



**PRO EDGE RENTALS**

## 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 Rentals 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

When submitting an application you must include at least one item from each group below per applicant.

#### Group one

Drivers Licence  
Proof of Age Card  
Passport

#### Group two

Two Current payslips  
If new job - Letter of  
confirmation incl. salary  
Statement of Centrelink  
Entitlements

#### Group three

Previous 4 rent receipts (or ledger)  
Council Rates  
Motor vehicle registration  
Bank statement Utilities or phone

### Address of property you are applying for

### 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 Employment

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

### Previous Rental Details

Rent Paid \$
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### 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 Employment

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

## Previous Rental Details

Rent Paid \$
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## 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)

**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.

**Privacy Act Acknowledgement for Tenants**

I provide consent for the Agency as part of application processing to contact all necessary people (such as referees, 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](http://www.proedgerentals.com.au)

**Applicant 1**

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

**Applicant 2**

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