



# PMM Residential Tenancy Application Form

Thank you for choosing a PMM Real Estate property.  
Please complete this application thoroughly so we can process it as quickly as possible.

APPLICANT'S NAME

Please note the following important points:

1. **ONE APPLICATION IS REQUIRED FOR EACH ADULT WANTING TO RESIDE IN THE PROPERTY.**
2. Incomplete applications **WILL NOT BE PROCESSED** and you may miss out on the property. **Applicants are required to inspect the inside of the property prior to submitting an application.**
3. Before any application will be considered, proof of identity must be provided as follows;  
You will need to provide photocopies of identification information to total **100 points**.
  - Passport 60 points
  - Driver's licence 50 points
  - Photo identification, copy of birth Certificate, Police check 40 points each
  - Current registration papers, rent receipts, phone and electricity account statements, Credit cards, Medicare card 10 points each
4. You will need to provide a recent (last 60 days) Tasmanian Collection Service Credit Report (if a mainland client i.e. Veda 1300 762 207 or overseas client you will need to provide an appropriate similar report).
5. **PMM Real Estate DO NOT accept Bond Assistance, including Colony 47.**
6. On approval of your application all rental payments (except the first) are by Direct Debit or Centrepay. The first payment should be made by cash or bank cheque (we do not accept personal or business cheques).
7. On approval of your application you will be required to sign your lease agreement and pay the security bond (equal to 4 weeks rent) and two week's rent in advance within 24-48 hours to secure the property.
8. In some instances, our owners may require you to provide a recent Tasmanian Police Report;
9. If unsuccessful, your application will be destroyed after 90 days unless you advise otherwise.
10. **Before this application can be processed the back page must be completed, signed and witnessed.**

HOW DID YOU FIND OUT ABOUT THE PROPERTY?

<input type="checkbox"/> Local Newspaper	<input type="checkbox"/> Internet	<input type="checkbox"/> Signboard
<input type="checkbox"/> Rental List	<input type="checkbox"/> Friend	<input type="checkbox"/> Other .....

REASON FOR SEEKING NEW ACCOMMODATION

## PROPOSED RENTAL PROPERTY & TENANCY REQUIREMENTS

Have you or your agent inspected the property? <input type="checkbox"/> Yes <input type="checkbox"/> No	Length of tenancy Months	Rent \$ Per week	Commencement date
--	-----------------------------	---------------------	-------------------

## OCCUPANCY DETAILS

No. of occupants who will be living in this property	Number & ages of children (if any)	Number & type of pets (if any)
--	------------------------------------	--------------------------------

All four pages of this application must be completed in full

## APPLICANT'S PERSONAL DETAILS

Mr. / Mrs. / Miss. / Master. / Ms. / Dr. (Please delete)	Date of Birth	Email	
Full name	Current address		
Home phone	Work phone	Mobile	
Marital status	Smoker <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have any outstanding debts? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been declared bankrupt? <input type="checkbox"/> Yes <input type="checkbox"/> No
Drivers Licence #	Licence State	Passport #	

### IF CURRENTLY RENTING?

Landlord / Agent / Property Manager	Rental property address		
When did you live there?	Current rent \$ per week	Period of lease months	Was bond refunded? <input type="checkbox"/> Yes <input type="checkbox"/> No
Landlord / Agent phone No.	Reason for leaving		

### IF PREVIOUSLY RENTED?

Landlord / Agent / Property Manager	Previous property address		
When did you live there?	Rent \$ per week	Period of lease months	Was bond refunded? <input type="checkbox"/> Yes <input type="checkbox"/> No
Landlord / Agent phone No.	Reason for leaving		

### EMPLOYMENT HISTORY - IF YOU ARE EMPLOYED?

Employer's name	Employer's address		
Occupation	Length of employment months		
Phone	Net weekly income (exclude Overtime) \$		

### If employed there less than six months, previous

Employer's name	Employer's address		
Occupation	Phone	Length of employment months	

### IF YOU ARE SELF EMPLOYED?

Name of business	Business address		
Industry	ABN	How long have you been in business?	
Net weekly income (exclude Overtime) \$	Name of Accountant	Accountant's phone No.	

**IF YOU ARE A STUDENT?**

Name of Institution	Faculty/Department	
Student ID No.	Income Source	Net weekly income

**IF YOU RECEIVE A CENTRELINK BENEFIT?**

Reason for Centrelink Payment	
Pension Number	Net weekly income

**PERSONAL / BUSINESS CHARACTER REFERENCES (Three must be provided)**

Provide three character referees who you are not family members.

Name	Phone (Business hours)
Name	Phone (Business hours)
Name	Phone (Business hours)

**NEXT OF KIN /EMERGENCY CONTACT DETAILS**

Name	Relationship to you	
Address		
Home Phone	Work Phone	Mobile

**Privacy Act Acknowledgement/Authority Disclaimer  
In accordance with the Privacy Act (Commonwealth) 1988**

**PRIVACY STATEMENT**

We are an independently owned and operated business. We are bound by the National Privacy Principals. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current employer, The National Tenancy Database and your referees.

We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the owner's insurers. We may also send personal information about you to the owners of any other properties at your request.

You have the right to access personal information that we hold about you by contacting the Director of PMM Real Estate. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property.

**PRIVACY CONSENT**

I authorise you to assess my application:-

- Collect personal information about me in this application form and from other sources.
- I authorise you to give information to and obtain information from all credit providers, tenancy databases and referees named in this application.
- I understand this can include information about my credit worthiness, credit history or credit capacity.
- Obtain your agreement in relation to handling this personal information.

PMM Real Estate Privacy Policy Disclosure Statement sets out policies on management of personal information in accordance with the Privacy Act.

I, the said applicant, do solemnly and sincerely declare that I am over 18 years of age and eligible to enter into this agreement.

I, the said applicant, do solemnly and sincerely declare that I am not bankrupt or an undischarged bankrupt and that the information contained in this application is true and correct. I further authorise PMM Real Estate to contact and conduct any enquires and/or search with regard to the information and references supplied in this application.

**Please ensure you have completed all sections of this application.**

**Please sign and witness page 4 of your application before submitting.**

DISCLAIMER / AUTHORITY

I [ ] the said applicant, declares that:

1. I / An agent for me has inspected the property at [ ]
2. I have decided that I wish to rent the aforementioned property commencing on [ ]  
for a period of [ ] months
3. I have been informed, understand and agree that the rental for the aforesaid property is to be \$ [ ] per week  
**paid two weeks in advance.**
4. I have been informed, understand and agree that the bond for the aforesaid property will be \$ [ ]  
**I acknowledge & understand that PMM Real Estate DO NOT accept Bond Assistance, including Colony 47.**
5. I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from information on the Tenancy Application submitted by me.
6. I acknowledge that this application is subject to the Owner's approval.
7. I consent to the Agent submitting the information provided in this application to the landlord for his/her consideration and/or acceptance and if the application is approved, to prepare a Residential Tenancy Agreement for the premises.
8. I consent to the information provided in the application being verified with the referees supplied. I further consent to my past and current employers and agents/landlords/accountants being contacted for reference checks and a reference check on the National Tenancy Database being conducted.
9. I have been informed, understand and agree that should this application not be accepted, the agent is not legally obligated to disclose any reason for the rejection of this application.
10. The Agent/Owner accepts no responsibility for any delay in the property not being available on the nominated day of lease commencement.
11. I acknowledge that should my application be accepted, I will pay the full bond and two week's rent on or before the date that I collect the keys to the property. I further acknowledge that the lease agreement must be signed by all tenants prior to the keys being handed to me or any other applicant.
12. I finally agree that my rent will be paid by direct debit or Centrepay on the dates that the rent falls due (there is no cost for this service, however, if funds are unavailable there is a \$30.00 fee). The Direct Debit Request Form is included with the application but should not be completed until you are notified that your application has been approved. A copy of the signed Direct Debit Form will be required before the keys are collected.

SIGNED BY THE APPLICANT: .....

DATE: ..... / ..... / .....

Witness: .....

**ALL FOUR PAGES OF THIS APPLICATION MUST BE COMPLETED IN FULL.  
YOUR APPLICATION WILL NOT BE PROCESSED UNLESS ID & CREDIT CHECK ARE ATTACHED.**



1a Bligh Street, Rosny Park  
Phone: (03) 6244 5588 Fax: (03) 6244 5260  
rentals@pmmrealestate.com.au