected the property both internally and externally
- Completed all details in full on the application form
- Provided all contact details and documentation for confirmation of income source
- Read and signed all the Privacy Disclosure Statement and Privacy Consent

Supporting Documentation

You are required to meet a 100 point identification criterion upon submission of your application. The agent/lessor may photocopy any item and retain as part of your application.

Please tick the identifying documents you have provided with your application.

IMPORTANT: At least one form of Photo Identification MUST be provided.

70 Points

- Passport
- Full Birth Certificate
- Citizenship certificate

40 Points

- Australian Drivers Licence
- Student Photo ID
- Dept. of Veteran Affairs Card
- Centrelink Card
- Proof of Age Card
- State/Federal Government Photo ID

25 Points

- Medicare Card
- Council Rates Notice
- Motor Vehicle Registration
- Telephone Bill
- Electricity Bill
- Gas Bill
- Tenancy Ledger
- Bank Statement
- Credit Card Statement
- Last 4 rent receipts
- Copy of Previous lease

Submit to

info@proedgerentals.com.au

Proof of Income:

You will be required to supply the agent/lessor with proof of your income upon submission of your application.

Employed: Last TWO pay slips

Self employed: Bank Statements, Group Certificate, Tax Return or Accountants letter

Not employed: Centrelink Statement

Address of property you are applying for;

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Tenancy Requirements

Length of tenancy Rent \$ Lease Start Date / /

Applicant 1

First Name	Last Name	Email	
Phone	Mobile	DOB	
Licence	State	Passport	Country
No of vehicles	Rego	Trailers/Caravans/Boats	Yes/No

Current Address Details

Current Address	Tine there	Y	M
Landlord/Agent	Phone		
Email	Reason for leaving		
Was your bond refunded in full? Yes/No If no please provide details.			
If less than 6 months what was your previous address and rental details			
Current Rent Paid \$			

Current Employment

Company Name	Occupation		
Company Address	Phone		
Payroll Contact	Length of Employment	Income \$	
If less than 6 months – previous employment details			
If Self Employed	Accountants details		

Emergency Contact

Please provide an emergency contact not living with you (eg: Next of Kin)

Name	Relationship to you	Contact phone
Address		

Personal References

Name	Occupation	Phone
Relationship to you		

Additional Details

Name of other applicant and relationship to you.
Names and ages of any children
No. of Pets (age and breeds)

Applicant 2

First Name	Last Name	Email	
Phone	Mobile	DOB	
Licence	State	Passport	Country
No of vehicles	Rego	Trailers/Caravans/Boats	Yes/No

Current Address Details

Current Address	Tine there	Y	M
Landlord/Agent	Phone		
Email	Reason for leaving		
Was your bond refunded in full? Yes/No If no please provide details.			
If less than 6 months what was your previous address and rental details			
Current rent paid \$			

Current Employment

Company Name	Occupation		
Company Address	Phone		
Payroll Contact	Length of Employment	Income \$	
If less than 6 months – previous employment details			
Self Employed	Accountants details		

Emergency Contact

Please provide an emergency contact not living with you (eg: Next of Kin)

Name	Relationship to you	Contact phone
Address		

Personal References

Name	Occupation	Phone
Relationship to you		

Confirmation

I confirm that during my inspection of this property I found it to be in a satisfactory condition and suitable for occupancy. If No, I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge and understand that these items are subject to the landlord’s approval and do not form part of the Tenancy Agreement.

I also acknowledge that this rental application is subject to the Landlord’s approval and I consent to the information provided in this application being verified and a reference check on TICA or VEDA being undertaken.

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FREE CONNECTION OF SERVICES

Let us connect your services as well for FREE, That’s right at no cost to you we can arrange the connection of Electricity, gas, phone, internet everything you may need. Please arrange for ‘Connect Now’ to contact me to arrange my free connections. Yes No

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Privacy Act Acknowledgement for Tenants

I provide consent for the Agency as part of application processing to contact all necessary people (such as referees, employers, other agents, tenancy databases) to verify the Application information provided and understand that all Federal Privacy Act requirements and the Australian Privacy Principles will be adhered to by the Agency.

I consent to my personal information being passed on during the tenancy (should it commence) and after the tenancy if required to other third parties which include however are not limited to tradespeople/contractors, salespeople, bodies corporate, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act and any other relevant information. The Lessor of the property will be provided all relevant information as the tenancy agreement is between the lessor and the tenant; the agency manages the property on behalf of the lessor. The agreement should it commence is a contract between the lessor and the tenant; personal information will be passed onto the lessor as the owner of the property. A detailed copy of our Privacy Policy can be found at www.proedgerentals.com.au

Applicant 1

Name.....Signature.....Date.....

Applicant 2

Name.....Signature.....Date.....

Email : info@proedgerentals.com.au