



## PRE-APPLICATION CHECKLIST

Thank you for your enquiry regarding our available rental properties. To assist you in the process for a property to lease with Property Excellence, please ensure you include the following information:

### APPLICATION PROCESS

- Complete an Application Form in full – one per person 18 years and older
- Include evidence of your income eg.
  - Last two payslips
  - Accountant letter
  - Centrelink documents
- Tenant ledger if rented through FACS or Homes North
- Provide and attach photocopies of documents required to meet 100 points of identification as the guide shows below. These documents should include at least one \*Photo ID.

#### 100 POINTS – OPTION LIST

Drivers Licence*	40 points	Previous Tenancy Reference	20 points
Passport*	40 points	Previous two rent receipts	20 points
18+ Card	40 points	Motor vehicle registration	10 points
Birth Certificate	30 points	Bank Statement/Centrelink Statement	10 points
Other Photo ID*	30 points	Telephone Account	10 points
Current Wage Advice	30 points	Electricity Account/Gas Account	10 points

**Applications that are not completed in full and have all necessary documents attached cannot be processed. If you require assistance to complete the form, please ask as we are here to help.**

### PROPERTY EXCELLENCE'S PROCESS

**As your application is a high priority, we will endeavour to have an answer to you within 48 hours but will advise you if it will be longer due to delays in reaching your contacts.**

#### Information verification by our agency

- To verify your application information we contact a National Tenancy Database (TICA). If you have had a problem with a previous tenancy, please discuss the circumstances with us.
- We also contact your employer/HR Manager, current & previous Agent/Lessor and personal referees.

#### If Application is approved

If your application is approved by the Lessor, you will be required to pay a holding fee equivalent to one weeks rent within 48 hours of receiving approval.

#### If Application is not approved

If your application is not approved by the Lessor, it will be disposed of in accordance with our privacy policy.

**We look forward to receiving your application.**



## Application for Residential Tenancy

### Property Details

Address: \_\_\_\_\_ Rent: \_\_\_\_\_

Commencement Date: \_\_\_\_\_ Lease Term: \_\_\_\_\_

### Applicants Details

Full Name: \_\_\_\_\_ D.O.B: \_\_\_\_\_

Phone Number: \_\_\_\_\_ (home) \_\_\_\_\_ (mobile) \_\_\_\_\_ (work)

Email Address: \_\_\_\_\_

Number of people to reside at property: \_\_\_\_\_ (adults) \_\_\_\_\_ (children)

Pets: YES / NO If yes, how many and what type: \_\_\_\_\_

### Rental History

Current Address: \_\_\_\_\_ Rent paid: \_\_\_\_\_

Landlord: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Length of Occupancy: \_\_\_\_\_ Bond Refunded in Full: YES / NO

If no, reason: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Previous Address: \_\_\_\_\_ Rent paid: \_\_\_\_\_

Landlord: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Length of Occupancy: \_\_\_\_\_ Bond Refunded in Full: YES / NO

If no, reason: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Previous Address: \_\_\_\_\_ Rent paid: \_\_\_\_\_

Landlord: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Length of Occupancy: \_\_\_\_\_ Bond Refunded in Full: YES / NO

If no, reason: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

1/175 Balo Street  
MOREE NSW 2400  
PO Box 506  
MOREE NSW 2400  
Tel: 02 6752 5073  
office@prex.com.au  
**prex.com.au**  
ABN: 88 606 465 418



Have you ever been lodged on a Tenancy Default Database: YES / NO

If yes, reason: \_\_\_\_\_

**Income Details**

Currently Employed: YES / NO

If yes, Current Employer: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Length of Employment: \_\_\_\_\_

FULL TIME / PART TIME / CASUAL Net Income: \_\_\_\_\_

Previous Employer: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Length of Employment: \_\_\_\_\_

**Referees (does not include relatives)**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Next of Kin**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Please note that you are required to attach proof of income (Centrelink income statement or 2 recent pay slips), bank statement and photo identification with your application form.**

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## UTILITY CONNECTIONS

**YourPorter**  
1300 400 600 yourporter.com.au

YourPorter is a **FREE** service connecting utilities and other services.

If the Agent approves this application, 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 type="checkbox"/> Telephone        | <input type="checkbox"/> Pay TV          | <input type="checkbox"/> Internet   |
| <input type="checkbox"/> Car Insurance | <input type="checkbox"/> Life Insurance | <input type="checkbox"/> Health Insurance | <input type="checkbox"/> Home & Contents | <input type="checkbox"/> Home Loans |

### 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, and the Agent, 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.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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**PRIVACY DISCLOSURE STATEMENT OF  
JESWIL PTY LTD T/A PROPERTY EXCELLENCE  
PO BOX 506, MOREE NSW 2400  
0428 851 086**

We are an independently owned and operated business and 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 previous landlords or letting agents, your current or previous employer/s and your referees, and any other contacts including your emergency contacts. We also check whether any details of tenancy defaults by you are held on a Tenancy Default Database. We use the database operated by TICA Default Tenancy Control Pty Ltd. You can find out more information about this database from its website at [www.tica.com.au](http://www.tica.com.au). Your consent to us collecting this information is set out below.

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 landlords' insurers.

You have the right to access personal information that we hold about you by asking a Privacy Officer. 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, or if considered, may be rejected.

**PRIVACY CONSENT**

I the applicant acknowledge that I have read the Privacy Notice of Jeswil Pty Ltd T/A Property Excellence. I authorise Property Excellence to collect information about me from

- a) My previous letting agents and/or landlords
- b) My current and previous employers
- c) My personal referees
- d) Any Tenancy Default Database (including TICA), which may contain personal information about me. I also authorise Property Excellence to disclose details about any default by me under the tenancy to which this application related to any default database to which it subscribes including TICA.

I also authorise Property Excellence to disclose personal information it collects about me to the owner of the property.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Did you know you can pay your bond  
in instalments with **easyBondpay**<sup>™</sup>**

makes renting easier for you

Yes!  If approved for this property I would like to receive an easyBondpay quote.

[www.easybondpay.com.au](http://www.easybondpay.com.au) or call us on 1300 022 663 (1300 02 BOND)

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