TAEPNPLIACANTIOCN YFORM

Please complete this application form in full and attach a photocopy of all supporting documentation prior to submission.

## Property Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Property address |  | | | | |
| Commencement date |  | Lease Term | Years | Rent per week | $ |
| Months |

**Where Did You Find Us**

# Elders RE Policy and Procedures

* Before approval of a rental property an application form is to be completed and processed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 100 Point Identification Required  If applying through on-line form:   * email identification to <insert email address> * state your name as reference | | | | | |
| Photo ID - **compulsory** | 40 |  | Passport | 40 |  |
| Proof of Income (one mth payslips/Centrelink) | 20 |  | Tenancy History Ledger | 20 |  |
| Bank Statement | 20 |  | Council/Water Rates | 20 |  |
| Health Care/ Medicare/ Pension | 10 |  | Current Car Registration Papers | 10 |  |
| Credit Card/Bank Card | 10 |  | Previous 4 Rent Receipts | 20 |  |
|  |  |  | Birth Certificate | 10 |  |
| Total | 100 |  | Rental Bond Receipts | 10 |  |

* 100 point check (this is required for every person occupying the house over the age of 18) Identification should be presented with your application, we are happy to photocopy these documents in our office or we will also accept copies via fax or email. Please note we must have some form of photo ID and income.
* Processing Time - On receipt of your fully completed application form including relevant identification the Property Management Team will process your application. This will take between 2-3 days. This application will be processed during normal business hours so relevant checks can be made.
* The owner is then sent your application, quite frequently there will be more than one applicant for the house. The owner’s decision will be final, they will have received all approved applications and they are not required to give a reason behind their choice.
* Upon signing up for a rental property you are committed to the property and will be required to pay 2 weeks rent in advance and/or the full bond (equivalent to 4 weeks rent) within 24hrs.
* Methods of payment options include direct deposit, phone, Internet deduction from pay/pension/Centrelink, money orders and cheques
* Once the commencement date is agreed, it cannot be changed
* An appointment will be required for signing up of a property, please discuss with our team on a time that will suit you. You should allow approximately 45 minutes for this process.

I have read, understand and agree to all of the terms above Signed:

On-line application - If you are unable to sign the application electronically Typing your name here will acknowledge your consent to the terms of the application.

|  |  |  |  |
| --- | --- | --- | --- |
| Rent List from office |  | eldersre.com |  |
| For Rent Sign |  | Realestate.com.au |  |
| Sales Person referral |  | Domain.com.au |  |
| Do you own investment property locally? | | |  |
| Are you looking to buy in the near future? | | |  |

Elders RE <insert office name>

### <address line 1>

**<address line 2>**

**<phone number>**

[**<email**](mailto:dalby.qld@raywhite.com) **address>**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Full Name |  | | | | | | | |
| Have you been known by any other name | |  | | | | | | |
| Date of Birth |  | | | | Phone |  | | |
| Mobile |  | | | | Email |  | | |
| Number of Vehicles |  | | | | Registration |  | | |
| Drivers Licence No. |  | | | | Smoker | Yes No | | |
| Number of Dependants |  | | | | Name |  | Age |  |
| Name |  | | Age |  | Name |  | Age |  |
| Name |  | | Age |  | Name |  | Age |  |

Residency Details Occupant #1 (if you currently own property, please provide a copy of your latest rates notice)

|  |  |  |  |
| --- | --- | --- | --- |
| Current Address |  | | |
| Current Lessor |  | Phone |  |
| Occupancy Period |  | Rent Paid |  |
| Reason for Leaving |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Previous Address |  | | |
| Previous Lessor |  | Phone |  |
| Occupancy Period |  | Rent Paid |  |
| Reason for Leaving |  | | |
| Bond Refunded | Yes No | If not why not |  |

Employment Details Occupant #1

|  |  |  |  |
| --- | --- | --- | --- |
| Full Time Casual Part Time Centrelink Contract Other | | | |
| Current Occupation |  | | |
| Current Employer |  | | |
| Contact Name |  | Contact Number |  |
| Net Weekly Income |  | Employment Period |  |

|  |  |  |  |
| --- | --- | --- | --- |
| If Self Employed | | | |
| Name of Business |  | | |
| Accountant name |  | Contact Number |  |
| Documents Required | Bank Statement, Group Certificate, Tax Return or Accountants letter | | |

Next of Kin/Emergency Contact Details Occupant #1 (cannot be your partner)

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name |  | | |
| Address |  | Phone |  |

Personal Referees Occupant #1 (cannot be relatives, other applicants or partner)

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Phone |  |
| Name |  | Phone |  |

## Pets Occupant #1

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Type of Pet/s |  | Number |  | Small Medium Large | | Inside Outside |
| Council Registered | Yes No | | Which Council | |  | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Full Name |  | | | | | | | |
| Have you been known by any other name | |  | | | | | | |
| Current Address |  | | | | | | | |
| Date of Birth |  | | | | Phone |  | | |
| Mobile |  | | | | Email |  | | |
| Number of Vehicles |  | | | | Registration |  | | |
| Drivers Licence No. |  | | | | Smoker | Yes No | | |
| Number of Dependants |  | | | | Name |  | Age |  |
| Name |  | | Age |  | Name |  | Age |  |
| Name |  | | Age |  | Name |  | Age |  |

Residency Details Occupant #2 (if you currently own property, please provide a copy of your latest rates notice)

|  |  |  |  |
| --- | --- | --- | --- |
| Current Address |  | | |
| Current Lessor |  | Phone |  |
| Occupancy Period |  | Rent Paid |  |
| Reason for Leaving |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Previous Address |  | | |
| Previous Lessor |  | Phone |  |
| Occupancy Period |  | Rent Paid |  |
| Reason for Leaving |  | | |
| Bond Refunded | Yes No | If not why not |  |

## Employment Details Occupant #2

|  |  |  |  |
| --- | --- | --- | --- |
| Full Time Casual Part Time Centrelink Contract Other | | | |
| Current Occupation |  | | |
| Current Employer |  | | |
| Contact Name |  | Contact Number |  |
| Net Weekly Income |  | Employment Period |  |

|  |  |  |  |
| --- | --- | --- | --- |
| If Self Employed | | | |
| Name of Business |  | | |
| Accountant name |  | Contact Number |  |
| Documents Required | Bank Statement, Group Certificate, Tax Return or Accountants letter | | |

Next of Kin/Emergency Contact Details Occupant #2 (cannot be your partner)

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name |  | | |
| Address |  | Phone |  |

Personal Referees Occupant #2 (cannot be relatives, other applicants or partner)

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Phone |  |
| Name |  | Phone |  |

## Pets Occupant #2

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Type of Pet/s |  | Number |  | Small Medium Large | | Inside Outside |
| Council Registered | Yes No | | Which Council | |  | |

**Privacy Disclosure Statement of Elders Real Estate**

We are independently owned and operated business. We are bound by the National Privacy Principals We collect personal information about you to assess your application for a residential tenancy. We may need to collect information about you from landlords or letting agents, your current employer and your referees. Your consent to us collecting this information’s 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 landlord's insurers. We may also send personal information about the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our 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. We will disclose your tenancy information to any defaulting tenant database used by this agency as part of the normal processing of your tenancy application. TICA is the Database that is used to check the Default Rental History. TICA contact 190 222 0346

# Consent

I the Applicant acknowledge that I have read the Privacy Disclosure Statement. I authorise Elders Real Estate to collect information about me from:

* my previous letting agents and/or landlords
* my personal, business/work/employment and emergency referees
* any tenancy default database which may contain personal information about me. I also authorise the Agent to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA).

I authorise Elders Real Estate to disclose the personal information collected about me to the owner of the property and to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, utilities companies such as gas, electricity, water connection, telephone connection, other agents and tenancy default databases.

|  |  |  |
| --- | --- | --- |
| I acknowledge that this application is s this application is true and correct and satisfied with the current condition and  Applicant #1 Name | ubject to the approval of the owner, I declare t given of my own free will, I declare that I have cleanliness of the property.  Signature | hat all information contained in inspected the premises and am  Date |
|  |  |  |
| Applicant #2 Name | Signature | Date |
|  |  |  |
|  | | |

