



**Real Estate**

**Elders Real Estate Grafton**  
70 Pound Street  
Grafton NSW 2460  
PO Box 330, Grafton NSW 2460  
p | 02 6642 1122 f | 02 6642 1321  
www.eldersgraffon.com.au

# Tenancy Application Form

Please read the following form before submitting your application form. Complete the application form fully and sign the last page. Incomplete application forms will not be processed.

**ADDRESS OF RENTAL PROPERTY:** \_\_\_\_\_

In order for your Application Form to be processed, you **MUST** have copies of the following:

## **PHOTO IDENTIFICATION**

Current Drivers Licence / Photo Card, Passport / 18+ Card / Student ID Card

## **REFERENCES**

Previous tenancies / Character references / Letters from employers. If you sold, or have been living in own your home, a rates notice is appropriate as proof of ownership.

## **PROOF OF INCOME**

Pay slips / Current bank statement / Letter from Employer / Centrelink Income Statement. If you cannot provide any proof of your income, it may affect your chances of obtaining a rental.

## **WHAT HAPPENS NOW?**

You will be contacted after we have received an answer from the landlord.

If you are approved for the property, you will be required to pay at least one weeks rent as a deposit for the property. If you decide you do not want to take the property after paying this, the deposit will not be refunded. This deposit forms one of the two weeks rent in advance.

Please ensure you have arranged your 4 weeks bond and 2 weeks rent, prior to applying for a rental property. The bond and rent in advance must be received in full prior to collecting the keys.

We do not do Bond Transfers.

Any person aged 18+ to be living at the property must complete an Application Form.

The Landlord is not required to provide a reason if the Application is declined. Elders Real Estate can therefore only advise whether your application has been successful or not.

Please do not give our office originals, declined applications are shredded within two weeks for privacy reasons.

Thank you for taking the time to submit your Application Form.



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## TENANCY APPLICATION FORM

### LEASE DETAILS

Address of Property: \_\_\_\_\_

Length of Tenancy requested: 6 months  12 months

Date Tenancy to commence: \_\_\_\_\_

People occupying the property: Adults \_\_\_\_\_ Children (ages) \_\_\_\_\_

Do you have any pets? Yes / No Breed \_\_\_\_\_

Are the pets registered with the Council? \_\_\_\_\_

### PERSONAL DETAILS

Full Name: \_\_\_\_\_ D.O.B \_\_\_\_\_

Have you ever been known by any other name? \_\_\_\_\_

Drivers Licence Number: \_\_\_\_\_ Vehicle Registration Number \_\_\_\_\_

Phone: H \_\_\_\_\_ W \_\_\_\_\_ M \_\_\_\_\_

Email Address: \_\_\_\_\_

### CURRENT PROPERTY DETAILS

Address: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Property Owner / Landlord: \_\_\_\_\_

Contact details for above: \_\_\_\_\_

How long have you lived at this address: \_\_\_\_\_ Rent paid if applicable: \$ \_\_\_\_\_

### PREVIOUS PROPERTY DETAILS

Address: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Property Owner / Landlord: \_\_\_\_\_

Contact details for above: \_\_\_\_\_

How long have you lived at this address: \_\_\_\_\_ Rent paid if applicable: \$ \_\_\_\_\_



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**CURRENT EMPLOYMENT / INCOME DETAILS**

Current occupation: \_\_\_\_\_  
Length of employment: \_\_\_\_\_ Nature of employment (Fulltime/Part Time/Casual)  
Name of employer: \_\_\_\_\_ Phone \_\_\_\_\_  
Address of employer: \_\_\_\_\_  
Net Income per week: \$ \_\_\_\_\_ Do you receive income from Centrelink? (Yes/No)  
If yes, how much: \$ \_\_\_\_\_

**PREVIOUS EMPLOYMENT / INCOME DETAILS**

Previous occupation: \_\_\_\_\_  
Length of employment: \_\_\_\_\_ Nature of employment (Fulltime/Part Time/Casual)  
Name of employer: \_\_\_\_\_  
Address of employer: \_\_\_\_\_  
Net Income per week: \$ \_\_\_\_\_

**DETAILS OF STUDY (IF APPLICABLE)**

Place of study: \_\_\_\_\_  
Course Length: \_\_\_\_\_ Course Name: \_\_\_\_\_

**PERSONAL REFEREES**

1. Full Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Relationship to you: \_\_\_\_\_ Phone: \_\_\_\_\_  
2. Full Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Relationship to you: \_\_\_\_\_ Phone: \_\_\_\_\_

**NEXT OF KIN / EMERGENCY CONTACT**

Full Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Relationship to you: \_\_\_\_\_ Phone: \_\_\_\_\_



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**PLEASE ANSWER THE FOLLOWING**

**If Yes to any of the following questions, please provide details.**

Have you ever been evicted from a previous rental property?

\_\_\_\_\_

Have you had any amounts taken out of your bond?

\_\_\_\_\_

Are you currently in debt to another landlord or agent?

\_\_\_\_\_

How many vehicles are to be kept at the property?

\_\_\_\_\_

Are you breaking a current 'fixed' term lease to rent this property?

\_\_\_\_\_

- Do you own a boat / trailer / motorbike / caravan / other? Yes / No
- Do you own a lawn mower? Yes / No
- Do you have contents insurance? Yes / No
- Do you or anyone else that will be living at the property smoke? Yes / No

**If your application proves successful, the required payments are necessary BEFORE keys are handed over for access to the property. Please be aware, The Department of Housing can take up to 48 hours to process applications for advance rent and bond.**

2 Weeks Rent	\$
Bond (4 Weeks Rent)	\$
Minus Holding Deposit	\$
<b>Total</b>	<b>\$</b>

- I can fund the above payments? Yes/No
- Would I need assistance from The Department of Housing? Yes/No

**"I the Applicant do solemnly and sincerely declare that I am nor bankrupt or am undischarged bankrupt and affirm that the above information is true and correct. I have inspected the above mentioned premises and wish to take a tenancy of the premises in it's current condition for a period of \_\_\_\_\_ months, at a rental of \$\_\_\_\_\_ per week and that the rental to be paid is within my means. I undertake to pay a rental bond of \$\_\_\_\_\_ or the equivalent of 4 weeks bond in cash or as requested upon the signing of a Residential Tenancy Agreement".**



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PRIVACY POLICY

The personal information the prospective tenant provides in this application or collected for 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 applicant is successful may be disclosed for the purpose of which it was collected to other parties including to the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy databases may 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 the Agent at the address and contact numbers contained in this application. The Applicant can also correct this information if it is inaccurate, incomplete or out-of-date. If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

I declare the information provided is true and correct:

\_\_\_\_\_ Date \_\_\_\_\_ Date \_\_\_\_\_

Applicants Name

Applicants Signature



Your Free No Obligation Utility Connection Service

MAKES MOVING EASY

Let Direct Connect take the hard work out of your move, we'll do all the running around and set everything up for you ..... you choose your suppliers. It's easy and best of all its FREE!

Please tick utilities as required (we will call you to confirm your details and connection timings)

Electricity [ ] Internet [ ] Gas [ ] Phone [ ] Pay TV [ ] Insurance [ ]

DECLARATION AND EXECUTION: By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue [for a period of 1 year from the date of our/my execution of this application/until [28] days after we/I disconnect the last of the services in respect of which this application is made]; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services.

By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ P: 1300 664 715 F: 1300 664 185 W: www.directconnect.com.au