



Batemans Bay

**Elders Real Estate Batemans Bay**  
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# Tenancy Application Form

Please Provide a minimum of at least **ONE** from every section for ID:

(Please have your ID photocopied)

## Photo ID (the following forms are accepted):

- Drives Licence
- Passport
- Proof of Age Card

## Proof of Income:

- 4 consecutive payslips
- Centrelink Statements
- Letter from Employer

## Additional ID:

- Medicare Card
- Pension/Healthcare Card
- Birth Certificate
- Bank/Credit Card Statement
- Electricity Bill
- Phone Bill

## If you own or are selling your home:

- Council Rates
- Water Rates
- Selling Agents Details

## Please note:

Applications will be destroyed after 28 days

Applications are subject to an affordability assessment

We do not accept Bond transfers

If you are the successful applicant a holding deposit equivalent to 1 weeks rent is required

Prior to signing your Lease you will be required to pay Bond (equivalent to 4 weeks rent) and 2 weeks rent

**For your application to be processed it must be completed in full.**



**Premises of Interest**

Address: \_\_\_\_\_ Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Lease Term: \_\_\_\_\_ Proposed Commencement Date: \_\_\_\_\_  
Names of Others to occupy property: \_\_\_\_\_

**Personal Details**

Title: \_\_\_\_\_  
First Name: \_\_\_\_\_  
Surname: \_\_\_\_\_  
D.O.B: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
Suburb: \_\_\_\_\_  
Drivers License No: \_\_\_\_\_  
Car Registration No: \_\_\_\_\_  
Pension Type: \_\_\_\_\_  
Home No: \_\_\_\_\_  
Work No: \_\_\_\_\_  
Mobile No: \_\_\_\_\_  
Email: \_\_\_\_\_  
Preferred Contact No: \_\_\_\_\_

Are you breaking your current tenancy? Yes / No  
Have you ever been bankrupt? Yes / No  
Are you known by any other name? Yes / No  
Please specify \_\_\_\_\_  
How many vehicles will be kept at the property? \_\_\_\_\_  
Do you smoke? Yes / No

If self-employed, please complete the following:  
Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Suburb: \_\_\_\_\_  
Business Type: \_\_\_\_\_  
ABN: \_\_\_\_\_  
Accountant Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Solicitor: \_\_\_\_\_  
Address: \_\_\_\_\_

Signed: \_\_\_\_\_

**Current Situation:** Are you the  Owner  Renter Other: \_\_\_\_\_ (please specify)

Name of Landlord/Agent: \_\_\_\_\_ Phone No: \_\_\_\_\_  
Duration at your current address? \_\_\_\_\_ years \_\_\_\_\_ months Rent/Mortgage Paid: \_\_\_\_\_ per week / month  
Reason for leaving: \_\_\_\_\_  
Was bond repaid in full? \_\_\_\_\_ Pets kept on premises: \_\_\_\_\_

**Previous Rental/Accommodation History**

Were you the  Owner  Renter  Other, please specify \_\_\_\_\_  
Previous Address: \_\_\_\_\_  
Suburb: \_\_\_\_\_ Post Code \_\_\_\_\_  
Name of Landlord / Managing Agent: \_\_\_\_\_ Ph Number: \_\_\_\_\_  
Duration at your previous address? \_\_\_\_\_ years \_\_\_\_\_ months Rent Paid: \_\_\_\_\_ per week / month  
Reason For Leaving \_\_\_\_\_  
Was bond paid in full?  Yes  No if No, please specify \_\_\_\_\_

**Other Information:**

Numbers of persons occupying property: \_\_\_\_\_ Adults \_\_\_\_\_ Children  
Please specify the ages of any children \_\_\_\_\_  
Do you have any pets?  Yes  No , If Yes Please specify \_\_\_\_\_  
Is your pet/s registered with the local council?  Yes  No, If yes registration number \_\_\_\_\_



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**Current Employment/Income Details:**

Are you currently:  Employed Full time  Employed Part-Time  Casual  Centrelink Benefits  
Gross Income: \$ \_\_\_\_\_ (please circle) per week per fortnight monthly annually  
Occupation/Centrelink Type: \_\_\_\_\_  
Employers Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Employment Address: \_\_\_\_\_  
Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Length at current income: \_\_\_\_\_ years \_\_\_\_\_ months

**Previous Employment Details**

Were you:  Employed Full time  Employed Part-Time  Casual  Centrelink Benefits  
Gross Income: \$ \_\_\_\_\_ (please circle) per week per fortnight monthly annually  
Occupation: \_\_\_\_\_  
Employers Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Employment Address: \_\_\_\_\_  
Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_

**Personal referees (non-relative):**

**1. Reference Name:** \_\_\_\_\_  
Occupation: \_\_\_\_\_ Phone: \_\_\_\_\_  
**2. Reference Name:** \_\_\_\_\_  
Occupation: \_\_\_\_\_ Phone: \_\_\_\_\_

**Next of Kin:**

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

**Declaration:**  
I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. I hereby offer to rent the property from the owner under a lease pursuant to the Residential Tenancies Act 2010. I acknowledge that I will be required to pay rent and a rental bond in advance and that this application is subject to approval from the owner/landlord. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I and am not bankrupt. I authorise the agent to obtain details of my credit worthiness from the owner, or agent of my current or previous residence, my personal referees, any record listing or database of defaults by tenants. If I default under a rental agreement the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information.

Signed \_\_\_\_\_ Dated: \_\_\_\_\_



## Batemans Bay

I/we apply for pre-approval to rent the premises referred to in this form. I/we acknowledge that the application will be referred to the Owner of the property for their approval & if the application is approved, a Residential Tenancy Agreement for the premises will be prepared.

I/we agree & understand that in the event of this application being rejected there is no requirement at law for the agent to disclose any reason for such rejection. I/we also agree that I/we will not raise any objection for not being provided a reason for any rejection of this application.

I/we declare that I/we are not bankrupt or an undischarged bankrupt & that the information provided by me/us is true & correct.

I/we undertake to pay the monies detailed below by way of cash or direct deposit to Elders Real Estate if accepted for the premises. The reservation fee will reserve the property for 7 days (unless otherwise negotiated). That should the Landlord decline the application, the reservation fee will be refunded to the applicant in full. That should the Landlord accept this application, the reservation fee will be paid towards the initial rent for the premises. That should the applicant decide not to proceed, after the Landlord has accepted this application, the Agent may retain out of the reservation fee the amount equal to the rent specified in this application (reduced to a daily rate) for each day the premises are being held for the applicant and will refund the balance. That the reservation fee will be banked into a Trust Account and any refund given will be in the way of a Trust Account Cheque.

I/we understand acknowledge that the information provided in this application is true and correct. I/we understand that any information provided may be release to third party agencies for investigation if it is believed that you are involved in illegal activities e.g. Centrelink fraud.

### **Privacy Statement**

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process & evaluate your application & to manage the tenancy. If your application is successful, it may be disclosed for the purpose for which it was collected to other parties including the Landlord, referees, other agents & third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to us & to the landlord. If you enter into a Residential Tenancy Agreement & you fail to comply with your obligations under the agreement, that fact & other relevant personal information collected during the course of your tenancy may also be disclosed to the landlord, third parties & other agents. If you would like to access the personal information we hold about you, you may contact the Property Manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application & manage your tenancy.

### **Privacy Act Acknowledgement**

I/we authorize you to give information to obtain information from all credit providers, Landlords, other agents & references named in this application.

I/We confirm that I/We have read and understand the Privacy Policy that the lessor/agent has made available to me.

I/We have been advised that a consumer affairs booklet can be obtained from the Office of Fair Trading or Rental Bond Office.

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