

FORM 1 – CL8

TENANT APPLICATION INFORMATION

Applications will not be processed unless all information is supplied
All occupants over the age of 18 must complete a separate application

Tenant
to Retain

The property will not be held for you until the application has been approved and the first two weeks rent has been paid to our office in cleared funds.

PROPERTY MANAGEMENT HOURS

Monday to Friday 9:30am - 5:00pm.

PLEASE MAKE SURE THAT THE WHOLE APPLICATION IS FILLED OUT AS ELDERS HUSKISSON WILL NOT PROCESS IT UNLESS 100 POINTS AND SUPPORTING DOCUMENTS ARE HANDED IN WITH APPLICATION!

PHOTO IDENTIFICATION

When returning your application, you **must** submit photo identification. (No club cards)

SUPPORTING DOCUMENTS

You will be required to submit supporting documents with your application as well as 100 points. Your application **will not be processed** if all documents are not given.

100 POINT CHECK

30 points	Min. 2 references from previous Agent/Lessor
30 points	Previous Rent Ledgers or rent receipts
20 points	Proof of Income
20 points	Current bank statement (Savings, chq or term deposit accounts)
10 points	Passport
10 points	Birth Certificate

✓

- ☐ Proof of current address (Phone Bill, Tenancy Agreement, Council Rate Notice)
- ☐ Written References (Personal, Rental and Employment)

PROCESSING AN APPLICATION

In most instances, we are able to process your application in 48 hours and advise you by telephone. If we are unable to contact all of your referees, this process may take longer.

SECURING THE PROPERTY - PAYMENT of 2 Week's rent

Once the application has been approved you will be required to pay a Two week's rent to secure the property. Please note that this must be paid in cleared funds (bank cheque or bank transfer). Personal cheques will not be accepted when paying the initial monies. The property will not be secured for you, until this money has been received.

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GENERAL INFORMATION PRIOR TO TAKING UP TENANCY

AGREEMENT & INFORMATION STATEMENTS

Prior to completing this application form please note that the tenancy agreement and special conditions, tenant information booklet and body corporate by-laws (if app.) can be made available to you. It is important that you read and understand this documentation including any special conditions.

COLLECTION OF KEYS

Our office is open Monday to Friday 9:00am - 5:00pm.

You will need to collect the keys, finalise payment of monies and sign all documents in these hours ONLY.

PAYMENT OF RENT & BOND

Prior to taking possession of the property, we require 2 weeks rent, 4 weeks bond and a leasing & letting fee of \$15.00. If the property is furnished the bond will be 6 weeks rent but this may vary. **This office does not except full bond transfers and does not transfer Department of Housing Bonds.** If you are relying on a bond transfer, please discuss this with our office prior to signing the Tenancy Agreement. All monies must be paid in cleared funds or cash prior to collecting the keys.

BOND LODGEMENT

It is important to know that all parties signing the Bond Lodgement Form at the commencement of the tenancy must be present in the office at the end of the tenancy to sign the Refund of Bond Form. Failure to have all signatures on the Refund of Bond Form will result in delays of up to 3 weeks for monies to be released. You will also need to inform our office of the portion of bond each tenant is contributing.

PAYMENT OF RENT – When signing the Tenancy Agreement

It is our company policy that all rental payments are to be made direct to our bank. We offer 2 forms of banking methods. (1) Direct bank transfer payments. (2) Money order or cheque. This will be discussed with you when signing your Tenancy Agreement.

SIGNING OF THE TENANCY AGREEMENT

All occupants must be present to sign the Tenancy Agreement prior to collecting the keys. The keys will not be released unless all occupants have signed the Tenancy Agreement, shown photo identification and paid all monies in cleared funds and in full.

ELECTRICITY CONNECTION / TELEPHONE CONNECTION

It is the tenant's responsibility to connect the electricity and to ensure that it is disconnected at the end of the tenancy. All connection costs and deposits are the tenant's responsibility.

INTEGRAL ENERGY (Electricity) 13 10 02

TELSTRA (Telephone) 13 22 00

CONDITION REPORTS

When you move into the property, be very particular with the Condition Report and make sure you mark down anything not already outlined on the report. If you do not mark it down, you will be liable for discrepancies when you vacate. You must return the Condition Report to our office within seven working days of moving into the property. Keep the report in a safe place during your tenancy, as you will need to refer to the report when vacating the property.

TENANT DEFAULT AGENCY

Our office is a member of TICA, which is a tenant default agency. Should you default in your rent or breach a term of your Tenancy Agreement, the details will be listed with this agency. Once listed, the information will remain on file until the default is rectified. We do look forward to a harmonious agent tenant relationship, and we will only take this course of action when absolutely necessary. If you experience financial difficulties throughout the tenancy it is imperative that you contact our office to discuss the matter in further detail.

CUSTOMER SERVICE STANDARDS

**Tenant
to Retain**

WE CARE FOR OUR TENANTS

Our philosophy is that tenants are our business! Without you we have no business. For this reason it is more important than ever that we value, respect and care for your needs. We don't want you to feel as outsiders; but part of our business. We understand that you deserve our immediate attention with requests and deserve to be greeted with a friendly courteous smile at all times.

Our customer service standards are:

- ✓ To present to you well maintained and clean properties
- ✓ To process tenancy applications in 48 hours
- ✓ To clearly explain your rights and obligations at the commencement of the tenancy
- ✓ To prepare all documentation in accordance with the Residential Tenancies Act
- ✓ To prepare a detailed condition report and inventory list if applicable
- ✓ To collect a full rental bond prior to the tenant receiving the keys
- ✓ To respond to your telephone calls within 48 hours
- ✓ To respond to fax and email requests within 48 hours
- ✓ To attend to complaints promptly and to listen and understand both sides point of view
- ✓ To attend to maintenance promptly in accordance with priority
- ✓ To keep all appointments and turn up on time (extreme circumstances prevailing)
- ✓ To carry out regular property inspections and forward a detailed report to our lessor
- ✓ To protect your privacy in accordance with legislation requirements
- ✓ To ensure that you have quiet enjoyment of your home
- ✓ To provide you with a quality service based on honesty, integrity and professionalism
- ✓ To not make excuses but provide solutions
- ✓ To make sure you pay your rent on time all the time
- ✓ To make sure you are two weeks in advance at all times

WE WANT TO DELIGHT YOU WITH OUR SERVICE



ELDERS HUSKISSON Property Management
62 Owen St Huskisson NSW 2541
T (02) 4441 5188 F (02) 44416 905
E chawkins@eldersre.com.au
W www.elders.com.au/huskisson

Money required in cleared funds prior to moving in:
4 or 6 weeks bond + 2 weeks rent + \$15.00 lease fee

OFFICE USE ONLY (photocopy for tenant):

Photo ID ☐
100 Points ☐
Supporting Documents ☐

Rent \$ _____ + Bond \$ _____ + Lease Fee \$15.00 = \$ _____

Less Reservation Fee of \$ _____ = \$ _____

APPLICATION FOR RESIDENTIAL TENANCY

RENTAL PROPERTY: _____

APPLICANTS DETAILS

Name	D.O.B.	/	/
Are you known by another name			
Contact No. Home	Work	Mobile	
Email Address	Fax No		
Number of dependants to reside in property Total occupants <i>(You must list ALL occupants names below)</i>			
Car Registration	Drivers Licence No.	Licenced State	
Passport No.	18+ Card No.	Other ID	
No. of cars to be kept at property		Are all cars registered <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will a <input type="checkbox"/> boat <input type="checkbox"/> trailer <input type="checkbox"/> van <input type="checkbox"/> motorbike be kept at the property <input type="checkbox"/> Yes <input type="checkbox"/> No			
Pets <input type="checkbox"/> Yes <input type="checkbox"/> No (Photo needed) Types:		Breeds:	
Are the pets registered with the council <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you a smoker <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have or will you be obtaining contents insurance <input type="checkbox"/> Yes <input type="checkbox"/> No			

Full name & age of all persons other than applicant wishing to occupy the premises

CURRENT RENTAL DETAILS

Address	<input type="checkbox"/> Rented \$ _____ per week	<input type="checkbox"/> Owned
Name of Real Estate, Lessor or Agent if property sold		
Property Managers Name:	Phone:	
Period of occupancy	/ / to / /	Reason for leaving
Do you expect the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why		

PREVIOUS RENTAL DETAILS

Address	<input type="checkbox"/> Rented \$ _____ per week	<input type="checkbox"/> Owned
Name of Real Estate, Lessor or Agent if property sold		
Property Managers Name:	Phone:	
Period of occupancy	/ / to / /	Reason for leaving
Was the bond refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why		

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PERSONAL REFERENCES - Does not include relatives (This must be completed in full)

Name	Address
Phone	Relationship
Name	Address
Phone	Relationship
Name	Address
Phone	Relationship

Next of Kin or other person to contact in case of an emergency _____

Address _____ Phone _____

INCOME DETAILS – ALL INCOME Must be shown in take home amount “PER WEEK “

Occupation	Period of employment
Employer	Weekly wage \$
Contact Name	Phone
<input type="checkbox"/> Full - time <input type="checkbox"/> Part - time <input type="checkbox"/> Casual (hours per week)	
If less than 6 months Previous Employer	
Occupation	Period of employment
Contact Name	Phone Wage \$
<input type="checkbox"/> Full - time <input type="checkbox"/> Part - time <input type="checkbox"/> Casual (hours per week)	
Other <input type="checkbox"/> Student (Name of College, TAFE, UNI)	Austudy \$
Student Identification No.	Overseas Student <input type="checkbox"/> Yes <input type="checkbox"/> No Visa Expiry Date / /
<input type="checkbox"/> Pensioner Type	Allowance \$
<input type="checkbox"/> Unemployment benefit	Allowance \$
<input type="checkbox"/> Self Employed (Name of Business)	Wage \$
Address	Phone
How long established	ABN No.
Accountant Name	Phone
<input type="checkbox"/> Other type of Income (ie. Savings or Investments)	Other Income \$

HOW DID YOU FIND OUT ABOUT THE RENTAL PROPERTY?: ☐ To Let Sign ☐ Rental List
☐ Telephoned ☐ Newspaper ☐ Window Card ☐ Internet _____

QUESTIONS

Have you ever been evicted or are you in debt to another Lessor or Agent ☐ Yes ☐ No

If yes, give details _____



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TERMS & CONDITIONS AUTHORITY & PRIVACY DISCLAIMER

Applicant's Name: _____

I, the applicant, do solemnly and sincerely declare that the information provided is true and correct and has been supplied at my own free will. I, the applicant understand that you as the agent for the lessor have collected this information for the specific purpose of checking identification, character, credit worthiness and determining if the applicant will be a suitable tenant for the property. I wish to take a tenancy of such premises for a period of _____ months/years from ____/____/____ at a rental of \$_____ per week. The rent to be paid is within my means and I agree to pay a bond of \$_____.

It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant's credit worthiness. I understand that you as the agent are bound by the Privacy Act and the National Privacy Principles and **authority** is hereby given to the agent to check credit references, employment details, previous rental references, tenant default registry database checks, personal references and any other searches which may verify the information provided by me. I also **authorise** the agent to give information to the lessor of the property, credit providers, insurance providers, other agents, salespeople, tenant default agencies, references named in this application or any other third party who would have a beneficial interest relating to a tenancy matter and understand this can include information about my tenancy, credit worthiness, credit standing, credit history or credit capacity. Once a Tenancy Agreement has been entered into the tenant **agrees** that should they fail to comply with their obligations under the agreement, the failure to comply may be disclosed to third party operators of tenant default registry agents and or other agents.

Once the application has been approved I agree to pay a the two weeks rent to secure the property. In this instance that being \$_____. THE PROPERTY WILL NOT BE HELD UNTIL WE RECEIVE THE TWO WEEKS RENT.

In the event that the application is successful and acceptance is communicated and the first two week's rent is paid, but I decide not to proceed, I agree that this money will be forfeited to your office. Upon communication of acceptance of this application by the agent I agreed that this tenancy shall be binding.

I, the applicant, **accept** that if the application is rejected, the agent is not legally obliged to give a reason. If your application is declined, your details will be held on file for one week. Following this period all details held will be disposed of.

APPLICANTS SIGNATURE _____ DATE _____

AGENT to witness _____ DATE _____

WE ARE HERE TO HELP

If you require further assistance or information prior to moving into your property, please feel free to contact our office.