



TENANCY APPLICATION FORM

Elders Real Estate – Wollongong

353 Crown Street, Wollongong 2500 | **Phone:** (02) 4228 7878

Fax: (02) 4228 7676 | **Email:** info@elderswollongong.com

ABN: 19 091 294 530

Property Applied for:

Applicant Name:

List other Applicants Names:

(PLEASE ENSURE ALL APPLICATIONS ARE ATTACHED AND SUBMITTED TOGETHER)

Elders Real Estate – Wollongong has a legal obligation to our landlords to ensure that all prospective tenants can fulfill the requirements of the Residential Tenancy Agreement while being a tenant with Elders Real Estate – Wollongong.

Please ensure before you submit your application for processing that you have provided and agreed to the following:

- Previous rental reference from an agency with contact numbers, or if you have not rented from an agency, a reference from a private landlord with copies of receipts and/or proof of regular payments.
- If you have never rented and are a current home owner, we will require a copy of a recent rates notice. Also contact details for the agent who may have sold your home or has rented it out on your behalf.
- Referees must be that of an employer and/or people who are held in high regard in the community, they cannot be that of a relative or close friend.
- Proof of income, either pay slips (x2) or centrelink statements.
- If you are self employed or business, the last 2 years tax returns will be required as proof of income, along with a business license number and or company registration number from Office of Fair Trading.
- Proof of identity (100 points required, as below).
- Next of kin details.
- I am over the age of 18.
- I understand where the property has a garden, that it will be my responsibility to maintain the garden, including weeding, watering and trimming of shrubs and mowing of lawns.

100 POINT IDENTIFICATION

Drivers Licence	30 Points*	Vehicle Registration	15 Points
Passport	30 Points*	Phone/Electricity/Gas Account	15 Points
Proof of Age Card	30 Points*	Bank / Credit Card Statements	15 Points#
Tenancy Ledger	20 Points	Pension Card	15 Points
Previous Tenancy Agreement	20 Points	Council or Water Rates	15 Points
Previous Rent Receipts	20 Points	Health Care Card	15 Points
Rental Bond Receipt	20 Points	Medicare Card	10 Points
Pay Advice	15 Points	Birth Certificate	10 Points

Prior to any Tenancy Application being considered each applicant is required to produce sufficient ID which totals 100 points. Should you have difficulties in providing this ID please advise us prior to completing/

NOTE: Must have at least one of the items listed with “ * “ next to the point. And with each applicant we must have a bank statement “ # “

PLEASE NOTE: 50 CENTS WILL BE CHARGED PER PAGE FOR PHOTOCOPYING CARRIED OUT WITHIN THIS OFFICE.

I am aware that should the application submitted not meet the above criteria, my application may not be approved.

Signed: _____

Date: _____

PROPERTY DETAILS

Property: _____

Commencement Date: / / Length of Tenancy: YEARS MONTHS Rent Per Week \$

OCCUPENCY DETAILS

Number of Occupants: Number of Children (if any): Ages of Children:

Do you smoke: yes no If 'yes' do you smoke: inside outside

Do you have pets: yes no If 'yes' are they: inside outside

Type of Pets: _____

Will you be applying for assistance from Department of House: yes no

APPLICANT DETAILS

Mr Ms Miss Mrs Other Name: _____

Address: _____

Phone #: Work #: Mobile #:

Email: _____

Drivers Licence No: State of Issue: (please provide copy)

Date of Birth: _____

APPLICANT RESIDENTIAL HISTORY

How long have you lived at your current address? YEARS MONTHS From: To:

Landlord/Agents Name: Phone:

Weekly Rent \$

Reason for leaving: _____

Previous residential address: _____

How long have you live at this address? YEARS MONTHS From: To:

Landlord/Agents Name: Phone:

Weekly Rent \$

Was bond refunded in full? yes no If 'no' why?

Home Owner (if never rented)

Names of Selling Agent: Phone:

EMPLOYMENT HISTORY

(a copy of the two most recent payslips must be attached, if self employed, a statement from your Accountant is required)

What is your occupation?

What is the nature of your employment? Full Time Part Time Casual Self Employed

Employer (Company Name):

Contact (Manager):

Phone:

Length of Employment:

Net Income per week:

PREVIOUS EMPLOYMENT

Occupation?

What is the nature of your employment? Full Time Part Time Casual Self Employed

Employer (Company Name):

Contact (Manager):

Phone:

REFERENCES

(please provide **two** personal references (not related to you))

Name of Contact:

Name of Contact:

Relationship to you:

Relationship to you:

Phone:

Phone:

NEXT OF KIN (Emergency Contacts)

Person 1:

Person 2:

Relationship:

Relationship:

Phone:

Phone:

Mobile:

Mobile:

CONFIRMATION

I confirm the following:

1. During my inspection of this property I found it to be in a reasonably clean condition. yes no
2. I acknowledge that this is an application to rent this property and that my application is subject to the Owner's approval.
3. I consent to the information provided in this application being verified and a reference check on TICA being undertaken.
4. That should the Landlord accept this application a holding deposit equivalent to one weeks rent will be paid by the applicant towards the initial rent of the premises.
5. That should the applicant decide not to proceed, the whole amount of holding deposit will be **forfeited**.

Applicants Signature:

Date:

Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants

This form provides information about how we the below named agent handle your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to TICA Default Tenancy Control Pty Ltd (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application.

Member Name: **ELDERS REAL ESTATE WOLLONGONG**
Address: **353 CROWN STREET, WOLLONGONG**
Ph: **02 4228 7878** Fax: **02 4228 7676**
Email: wollongongre@elders.com.au

As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office on the above numbers or addresses.

Primary Purpose

Before a tenancy 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.

Signed By The Applicant/s

Signature

Signature

Date Day / Month Year

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.

TICA Statement

As TICA may collect personal information about you, the following information about TICA is provided in accordance with the National Privacy Principles in the Privacy Act 1988. TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history. In accordance with the National Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from TICA Default Tenancy Control Pty Ltd proof of identity will be required and can be made by any of the following ways

Phone: 190 222 0346 calls are charged at \$ 4.50 per minute including GST (higher from mobile or pay phone)

Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$ 8.80 plus stamped self addressed envelope is required.

Primary Purpose

TICA collects information from its members on tenancy related matters and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. TICA does not provide any information that it collects to any other individual or organisation for any other purpose other than assessing a tenancy application or risk management system other than government departments and or agencies allowed by law to obtain information from TICA.

The personal information that TICA may hold is as follows

Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian), comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to.

Further Information About TICA

Full details about TICA can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy Policies or by contacting TICA on our Helpline 190 222 0346 calls charged at \$ 4.50 per minute including GST (higher from mobile and pay phones)

If your personal information is not provided to TICA the member may not proceed with assessing your application and you may not be provided with the rental property.

Print Name

Print Name

Witnessed