

TENANCY APPLICATION FORM



PLEASE FAX APPLICATION TO 9908 5887 (Please provide a copy of photo ID & a recent payslip with this application)

PROPERTY/TENANCY DETAILS

Property Applied for:

Rental Payment: Monthly F/N Commencement date: / / Lease Term: 6 mths 12 mths

Total n° of occupants: Adults Children (ages) Smokers: Yes No Pets: Yes No

Names of other people to occupy the premises:

PERSONAL DETAILS

Title: Given Name:

Middle Name: Surname:

Mobile: Work Phone: Home Phone:

Email:

Date of Birth: / / Australian Resident: Yes No Australian Passport No:

Drivers Licence No: State: Vehicle Reg No: State:

International Passport: County: Visa Type: Visa Expiry: / /

APPLICANT HISTORY

Current Address: Suburb: State:

Current Rent: \$ /wk Length of residency? yrs mths

Reason for leaving?

Landlord/Agency name: Phone:

Previous Address: Suburb: State:

Rent Paid: \$ /wk Length of residency? yrs mths

Reason for leaving?

Landlord/Agency name: Phone:

EMPLOYMENT HISTORY

Employer: Occupation:

Length of Employment: yrs mths Full Time Part Time Casual Contract Salary: \$

Manager/ Contact: Manger Phone:

Employer Address: Suburb: State:

REFERENCES (Please provide two personal references that are not related to you)

Name: Relationship: Phone:

Name: Relationship: Phone:

EMERGENCY CONTACT

Name: Relationship: Phone:

OTHER – STUDENT INFORMATION (If financially supported supply copies of recent bank statements)

Place of Study: Course Name:

Source of Income: How much received per month: \$

Signature of Applicant: Date: / /

By signing this document I, the Applicant do solemnly and sincerely declare that I am not a bankrupt or an un-discharged bankrupt and affirm that the above information is true and correct.

When lodging this application each applicant must meet the 100-point identification check. The following documents and point value are accepted:

PRIMARY IDENTIFICATION	40 Points
Current Drivers License	<input type="checkbox"/>
Current Passport	<input type="checkbox"/>
Birth Certificate	<input type="checkbox"/>
SECONDARY IDENTIFICATION	20 Points
Current Medicare Card	<input type="checkbox"/>
Current pay slip	<input type="checkbox"/>
Current Credit Card/Debit Card with statement	<input type="checkbox"/>
Centrelink Card	<input type="checkbox"/>
Current Property Lease Agreement	<input type="checkbox"/>
Utilities Bills (2)	<input type="checkbox"/>
Motor Vehicle Registration or Insurance documents	<input type="checkbox"/>

I acknowledge that this application to rent this property is subject to the owners approval.

'HOLDING FEE CONDITIONS'

In accordance with The Residential Tenancies Regulation 2010, it is hereby acknowledged that the taking of a holding fee for this application is subject to the following conditions:

1. A holding Fee equivalent to 7 days rent is required upon application approval by the applicant.
2. The landlord agrees to enter into a Residential Tenancy Agreement upon accepting a Holding Fee.
3. If the prospective tenant decides not to enter into a Residential Tenancy Agreement the total holding fee will be retained by the landlord and no refund will be given the tenant
4. If a Residential Tenancy Agreement is entered into, the holding fee is to be paid toward rent for the premises.

PRIVACY POLICY

The personal information you provide in this application, or that is collected by us from other sources, is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to the landlord and us. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your property manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application and manage your tenancy. We may also disclose your personal information in order to: Allow trades people or equivalent organisations to contact you, Lodge/claim/transfer to/from the Residential TENANCIES Bond Authority, Refer to Tribunal/Courts & Statutory Authorities (where applicable), Refer to collection agents/lawyers (where applicable). Elite Property Brokers complies with laws protecting your privacy. The information you provide to Elite Property Brokers will be collected and stored, but will not be sold to third parties. We conduct direct marketing for our services from time to time and you may receive such information from us. If you wish to access your personal information held by Elite Property Brokers or do not wish Elite Property Brokers to use your information for purposes other than in accordance with this Agreement, Please contact our Privacy Officer on 9908 7887.

Signature of Applicant:

Date: / /

By signing this document I, the Applicant understand and acknowledge the above Privacy Policy and give permission to Elite Property Brokers and its authorized agents to conduct reference checks as required to verify any information provided on this application in order to establish my identity & my eligibility to lease through elite Property Brokers.

PRIVACY POLICY

Your free no obligation utility connection service. If you would like connectnow to contact you to discuss the connection electricity, gas and telephone (if applicable) to your new home then tick the box below. Connectnow will then contact you and explain the details of the services available. While the Connectnow service is FREE, standard service provider connection fees and charges still apply. You pay NO extra charges as a result of using the Connectnow service. This is a value-added service independent of your tenancy application—you are not obligated to use ConnectNow. **PRIVACY POLICY:** The privacy of our customers is of vital importance to ConnectNow. You have the right to access our records of your information under the Privacy Act. We will not release your personal information to any third party other than for the purposes of connecting the nominated utility service, unless Required to do so under law or government order.

Yes Please call me to connect

Signed:

Date: / /