

tenancy application verification questionnaire

property address: _____

property owner: _____

applicant/s: _____

portfolio manager: _____

date/time start: _____ date/time complete: _____

	Date	Initials
PMC Report received from current managing agent/owner confirming tenant details	_____	<input type="checkbox"/>
• Name of agent/property owner: _____	_____	<input type="checkbox"/>
• Rental amount confirmed. Amount: _____	_____	<input type="checkbox"/>
• Occupancy confirmed. Occupancy term duration and dates: _____	_____	<input type="checkbox"/>
• Address confirmed. Address: _____	_____	<input type="checkbox"/>
• Consistency of rental payments confirmed. Regular and on time: Yes/No	_____	<input type="checkbox"/>
• Check for breach notices confirmed. Breach notices issued: Yes/No	_____	<input type="checkbox"/>
• Reason if any for breach notices. Reason: _____	_____	<input type="checkbox"/>
• Favorable report from previous agent/lessor confirmed. Favorable Yes/No	_____	<input type="checkbox"/>
PMC Employment or if self-employed accountant contacted and details confirmed	_____	<input type="checkbox"/>
• Company name of accountant/employer: _____	_____	<input type="checkbox"/>
• Name of person and their position confirming details: _____	_____	<input type="checkbox"/>
• Confirm employment companies name and address: Confirmed Yes/No	_____	<input type="checkbox"/>
• Is applicant currently employed. Confirmed: Yes/No	_____	<input type="checkbox"/>
• Confirm period of employment. Period employed: _____	_____	<input type="checkbox"/>
• Confirm employment status: Full Time/Part Time/Casual/Contract/Temporary	_____	<input type="checkbox"/>
• Confirm annual salary. Salary amount: annual _____ month _____	_____	<input type="checkbox"/>
Referee 1		
LC Character references checked and verified (at least two, preferably three)	_____	<input type="checkbox"/>
• Name of referee _____	_____	<input type="checkbox"/>
• Details of relationship. Family/Friend/Work Colleague/Authoritative	_____	<input type="checkbox"/>
• Period of relationship (if other than family) Period: _____	_____	<input type="checkbox"/>
• Reliability and responsibility levels of applicant. Reliable Yes/No	_____	<input type="checkbox"/>
If not reliable why? _____		
• Ask: If you had a property, would you rent to this person Yes/No	_____	<input type="checkbox"/>
If won't rent, why? _____		
• Further comments _____	_____	<input type="checkbox"/>
Referee 2		
LC Character references checked and verified (at least two, preferably three)	_____	<input type="checkbox"/>
• Name of referee _____	_____	<input type="checkbox"/>
• Details of relationship. Family/Friend/Work Colleague/Authoritative	_____	<input type="checkbox"/>
• Period of relationship (if other than family) Period: _____	_____	<input type="checkbox"/>
• Reliability and responsibility levels of applicant. Reliable Yes/No	_____	<input type="checkbox"/>
If not reliable why? _____		
• Ask: If you had a property, would you rent to this person Yes/No	_____	<input type="checkbox"/>
If won't rent, why? _____		
• Further comments _____	_____	<input type="checkbox"/>
Referee 3		
LC Character references checked and verified (at least two, preferably three)	_____	<input type="checkbox"/>
• Name of referee _____	_____	<input type="checkbox"/>
• Details of relationship. Family/Friend/Work Colleague/Authoritative	_____	<input type="checkbox"/>
• Period of relationship (if other than family) Period: _____	_____	<input type="checkbox"/>
• Reliability and responsibility levels of applicant. Reliable Yes/No	_____	<input type="checkbox"/>
If not reliable why? _____		
• Ask: If you had a property, would you rent to this person Yes/No	_____	<input type="checkbox"/>
If won't rent, why? _____		
• Further comments _____	_____	<input type="checkbox"/>

- PMC Tenancy data bases searched _____
 - PMC Application checked for any gaps in periods of time _____
 - PMC 100 Point Identification checked for authenticity of applicant _____
 - PMC If moving from overseas visa checked for permitted duration in USA _____
 - PMC Previous rent receipts checked for date rent paid and date rent was due and confirmed tenant/s have paid on or before due date _____
 - PMC Other accounts checked for details of date paid and amount paid in full on or before due date _____
 - PMC If applicant/s self-employed trade references checked _____
 - PMC If applicant/s self-employed bank statements checked for regularity of deposits and amount _____
 - PMC Confirm applicant/s signature matches signatures on items of identification _____
 - LC Confirm applicant/s has ability to pay rental amount required on property _____
 - LC Confirm application acceptable for approval recommendation Yes/No _____
- If no give reasons why applicant or application is not suitable or reliable:**

TrackMate™ verified for completion: _____ **Date:** _____

NB: If any item is not applicable write next to item N/A