



Elders Real Estate
11 Railway Terrace
PO Box 2108
Alice Springs NT 0870
PH: 08 8950 3200
F: 08 8952 1819

Important Information for Completing Application Form

Please find below a list of requirements for completing the attached application form. We appreciate your time in completing the form and ask all sections to be fully completed.

- Ensure to supply day time phone numbers and email addresses
- Supply all references contact numbers. If the referee is Overseas please supply an email address
- Proof of identity **must** be supplied i.e. photocopy of drivers licence or passport
- Proof of income **must** be supplied : this can be a pay slips or bank statement
- The bond is to be paid within 48hours of an applicant being accepted. This is to secure the property to the applicant
- The first two weeks rent and the bond must be paid in full before possession is taken over by the successful applicant

We look forward to receiving your Application and will endeavour process it within 2 working days. Applications can be forwarded to our office by fax, email or in person. We will advise you either by a phone call or text message once an application has been accepted on the property.

Kind Regards,

Elders Real Estate Managers



Property applied for: _____

Property Rent \$ _____ per week. Payable: fortnightly / Calendar monthly in advance

Bond amount \$ _____ Bond provided from: Own funds / Housing Trust guarantee

Term of tenancy: 6 / 12 months or Other: _____

Able to commence tenancy (move in): _____

Applicant 1	Applicant 2
Full Name: MR/MRS/MS/MISS/DR	Full Name: MR/MRS/MS/MISS/DR
Date Of Birth:	Date Of Birth:
Drivers Licence Number:	Drivers Licence Number:
Home Phone:	Home Phone:
Mobile :	Mobile :
Email:	Email:
Postal Address:	Postal Address:

Current Address:	Current Address:
How long have you been at this address: Years Months	How long have you been at this address: Years Months
Landlord/Managing Agent (if Applicable. If you own this house and are selling, please supply selling agents details): Contact Number: Address:	Landlord/Managing Agent (if Applicable. If you own this house and are selling, please supply selling agents details): Contact Number: Address:
Rent Paid (if Applicable):	Rent Paid (if Applicable):
Why are you leaving this address?	Why are you leaving this address?



What was your previous residential address?	What was your previous residential address?
Name of Landlord/Property Manager/Selling Agent:	Name of Landlord/Property Manager/Selling Agent:
Contact Number: Address:	Contact Number: Address:
How long did you live at this address: Years Months	How long did you live at this address: Years Months
Why did you leave this address?	Why did you leave this address?

Employment details What is your occupation:	Employment details What is your occupation:
Employer Name:	Employer Name:
Address:	Address:
Contact Name:	Contact Name:
Contact Number:	Contact Number:
Length of Employment: Years Months	Length of Employment: Years Months
Weekly Income (gross): \$	Weekly Income (gross): \$

Previous Employment Details What was your previous occupation:	Previous Employment Details What was your previous occupation:
Previous Employer:	Previous Employer:
Address:	Address:
Contact Name:	Contact Name:
Contact Number:	Contact Number:
Length of Employment : Years Months	Length of Employment : Years Months
Weekly Income (Gross): \$	Weekly Income (Gross): \$



Details of other income & sources: \$ Weekly	Details of other income & sources: \$ Weekly
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Next Of Kin Details (Not residing with you)	Next Of Kin Details (Not residing with you)
Name:	Name:
Contact Number:	Contact Number:
Relationship to you:	Relationship to you:

Personal Reference (A person not related to you)	Personal Reference (A person not related to you)
Name:	Name:
Contact Number(s) :	Contact Number(s) :

Business Reference/ 2nd Character Reference (A work colleague different to employment reference or another personal reference)	Business Reference/ 2nd Character Reference (A work colleague different to employment reference or another personal reference)
Name:	Name:
Contact Number(s):	Contact Number(s):

Please List All Vehicles That Will Reside At The Property	
MAKE/MODEL	REGISTRATION NUMBER

Please Provide Details of Any Pets You Wish To Keep at the Property (Indoor/Outdoor/De-sexed/Age/Breed/Male/Female, etc.)

Please provide details of ALL other people to reside at the property (not listed above)			
NAME	AGE	NAME	AGE



Smoking – Does any person residing at the property smoke?	Yes / No
Are you prepared to restrict smoking to outdoors only?	Yes / No
If approved for the property would you like to be present for the ingoing inspection report	Yes / No

ACKNOWLEDGEMENT:

I/ WE CONFIRM AND ACKNOWLEDGE THAT:

The information contained within this Application is true & correct

I/WE have the legal capacity to enter into a lawful contract

I/WE are not bankrupt or an undischarged bankrupt

Elders Limited may make any necessary inquires to verify ALL information provided in this application

I/WE have supplied the required identification AND signed the Privacy Act Acknowledgement

I/WE understand and accept that upon advise from the Agent that the Landlord has offered to let the property to me/us (based on the statement made in this application), and

I/WE accept the offer, a tenancy agreement with all of the terms including the rent and all other conditions contained in this application come into existence and is then legally binding upon me/us in accordance with the tenancy conditions specified.

I/WE accept that upon the application being approved by the Agent, on behalf of the Landlord, the **Security Bond of \$_____** will be paid within 48 hours of acceptance. Plus Two (2) weeks rent by BPay or in cash or bank cheque on or before the commencement date of the tenancy agreement.

I/ We have inspected the property and wish to rent same in its current condition unless otherwise detailed below

This application creates no legal relations between me/us and the Landlord and/or the Landlord’s Agent.

Signatures:

APPLICANT 1- _____

DATE: _____ / _____ / _____

APPLICANT 2- _____

DATE: _____ / _____ / _____

Disclaimer: The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicant’s identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the Applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose of 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 the tenancy reference databases must also be disclosed to the Agent and/or Landlord. If the applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and or other agents.

If the Applicant would like to access the personal information the Agent holds, they can do so by contacting Elders Real Estate at 11 Railway Terrace, Alice Springs, phone 8950 3200, fax 8952 1819. The Applicant can also correct this information if it inaccurate or out of date. If the information is not provided, the agent may not be able to process the application and manage the tenancy.



PRIVACY ACT ACKNOWLEDGEMENT FORMS FOR TENANT APPLICANTS AND OCCUPANTS

This form provides information about how Elders Real Estate Alice Springs (ABN: 49 150 321 314) (“We” “Our” “Us”) will collect and handle your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to certain third parties (which are set out below) in specified circumstances. If you do not consent to the disclosure of your personal information to those third parties we cannot process your application for a tenancy.

We will collect and handle personal information about you in order to process your application for a tenancy

Primary Process

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property. In order to assess your application we disclose your personal information to

- The Lessor / Owners for approval or rejection of your application
- TICA Default Tenancy Control Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application
- Referees to validate information supplied in your application
- Other Real Estate Agents to assess the risk to our clients

Secondary Purpose

During and after the tenancy we may need to disclose your personal information to

- Tradespeople to contact you for repairs and maintenance of the property
- Refer to Tribunals or Courts having jurisdiction seeking orders or remedies
- Refer to Debt Collection Agencies where Tribunal / Court orders have been awarded
- Refer to TICA Default Tenancy Control Pty Ltd to record details of your tenancy history
- Refer to the Lessors / Owners insurer in the event of an insurance claim
- To provide future rental references to other asset managers / owners

If you fail to provide your personal information and do not consent to the uses set out above we cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently, we cannot provide you with the property you requested to rent.

The information we collect can be accessed by you (except where the laws allows us to deny access to that information) by contacting our privacy officer as follows:

PH: 08 8950 3200
FAX: 08 8952 1819
POST: PO Box 2108, Alice Springs NT 0870
EMAIL: amanda.groves@eldersrealestate.com.au

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____



REQUEST FOR RENTAL REFERENCE

I authorise Elders Real Estate to access information regarding my previous rental history in accordance with the Privacy Act and all the National Privacy Principals contained within the Act. I have had the opportunity to read and acknowledge the Privacy Statement regarding this form.

PRINT NAME: _____

Applicant 1: _____ Applicant 2: _____

OFFICE USE ONLY

Requesting Property Manager – Name:

Phone: 08 8950 3200 Return Fax No: 08 8952 1819

Applicant Name(s): _____

Rental Property Address: _____

We are seeking written confirmation as to the performance of this tenancy with your agency. Could you please answer the questions below by ticking the boxes or adding comments, sign where indicated and fax back to the above indicated fax number.

Q1- Can you confirm that the above were or are current tenants at the above property? YES/NO

Q2- What was/is the rent amount per week? \$_____ Per Week

Q3- Approximate tenancy dates Start Date ___ / ___ / ___ End Date ___ / ___ / ___

Q4- Was the rent paid on time- all the time? YES/NO

If no, please detail how frequently tenant would be in arrears:

Q5- Did you attend tribunal/court for any matters relating to the tenancy YES/NO

If so, for what reason? :

Q8- At routine/periodic inspections, was the property kept in a clean and undamaged condition? YES/NO

Details/Comments:

Q9- Did the tenant keep any pets?YES/NO

Details:

Q10- If the tenant has vacated, was the property left in a clean and undamaged condition? YES/NO

Q11- Was the bond refunded back in full? YES/NO

Details:

Q12- Considering the whole performance of the tenancy- would you rent again to that application should they apply in future with you? YES/NO

General Comments: _____

Property Manager Name _____ Property Manager Signature _____

Agent Name _____ Date: _____



REQUEST FOR EMPLOYER REFERENCE

I authorise Elders Real Estate to access information regarding my previous rental history in accordance with the Privacy Act and all the National Privacy Principals contained within the Act. I have had the opportunity to read and acknowledge the Privacy Statement regarding this form.

PRINT NAME: _____

Applicant 1: _____ Applicant 2: _____

OFFICE USE ONLY

Requesting Property Manager – Name:

Phone: 08 8950 3200 Return Fax No: 08 8952 1819

Applicant Name(s): _____

COMPANY: _____

We are seeking written confirmation as to the confirmation that this tenant works at your company. Could you please answer the questions below by adding comments, sign where indicated and fax back to the above indicated fax number.

Q1 – Can you confirm the above mentioned tenant works with or for you/your company? And what is their position?

Q2 – How long have they worked there for?

Q3 – Are they on Fulltime / Part time / Casual basis?

Q4 – Would you have any hesitations recommending them for a rental property?

General Comments:

Name & Signature _____

Date: _____