

**PHILLIPS PANTZER DONNELLEY PROPERTY MANAGEMENT PTY LTD
RENTAL APPLICATION FORM**

Application Date *	
Property Details	
Property you are applying to rent *	
Weekly rental *	
Lease commencement date *	
Lease term *	
Personal Details	
Last Name *	
First Name *	
Date of Birth *	
Home Phone	
Work Phone *	
Mobile Phone *	
Fax	
Email Address *	
What is your current address? *	
Length at your current address? *	
Why are you leaving this address? *	
Name of Agent or Landlord *	
Agents/Landlord Phone *	
Weekly rent paid *	
Was the bond refunded in full? *	
If not why?	
What was your previous address? *	
Length at your previous address? *	
Why did you leave this address? *	
Name of Agent or Landlord *	
Landlord/Agents Phone *	
Was the bond refunded in full? *	
If not why?	
Employment History	
What is your occupation? *	
Employer's name *	
Employer's address *	
Contact Name *	
Contact Number (Landline)*	

Mobile Number *	
Length of Employment *	
Net Monthly Income*	
Please provide previous employment details if less than 3 years at current employer	
Occupation	
Employer's name	
Contact Number	
Length of Employment	
Emergency Contact Please provide a contact in case of an emergency	
Name *	
Contact Number *	
Address *	
Relationship to you *	
References Please provide two personal references (not related to you)	
1. Name *	
Contact Number *	
Relationship to you *	
2. Name *	
Contact Number *	
Relationship to you *	
Other Information (as applicable)	
Car Registration	
Drivers Licence Number	
Drivers Licence State	
Passport Number	
Passport Country	
Additional Property Details	
Rental Payments: Note rental payments can only be paid fortnightly or calendar month.	
How many people will occupy the property? *	____ Adults ____ Children
Smokers	<input type="checkbox"/> Yes <input type="checkbox"/> No
Pets	If so type?
Where did you find out about the property?	
Date you viewed the property	
Any other comments	

For your application to be processed, please ensure that all fields marked * have been completed and you are required to provide photocopies of the following documents:

1. **Photo Identification** - eg current drivers licence or passport.
2. **Rental ledger or rent receipts** - showing a history of your rental payments.
3. **Account/Invoice with your current address** - eg phone/mobile, electricity, credit card, bank account, rates notice.
4. **Evidence of income** – 2 x pay slips or letter from employer. If self employed a letter from your accountant or your last tax return. Copy of your current bank statement.
5. **References** - a written rental reference and any other written references. If you have sold your home provide copy of your rates notice or water bill and the selling agent's details.

Please note that incomplete applications will not be processed.

It is essential that each person who wishes to reside on the premises complete an application form in full.

I _____
(applicant's name)

Of _____

Request that _____
(previous agent) provide Phillips Pantzer Donnelley Property Management a copy of my rental ledger in support of my residential tenancy application for:

(property applying for)

Terms & Conditions

I give Phillips Pantzer Donnelley Property Management permission to contact my/our Employer and Property Manager to confirm the information contained in this application and I authorize my/our employer and Property Manager to supply such information.

I also authorize that the above information may be used to carry out a credit check and agree that should I be in breach of any express or implied provision of the tenancy or any provision of the Residential Tenancies Act, that I will pay the Landlord's costs incurred in undertaking collection action to recover his/her losses. I also consent to a tenancy reference check being done on myself, with TICA & TRA.

I Agree to the Terms & Conditions above.

Date: _____

Applications to be sent to:

Property Management Department
PO Box 1191
Woollahra NSW 1350
office@ppdre.com.au