

# Tenancy Application Form

## APPLICATION CHECKLIST

Thank you for applying for an Elders North Haven rental property. Please complete this application thoroughly and ensure that all contact numbers are correct.

**Checklist: the following is required for the processing of your application**

Please Tick

I have attached **non-returnable copies** of the documentation required for the 100 Point Check (Section H)

A) Proof of Identity (Birth Certificate or Passport, Drivers Licence or Other Photo ID, Medicare, Pension and Debit Card)

B) Proof of Income (Last 3 Pay Advices or Current Centrelink Statement or Current Bank Statement reflecting income)

C) Supporting Documentation (40 Points Points from: Current Rental Ledger (40), Last 2 Recent Receipts (20), Current Electricity or Phone Account (10)

I have read and accept the terms and conditions (Section 1)

I have signed the application (Section 1)

### A. RENTAL PROPERTY DETAILS

1. Address of the property that you are applying for:

\_\_\_\_\_

2. Lease commencement date \_\_\_ / \_\_\_ / \_\_\_

3. Lease term \_\_\_\_\_ months

How did you find out about this property?

Newspaper  Internet  Signboard  Rental List   
Referral  Window  Other

### B. PERSONAL DETAILS

4. Please give us your details

MR  MS  MISS  MRS  OTHER

Surname

Given Name(s)

Date of Birth

Drivers License No.

Drivers Licence State

Passport No.

Passport Country

Pension/Centrelink No. (if applicable) Type of Payment



5. Please provide your contact details

Home phone

Mobile No.

Work phone

Fax No.

Email Address

6. How many people will normally occupy the property?:

Adults

Children

Ages of Children (if applicable)

7. Do you have any pets?:

Yes  No

If so, please provide details of pet/s (type/breed)



8. Car Registration

Year & Model

### C. APPLICANT HISTORY

9. What is your current address?



Postcode

10. How long have you lived at your current address?

Years  Months

11. Why are you leaving this address?



12. Agent/Landlord details of this property (if applicable)



Phone:

Email

**12. Agent/Landlord details continued**

Weekly Rent Paid

Was bond refunded in full? If not, why not?

**13. What was your previous residential address?**

  

**14. How long did you live at this address?**

Years  Months

**15. Agent/Landlord details of this property (if applicable)**

  

Phone:  Email:

Weekly Rent Paid

Was bond refunded in full? If not, why not?

  

**D. EMPLOYMENT HISTORY**

**16. Please provide your employment details**

What is your occupation?  F/T P/T Casual

   

Employers Name (inc accountant if self employed or institution if a student)

Employers Address

  

Contact Name  Phone No:

Email or Website Address:

Length of Employment

 Yrs  Mths

Net Weekly Income

**17. Please provide your previous employment details**

Occupation?  F/T P/T Casual

   

Employers Name (inc accountant if self employed or institution if a student)

Length of Employment

 Yrs  Mths

Net Weekly Income

**E. EMERGENCY CONTACTS**

**18. Please provide a contact in case of emergency.**

Surname  Given Name(s)

Phone No.  Relationship to you

Mobile

Please note: We may contact this person to assist you, should your rent fall into arrears

**F. REFERENCES**

**19. Please provide two personal/bus. references (not related to you)**

Surname  Given Name(s)

Phone No.  Relationship to you

Surname  Given Name(s)

Phone No.  Relationship to you

**G. 100 POINT CHECK**

**20. Please provide non-returnable copies of the following documentation with your application - must add to 100 pts**

- 40 Passport
- 40 Drivers Licence
- 40 Birth Certificate
- 20 Medicare Card
- 20 Health Card
- 20 Debit Card
- 20 Other Photo ID

**H. PROOF OF INCOME**

**20. Please provide non-returnable copies of the following documentation with your application**

- 3 most recent payslips
- Centrelink Statement
- Letter of Offer of Employment
- Only if you are commencing new employment
- Bank Statement - 3 mths
- Reflecting your income and rent being paid
- Any other income ie Superannuation Shares, Overseas Pension

**I. DECLARATION .**

I confirm the following:

- 1. I have inspected the property that I am applying for Yes  No
- 2. During my inspection of this property I found it to be in a reasonably clean condition Yes No Yes  No
- 3. If "No", I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the Landlord's approval.

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**Terms & Conditions .**

I authorise the Agent to obtain personal information from:

- (a) The owner or the Agent of my current or previous residence;
- (b) My personal referees and employer/s
- (c) Any record, listing or database of defaults by tenants;

If I default under a rental agreement, the Agent may disclose details of any such default to tenancy, default databases, and to agents/landlords of properties I may apply for in the future.

I understand that this agent is a member of TICA and NTD tenancy default databases and that the Agent may conduct a reference check with these organisations. I authorise this agent to provide any information about me to these databases for the purpose of conducting the checks and acknowledge that such information may be kept and recorded by these organisations.

I will not hold any of the Tenancy Default Database providers or the Agent accountable for the inaccurate keying in of information and therefore delivering an incorrect search as I understand faults can be made within this process due to human error. I understand that technical failure can cause errors and I do not hold the Agent or Tenancy Default Database providers responsible for same.

I acknowledge that if I default on my tenancy or rental obligations I may be listed with the above tenancy default databases until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent. I also understand that the Agent may list me as an excellent tenant if my obligations during my tenure are fully compliant and are of a high standard.

I am aware that the Agent will use and disclose my personal information in order to

- (a) Communicate with the owner and select a tenant
- (b) Prepare lease/tenancy documents
- (c) Allow organisations/tradespeople to contact me
- (d) Facilitate the sale of the property should it be placed on the market
- (e) Lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- (f) Refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (g) Refer to collection agents/lawyers (where applicable)
- (h) Receive electronic media, notices and communication

I understand that I am under no obligation to sign this consent form, but that failure to do so may result in my application being refused.

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent may not provide me with the lease/tenancy of the premises. I am aware that I may access my personal information on the contact details above.

**PRIVACY STATEMENT**

The personal information you provide in this application or 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 the Tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the Landlord, referees, agents and third party operators of tenancy reference databases and other databases. Information already held on these databases may also be disclosed to us and the Landlord. 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 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.

Applicants Signature

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Date

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Print Name

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Agents Signature

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Date

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## J. HOLDING DEPOSIT

I understand that should my application be successful, I am required to pay a Holding Deposit equivalent to 1 weeks rent within 24 hours of my application being approved.

Should I elect not to pay a Holding Deposit, I understand that the landlord will withdraw the offer to rent the property, and that it will continue to be marketed and offered to other prospective tenants.

### HOLDING DEPOSIT

\$

One (1) weeks' rent

- A) Once the Holding Deposit has been paid, the Landlord undertakes not enter into residential tenancy agreement for the premises with any other person with 7 days of payment of the fee, unless the tenant notifies the landlord that the tenant no longer wishes to enter into the residential tenancy agreement.
- B) The holding fee will be retained by the landlord if the tenant enters into the residential tenancy agreement, in which case it will be paid towards the first weeks rent.
- C) The holding fee will also be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement. In this instance the entire holding fee will be retained by the landlord irrespective of when the tenant provides notice that they will not be entering the agreement
- D) Despite sections (b) and (c) the holding must not be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement because of a misrepresentation or failure to disclose a material fact by the landlord or landlord's agent.
- E) The Holding Deposit will be banked into a Trust Account and any refund given will be by way of a Trust Account cheque.