

# Tenancy Application Form



Application for Property:

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## **Lambton**

Address: 2/125 Elder St Lambton NSW 2299

Phone: (02) 4952 3744

Fax: (02) 4956 1950

Email: [lambtonre@elders.com.au](mailto:lambtonre@elders.com.au)

Web: [www.lambton.eldersrealestate.com.au](http://www.lambton.eldersrealestate.com.au)



# Elders Real Estate Reference Check

ATTENTION \_\_\_\_\_ AT \_\_\_\_\_

FAX NO \_\_\_\_\_

## TENANTS SECTION

### Privacy Statement

In accordance with the Privacy Act, I the undersigned authorise the recipient of this fax to give information to Elders Real Estate Lambton regarding my tenancy.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Current Property Address: \_\_\_\_\_

## AGENTS SECTION

Dear Agent, it would be greatly appreciated if you could please complete this form and return via FAX to 02 4956 1950 OR email to lambtonre@elders.com.au at your earliest convenience with a copy of the tenant ledger.

Name and position of person completing form: \_\_\_\_\_

Weekly Rent: \_\_\_\_\_ Tenancy Started: \_\_\_\_\_

Was Rent paid on time: YES / NO : Comments \_\_\_\_\_

Any termination notices ever issued: Yes / No Reasons: \_\_\_\_\_

Inspections of the property: Excellent / Good / Fair / Poor/Other: \_\_\_\_\_

Lawns and gardens maintained: Excellent / Good / Fair / Poor/Other: \_\_\_\_\_

Did the tenants keep any pets at the property: Yes / No With Permission / Without Permission

If Yes – Type of Pet: \_\_\_\_\_

Did the pets cause or create any problems? Yes / No Details: \_\_\_\_\_

Were the tenant's co-operative and easy to deal with: Yes / No \_\_\_\_\_

If vacated was the property left in good order: Yes / No / Not Vacated.

If not vacated, Vacate date \_\_\_\_\_

Would you rent to this/these persons again: (please circle) Yes without Hesitation Yes with conditions NO

ADDITIONAL COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Agents Signature \_\_\_\_\_ Date \_\_\_\_\_



# Tenancy Application Form

## Application Checklist

### Application Checklist

All applicants over 18 years of age will need to submit an application form and sign each section of the application.

#### Identification

You will need to provide two of the following: (please tick)

- Drivers licence
- Passport
- Proof of age card
- Medicare card

#### Proof of Income

Please provide one of the following:

- 3 current pay slips or Centrelink Statement
- A letter from your employer stating income, position and length of employment
- A letter from your accountant if self employed
- Bank Statement - with the applicants name on it showing pay transactions

#### Proof of Current Address

Please provide one of the following:

- Bank statement
- Electricity, gas or telephone bill - with the applicants name on it

#### Utility Connections

- Direct Connect provides a free service to connect your utilities and can also assist with quotes on removalist, truck hire and contents insurance. Please complete section 'D' in the application to use this service.

### Summary of Money Required - If Approved

\$	Weekly rent
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Rental Bond (4 weeks rent):

\$

First 2 weeks rent:

\$

Total

\$

You are now invited to submit your bond direct to Fair Trading by using Rental Bonds Online - if you choose this method your bond will need to be paid as soon as your application is approved as can take up to 3 working days to be processed. If this is the method you would like to use please ask your agent for further details/steps.

### Declaration

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.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected or on my behalf the premises and am not bankrupt.

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 such as NTD, TICA or TRA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting -

- NTD: 1300 563 826
- TICA: 1902 220 346
- TRA: (02) 9363 9244

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.

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 tradespeople or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with NTD (National Tenancies Database)

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

**A. PROPERTY DETAILS**

**1. What is the address of the property you would like to rent?**  
  
 Postcode

**2. Lease term?**  
 6 Months  12 Months  \$  Rent Amount

**3. Lease commencement date?**  
 Day  Month  Year

**4. How many tenants will occupy the property?**  
 Adults  Children  Ages of Children

**5. Please provide details of any pets**  
 Breed/type  Number of Pets

**B. PERSONAL DETAILS**

**6. Please give us your details**  
 Mr  Ms  Miss  Mrs  Other   
 Surname  Given Name/s

Date of Birth  Driver's licence / Passport number

Vehicle Type  Driver's licence Registration

Are you currently Studying?  Where?

What?

**7. Please provide your contact details**  
 Home phone no.  Mobile phone no.

Work phone no.  Fax no.

Email address

**8. What is your current address?**  
  
 Postcode

**c. APPLICANT HISTORY**

**9. How long have you lived at your current address?**  
 Years  Months

**10. Why are you leaving this address?**

**11. Landlord/Agent details of this property (if applicable)**  
 Name of landlord or agent

Landlord/agent's phone no.  Weekly Rent Paid  \$

**C. APPLICANT HISTORY CONTINUED**

**12. What was your previous residential address?**  
 (If current is less than 12 mths)  
  
 Postcode

**13. How long did you live at this address?**  
 Years  Months

**14. Landlord/Agent details of this property (if applicable)**  
 Name of landlord or agent

Landlord/agent's phone no.  Weekly Rent Paid  \$

**D. EMPLOYMENT HISTORY**

**15. Please provide your employment details**  
 What is your occupation?

What is the nature of your employment?  
 (FULL TIME/PART TIME/CASUAL)

Employer/Business name (inc. accountant if self employed or institution if student)

Address of Employment  
  
 Postcode

Contact name  Phone no.

Length of employment  Years  Months Net Income  \$

**16. Are you receiveing any other payments?**  
 ie Centrelink, Child support or income from investments  
 Please advise

Income  \$

**E. CONTACTS / REFERENCES**

**17. Please provide a contact in case of emergency (not residing with you)**

Surname  Given name/s

Relationship to you  Phone no.

Address   
 Postcode


**18. Please provide 2 personal references (not related to you)**

1. Surname  Given name/s

Relationship to you  Phone no.

2. Surname  Given name/s


Relationship to you  Phone no.

**SEND US YOUR DETAILS**

Ask your Real Estate Agent to send us your details, tick the box on your application form or submit your details online


1



**WE'LL CALL YOU**

Our local call centre will contact you within 24 hours of receiving your application to confirm your moving details


2



**IT'S YOUR CHOICE**

We will discuss and confirm with you the range of suppliers and connection options at your new home

3



**GET CONNECTED**

Relax knowing your connections will be taken care of hassle free thanks to our Always On Guarantee

4

Direct Connect can help arrange for the connection or provision of the following utilities and other services:



- |             |            |                   |          |        |
|-------------|------------|-------------------|----------|--------|
| Electricity | Gas        | Phone             | Internet | Pay TV |
| Insurance   | Removalist | Truck or van hire | Cleaners |        |

**Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.**

<b>Name of Applicant</b>	
<b>Address For Connection</b>	<b>Postcode</b>
<b>Contact Phone Number</b>	<b>Date Of Birth</b>
<b>CONNECTION DATE</b>	



***This is a FREE service that connects all your utilities and other services.***

We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

**DECLARATION AND EXECUTION:** By signing this application, you:

- Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
- Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
- Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
- Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
- Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
- Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

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

Signature

Date