

Tenancy Application Form

For your application to be processed you must complete all questions applicable



IPSWICH

PROPERTY DETAILS:

What is the address of the property _____ Rent amount \$ _____

Preferred Tenancy Length : _____ months Preferred Commencement Date: ____/____/____

PERSONAL DETAILS

MR MRS MISS MS OTHER _____

SURNAME _____ GIVEN NAMES _____

PREVIOUS NAMES (if applicable) _____ DATE OF BIRTH ____/____/____

How many people will reside in the property ? ____ Adults ____ Children _____ Ages of Children

DRIVERS LICENCE NO. _____ CAR REGISTRATION _____ STATE _____

PASSPORT NO. _____ PASSPORT COUNTRY _____

PENSION NO. & PENSION TYPE (if applicable) _____

HOME Ph # _____ MOBILE Ph # _____

WORK Ph # _____ EMAIL _____

APPLICANT RENTAL HISTORY - We require 3 yrs history

If there is insufficient room for details, please attached information on an additional piece of paper

CURRENT ADDRESS _____

Lease Dates – ____/____/____ TO ____/____/____ RENT AMOUNT \$ _____ pw

Why are you leaving this address? _____

Agents/Landlords Name: _____ Suburb: _____ Ph No: _____

PREVIOUS ADDRESS _____

Lease Dates – ____/____/____ TO ____/____/____ RENT AMOUNT \$ _____ pw

BOND REFUNDED in FULL YES / NO

Agent/landlords Name: _____ Suburb: _____ Ph No: _____

Lease Dates – ____/____/____ TO ____/____/____ RENT AMOUNT \$ _____ pw

BOND REFUNDED in FULL YES / NO

Agent/landlords Name: _____ Suburb: _____ Ph No: _____

GENERAL INFORMATION

DO YOU HAVE ANY PETS? Y / N If yes – How many? _____ Breed _____

Are they desexed? Y / N * Are they registered with council- Y / N * Is the dog classed as dangerous by council Y / N

*DO YOU OWN A LAWNMOWER Y / N * DO YOU OWN A WHIPPER SNIPPER Y / N *DO YOU SMOKE Y / N

* HAVE YOU EVER BEEN EVICTED FROM A RENTED PROPERTY Y / N * HAVE YOU GONE BEFORE AN RTA TRIBUNAL Y / N

EMPLOYMENT HISTORY – We require 12 months employment history.

If you are self employed –please insert your accountant details

COMPANY NAME _____ EMPLOYER/SUPERVISOR NAME _____

PHONE NO: _____ Length of Employment _____ Full Time / Part Time / Casual (please circle)

NET WEEKLY INCOME \$ _____ do not include overtime

If under 12 months - please provide previous employer details Company Name _____

Contact Name & Ph No: _____

STUDENT INFORMATION

ARE YOU A STUDENT Y / N

If yes – NAME OF INSTITUTION _____ STUDENT ID NO: _____

INCOME SOURCE: _____ NET WEEKLY INCOME \$ _____

DO YOU RECEIVE A CENTRELINK PAYMENT

If yes – TYPE OF PAYMENT _____ PAYMENT AMOUNT \$ _____ per week / fortnight

(Please attach an Income Statement)

CONTACTS / REFEREE'S - Family members are not acceptable as suitable referee's

We require a minimum of 2

REFERENCE NAME _____ DAYTIME Ph No's: _____

How long have you known this person? _____ Relationship to you? _____

REFERENCE NAME _____ DAYTIME Ph No's: _____

How long have you known this person? _____ Relationship to you? _____

NAME OF PARENT/ GUARDIAN/ NEXT OF KIN – *CONTACT PERSON ‘MUST NOT’ LIVE WITH YOU!!!.

Please provide details of an emergency contact – Contact person must not reside with you.

NAME _____ RELATIONSHIP TO YOU _____

ADDRESS _____ DAYTIME CONTACT PH # _____

DECLARATION

1.I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

2.I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application is true & correct and given of my own free will.

3.I declare that I have inspected the premises and that I am not bankrupt.

4.I authorise the Agent to obtain personal information about me from:

- (a) The owner or the Agent of my current or previous residences:
- (b) My personal referees for this application
- (c) My current and past employers:
- (d) Any person who maintains any record, listing or database of defaults by tenants:

5.And I authorise and consent to each of those persons providing requested personal information about me to the Agent.

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

7. I am aware that the Agent will use and disclose my personal information within this application in order to:

- (a) Communicate with referees, employers, landlords, third party operators of tenancy reference databases, other agents and select a tenant
- (b) Communicate with the owner and select a tenant
- (c) Prepare lease/tenancy documents
- (d) Allow tradespeople or equivalent organisations to contact me
- (e) Lodge/claim/transfer to/from a Bond Authority
- (f) Refer to collection agents/lawyers (where applicable)
- (g) Complete a credit check with a tenancy default database
- (h) In the event that I default on my Tenancy Agreement, the Agent will apply to the Small Claims Tribunal for reimbursement of all money owed to the Agent/landlord.

8. 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 cannot provide me with the lease/tenancy of the premises.

9. Some lease agreements may contain a “NO SMOKING CLAUSE”. This is at the owner’s discretion.

1. I have viewed the premises and acknowledge that in the event I am accepted for the Tenancy – I/we have 24hrs to accept or decline the property and must notify Elders of this decision.

11 Once I have accepted the property I/We will be required to read, sign and return the lease to Elders within 48hrs along with payment of the first weeks rent. The second weeks rent and bond is required to be paid and cleared into our bank prior to the collection of the keys at lease commencement date.

12. In the event that the Landlord does not enter into the Residential Tenancy Agreement, the Reservation Fee will be refunded in full

13. The Agent is not required to give an Applicant a reason as to why the Application was rejected by the Landlord.

Signature

Date

Print Name



130 Brisbane St, Ipswich, 4305
Ph: 3281 4305 F: 3281 4307
E: info@eldersipswich.com.au
W: www.eldersipswich.com.au

APPLICATION - FACT SHEET

Thank you for applying for one of our Available Rental Properties. We at Elders will endeavour to make the process as smooth and as hassle free as possible.

IMPORTANT – PLEASE READ THE DISCLOSURE PRIOR TO SIGNING THIS FORM

Application will be processed within (2) working days- Please note if we are unable to contact your references the process may take longer than the expected 2 days.

In order for us to assist you when applying for a property with **ELDERS REAL ESTATE IPSWICH**, please read the following information.

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- 1 DRIVE PAST THE PROPERTIES FIRST TO SEE IF IT SUITS YOU-** This will save valuable time for both yourself & the Agent as it eliminates properties that do not appeal to you.
 - 2 PROPERTIES MUST BE INSPECTED PRIOR TO SUBMITTING AN APPLICATION**
Please contact our office to arrange a suitable time for viewing with the Property Manager.
 - 3 ALL APPLICATIONS MUST BE COMPLETED IN FULL**
 - 4 ONE PERSON PER APPLICATION-**All persons over the age of 18 wishing to be named on the lease must complete an application
 - 5 PROOF OF INCOME IS REQUIRED** This can be in the form of pay slips, Accountants letter (if self employed), Letter from your Employer or Centrelink Statement.
 - 6 100 POINTS OF ID – MUST INCLUDE - PHOTO ID, PROOF OF SIGNATURE & PROOF OF CURRENT ADDRESS**
Please see the list below for a guide to make up 100 points

IDENTIFICATION- Minimum of 100 points required	POINTS
Last 4 rent receipts or a copy of Tenant Ledger	50
Drivers Licence, Learners Permit, 18+ Card	40
Passport /Photo ID with signature	40
Proof of Income: Minimum of 4 Consecutive Pay Slips	30
Proof of Bond Refund Amount (RTA Form 4)	30
Copy of Latest Residential Tenancy Agreement	30
Motor Vehicle Rego Papers, Rates Notice, Bank Statement, Insurance Papers, Telephone/Gas/Electricity	10

Accounts etc. (Must have current address listed)	
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