

# TENANCY APPLICATION FORM

**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
			Months

## 100 Point Identification Required

If applying through on-line form

- email identification to [eldersresidentialdalby@elders.com.au](mailto:eldersresidentialdalby@elders.com.au) state your name as reference

Photo ID - <b>compulsory</b>	40		Passport	40	
Proof of Income (one mth payslips/Centrelink) <b>compulsory</b>	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	
Photos of Pets – <b>Compulsory</b>			Birth Certificate	10	
<b>Total</b>	<b>100</b>		Rental Bond Receipts	10	

## Where Did You Find Us

Rent List from office		<a href="http://eldersre.com">eldersre.com</a>	
For Rent Sign		<a href="http://Realestate.com.au">Realestate.com.au</a>	
Sales Person referral		<a href="http://Domain.com.au">Domain.com.au</a>	
Do you own investment property locally?			
Are you looking to buy in the near future?			

## Elders RE Policy and Procedures

- Before approval of a rental property an application form is to be completed and processed.
- 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 Centrelink, or direct debit using console pay
- 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.

**PLEASE NOTE: APPLICATIONS WILL NOT BE PROCESSED UNTIL 100 POINTS OF ID IS PROVIDED FOR ALL APPLICANTS**

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.

**Elders Residential Realestate**  
44 Drayton Street  
Dalby Qld 4405  
4593 6000

[eldersresidentialdalby@elders.com.au](mailto:eldersresidentialdalby@elders.com.au)

**Personal Details Occupant #1**

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 or other applicants)

Full Name				Phone/Mobile		
Email Address						

**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						

**Personal Details Occupant #2**

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 relatives, other applicants, or partner)

Full Name							
Email 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

### By signing this application you consent to the use and collection of Personal Information as required to process the Application.

Privacy Policy Statement: Elders has adopted a Privacy Policy to ensure that it collects, hold, use and disclose personal information, credit information, credit eligibility information, credit reporting information and CRB derived information in the accordance with the APPS and Act. Elders will maintain and regularly review this policy and intends to comply with the APPS and Act. This policy will be made available on Elders website (but may be requested in other forms). You may also request a printed copy from a branch, which will be provided free of charge and within a reasonable timeframe. <https://www.eldersrealestate.com.au/privacy-policy/>

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 subject to the approval of the owner, I declare t that all information contained in this application is true and correct and given of my own free will.

Applicant #1 Name	Signature	Date

Applicant #2 Name	Signature	Date

All application will be considered in the accordance with the *Equal Opportunity Act 1995* along with other relevant Acts listed below. We will not discriminate against age, sex, marital, parental or carer status, pregnancy, sexual orientation, disabilities, physical features, race or religious beliefs

- Australian Human Rights Commission Act 1986
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Age Discrimination Act 2004

### Translating and Interpreting Service

If you have difficulty in understanding this document, ring the Translating and Interpreting Service on 131 450. Don't hang up, your call will be answered (Local call cost only) or refer to their website

Interpreting and Translating Centre – Home ([translate.sa.gov.au](http://translate.sa.gov.au))