

RENTAL APPLICATION

ELDERS REAL ESTATE VICTOR HARBOR

Proof of identification & income check

We require each applicant to provide the following identification, as well as proof of income statements (to confirm the rent is affordable for the applicant).

*** Photo ID (at least 2 types):**

- Current Driver's Licence Passport (Current & Valid)
 Proof of Age card—with photo Tertiary Education photo ID

*** Utilities bill (at least 2 types) showing Name & Address:**

- Phone bill Electricity or Gas bill
 Council rates Current Vehicle registration

Extra optional identification documents showing Name & Address:

- Centrelink / Pension Concession card
 Medicare

Proof of Income:

- Bank statement (last 2 weeks) Centrelink Statement of Income Payslips 3x weeks

*** Required**

Your application will be processed with the information provided and submitted to the landlord for their acceptance or non-acceptance for tenancy. This is always a landlord decision. We are unable to give reasons for non-acceptance by a landlord.

IF YOUR APPLICATION IS SUCCESSFUL, you will be asked to pay the Bond and the first 2 weeks rent and sign the Lease as soon as possible. ** Water charges may apply — please check with the Property Manager.

Utilities

Connection of electricity, telephone and gas to the property, is the responsibility of the tenant. If you require assistance, please sign the Direct Connect section for help with connection of these utilities.

Andrew Kearney, Property Manager

11-13 Victoria Street, Victor Harbor SA 5211
m | 0418 939 301 p | 08 8555 9066 f | 08 8555 9055
e | vhrefments@elders.com.au

BOND REQUIRED

\$250/week or less =
4 weeks rent
(+ 2 weeks Rent in advance)
\$251/week or more =
6 weeks rent
(+ 2 weeks Rent in advance)

Residential Tenancy Application Schedule




REISA
REAL ESTATE INSTITUTE
OF SOUTH AUSTRALIA

1. AGENT: Company Name/Legal Entity: Elders Rural Services Australia Ltd Tas Elders Real Estate - Victor Harbor

Street 1: 11-13 Victoria Street

Street 2:

Suburb: VICTOR HARBOR

State: SA

Postcode: 5211

ABN (if applicable):

RLA No: 62833

Telephone:

W: 08 8555 9000

F: 08 8555 9055

M: 0418939301

Email:

vhrentals@elders.com.au

2. PREMISES:

Street 1:

Street 2:

Suburb:

State:

Postcode:

3. RENT:

Amount: \$ per week

Frequency: Payable in advance: Weekly Fortnightly Calendar monthly

4. BOND:

\$

5. TENANCY

6 months

12 months

Other

Date able to occupy / / 20

6. APPLICANT:

Mr

Mrs

Ms

Miss

Date of Birth

Full Name:

Joint Application with:

7. CONTACT DETAILS:

Telephone:

W:

H:

M:

F:

Email:

8. IDENTIFICATION:

Drivers Licence No:

Car Registration No:

Passport No:

Pension No. and Type:

Residential Tenancy Application Schedule



9. EMPLOYMENT:

Occupation:

Business Name:

Street 1:

Street 2:

Suburb: State: Postcode:

Supervisor/Manager: Telephone:

Length of Service: years months

Gross Weekly Income: \$

Other Income/Source:

*Name of Accountant: Telephone:

**Previous Employment: Telephone:

Occupation:

Business Name:

Street 1:

Street 2:

Suburb: State: Postcode:

** If Self Employed*

*** If current employment is less than 2 years*

10. IF NOT CURRENTLY EMPLOYED:

Income / Source:

Amount: \$ per * week / fortnight / annum

Source of Income: (Specify e.g. Centrelink, pension, other)

11. STUDENT:

College/TAFE/University: Student No:

Faculty/Course:

Income / Source:

Amount: \$ per * week / fortnight / annum

Source of Income: (Specify e.g. Centrelink, pension, other)

* Strike out as applicable

Residential Tenancy Application Schedule



12. RENTAL HISTORY:

Current Landlord/ Agent:

Name:
 Street 1:
 Street 2:
 Suburb: State: Postcode:
 Telephone:

Current Rent: \$ per week Length of time at current address: years months

Reason for Vacating:

Current Address:

Street 1:
 Street 2:
 Suburb: State: Postcode:

*** Previous Landlord/ Agent:

Name:
 Address:
 Telephone:
 Property Rented:

*** If less than 2 years at current address

13. PERSONAL/BUSINESS REFEREES:

Name: Telephone:
 Relationship:
 Name: Telephone:
 Relationship:

14. RELATIVES (closest relative not residing with you):

Name:
 Street 1:
 Street 2:
 Suburb: State: Postcode:
 Telephone: W: H:
 M: F:
 Relationship:

15. OTHER OCCUPANTS (Full details of all persons who will reside at the property):

Note: All persons over 18 years must complete a separate Application

Name: Age:
 Name: Age:
 Name: Age:
 Name: Age:
 Name: Age:
 Name: Age:

Residential Tenancy Application Schedule

16. PETS:

Do you have any pets? Yes No

If yes, provide details:

17. FOR STATISTICAL PURPOSES ONLY:

Please indicate where you saw this Property advertised?

Advertiser

Window Display

Signboard

Catalogue

Website (specify)

Other (specify)

IMPORTANT INFORMATION FOR TENANTS

1. TENANT COSTS:

Note: Tenants are required to pay additional costs for services as indicated

All water usage costs adjusted for the period of tenancy

All water usage costs in excess of kL per annum, with such allowance to be adjusted for the period of tenancy

All water supply charges adjusted for the period of tenancy

No charge for water

Other (specify)

Electricity Gas Telephone Other (specify)

If the Property is not individually metered for a service, the Tenant must pay an apportionment of the cost of the service as set out below:

2. RENT PAYMENT METHOD:

The Applicant/s understand that the Agent will accept rent payments in the following form/s:

Cash

Bank Deposit Book

Direct Debit

Rent Card

Bank Cheque

Internet Transfer

Credit Card

Other

3. EXCLUSIONS (IF ANY):

List any Property which is not included in the Tenancy:

4. ACKNOWLEDGMENT:

In making this Application the Applicant/s acknowledge that the Landlord and/ or Agent do not represent or guarantee that a telephone line or television aerial is connected to the Premises, even if one or more telephone / aerial outlet plug/s is located in the premises.

Residential Tenancy Application Terms and Conditions



1. APPLICATION

The Applicant applies to the Agent to let the Property in accordance with the Terms and Conditions of this Application

2. APPLICANT'S OBLIGATIONS

- 2.1 The Applicant warrants that:
- 2.1.1 it has the legal capacity to enter into the formal REISA Residential Tenancy Agreement ("Residential Tenancy Agreement") which was made available to the Applicant by the Agent for inspection;
 - 2.1.2 all information provided to the Agent in relation to this Application is true and correct and the Applicant undertakes to promptly advise the Agent of any change to that information;
- 2.2 The Applicant acknowledges that:
- 2.2.1 it must sign the Residential Tenancy Agreement as soon as reasonably practicable following acceptance of this Application by the Landlord;
 - 2.2.2 it is not entitled to take possession of the Property until the Residential Tenancy Agreement is signed by the Applicant and returned to the Agent;
 - 2.2.3 it agrees to pay the Rent during the Term in accordance with this Application and the Residential Tenancy Agreement;
 - 2.2.4 it must provide the Bond plus an amount equal to two (2) weeks' rent in cash or by bank cheque before taking possession of the Property.

3. AUTHORITY

- 3.1 The Applicant authorises the Agent:
- 3.1.1 to make all necessary enquiries to verify the information provided by the Applicant in this Application;
 - 3.1.2 to provide information related to the Applicant's tenancy of the Property to any Registered Agent who is authorised by the Applicant to enquire about that matter;
- 3.2 The Applicant authorises their current employer, previous employer (if applicable), accountant (if applicable), current landlord/agent (if applicable), previous landlord/agent (if applicable), and referees as set out in this Application to disclose details of its tenancy, employment and/or character to the Agent for the purpose of processing this Application.

4. INCONSISTENCY

Subject to clauses 2.2.2 and 2.2.4 of this Application, if there is any inconsistency between the terms of this Application and the Residential Tenancy Agreement the terms of the Residential Tenancy Agreement prevail.

5. PRIVACY ACT 1988

- 5.1 The personal information the Applicant provides in this Application or collected from 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 this Applicant in this Application and during the course of the tenancy (if this Application is approved) may be disclosed for the purpose for which it was collected to other parties including to the Landlord, referees, other agents, and third party operators of residential tenancy databases.
- 5.2 Information already held on residential 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, this 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 residential tenancy databases and/or other agents.

FULL NAME OF APPLICANT:

SIGNATURE OF APPLICANT: _____ DATE: / / 20

- The Applicant acknowledges receipt of the Agent's disclosure of the Agent's usual use of residential tenancy database/s, the names of the database/s and contact details.

Note:

1. All items on this Application must be completed in full.
2. REISA recommends that you should not sign any document unless you are satisfied that you understand its terms.
3. Use of this Application by a non-member of REISA is a breach of Copyright.

Residential Tenancy Application



100 POINT IDENTIFICATION CHECK

100 points of identification needs to accompany this Application.

(please attach relevant copies)

At least one (1) form of identification must be photographic.

TYPE	POINTS	
Drivers Licence	40	<input type="checkbox"/>
Passport	40	<input type="checkbox"/>
Birth Certificate	30	<input type="checkbox"/>
Student Card	30	<input type="checkbox"/>
Other Photo ID	30	<input type="checkbox"/>
Current Wage Advice	20	<input type="checkbox"/>
Previous Tenancy Reference	20	<input type="checkbox"/>
Previous Rental Payment History	20	<input type="checkbox"/>
Motor Vehicle Registration Certificate	10	<input type="checkbox"/>
Bank Statement	10	<input type="checkbox"/>
Telephone Account	10	<input type="checkbox"/>
Electricity Account	10	<input type="checkbox"/>
Gas Account	10	<input type="checkbox"/>
TOTAL		<input type="text"/>

The Agent usually uses a residential tenancy database/s to check the applicant's tenancy history and to decide whether a residential tenancy agreement should be entered into with the Applicant. Not Applicable Yes

If yes, provide details of the residential tenancy database/s usually used:

Name of residential tenancy database:

Telephone:

Email:

Website address:

Name of residential tenancy database:

Telephone:

Email:

Website address:

Name of residential tenancy database:

Telephone:

Email:

Website address:

Residential Tenancy Application Tenant Reference Check



TO: *Agent/Landlord Fax no:

Email:

The Applicant has provided your details as a current or previous*Agent/Landlord and has authorised us to request information about the tenancy from you. Please return the completed form by fax to (08)

or email:

APPLICANT(S):

PROPERTY RENTED:

I / We, the above named applicant(s) agree for the information to be released.

SIGNATURE OF APPLICANT:

DATE: / / 20

PERIOD OF RENTAL: DATE: / / 20 TO: / / 20

RENT PAID PER WEEK: \$

WAS THE APPLICANT THE LEASEHOLDER OR OCCUPANT? Leaseholder Occupant

WAS THE RENT EVER IN ARREARS: Yes No If yes, please provide details:

WAS ANY NOTICE TO REMEDY ISSUED? Yes No If yes, please provide details:

WAS THE PROPERTY KEPT IN A CLEAN AND TIDY MANNER? Yes No

WERE ANY PETS KEPT? Yes No

WERE THERE ANY PROBLEMS? Yes No If yes, please provide details:

WAS THE GARDEN SATISFACTORILY MAINTAINED? Yes No

WERE THERE ANY DEDUCTIONS FROM THE BOND OR DISPUTES AT THIS TIME? Yes No If yes, please provide details:

WOULD YOU RENT TO THE APPLICANT(S) AGAIN? Yes No

ANY OTHER RELEVANT INFORMATION:

Thank you for your assistance.

DATE: / / 20

Signature of Property Manager

Full Name of Property Manager

Residential Tenancy Application



Elders Rural Services Australia Ltd Tas Elders Real Estate - Victor Harbor
residential tenancy database/s.

disclosure of the Agent's usual use of

This notice is to be retained by the Applicant
Do not return this page to the Agent

The Agent usually uses a residential tenancy database/s, listed below, to check the applicant's tenancy history and to decide whether a residential tenancy agreement should be entered into with the Applicant.

Name of residential tenancy database: TICA Default Tenancy Control Pty Ltd
Telephone: (02) 9743 1800
Email: membership@tica.com.au
Website address: www.tica.com.au

Name of residential tenancy database:
Telephone:
Email:
Website address:

Name of residential tenancy database:
Telephone:
Email:
Website address:



Real Estate

Elders Real Estate Victor Harbor
11-13 Victoria Street
Victor Harbor
p | 08 85521422 f | 08 85525049
e | victorharbor@elders.com.au
eldersrealestate.com.au

Zero tolerance- policy for late rent arrears

At Elders we pride ourselves on careful tenant qualification and screening processes. Applications are approved **ONLY** on the grounds that we are confident the rent will be paid on time. However a minority of the tenants still get behind in their rent, despite all of our tenant screening procedures.

As we do not know who this will be when we sign tenancy agreements, we need to advise each tenant of our **ZERO TOLERANCE** policy for late payers.

Follow-up involves phone calls, letters, emails and SMS. This may cause some people to become upset, embarrassed, and resentful. However, we do not apologise for such action as we believe that the rent must be paid on time...**all the time!** We make it clear that our clients who own the rental property have taken out a mortgage. This person has approved your application **ONLY** on the grounds that your rent will be paid on time... **EVERY TIME!**

Therefore if you believe you may be late with your rent payment **YOU MUST** notify us at least 3 working days before the payment is due so we can warn the landlord so that they can prepare to make other arrangements for their mortgage payment.

Sometimes some tenants are continually late with payments, without becoming a full 14 days in arrears, if we have a tenant that is continuously behind despite our efforts, we will recommend to the landlord for their lease not to be renewed. The tenant will be required to vacate the property at the end of their lease and will also be given a poor performance reference should a new landlord or agent require one.

However should we not be contacted, our policy is...

- 3 days behind in rent – we will send you an SMS reminder
- 5-7 late in rent – letter, email
- 7-12 late in rent - phone call, letter, email, SMS
- **15 days late with rent – notice of termination issued**

Eviction will follow if the problem is not remedied

In extreme cases, details of the tenancy are put on an **Online National Database – TICA** - this will affect further tenancy agreements with other Real Estate agents not only in your local area but Australia wide, and this will cause you inconvenience and hardship.

It is the tenant's responsibility to ensure that the rent is paid on time. We accept this application only on the provision that the tenant understands this litigation and commits to the rent being in advance at all times.

Name	Signature	Date
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Name	Signature	Date
------	-----------	------



Real Estate

Elders Real Estate Victor Harbor
11-13 Victoria Street
Victor Harbor
p | 08 85521422 f | 08 85525049
e | victorharbor@elders.com.au
eldersrealestate.com.au

Employment Verification

To whom it may concern,

The following person has applied for a rental property through our agency, they have listed you as their employer.

To assist with their application, could you please complete and return the following questions to our office.

Name: _____

Position held: _____

Years employed: _____

Employment status: FULL TIME PART TIME CASUAL

If Part time or casual, number of regular hours/ days employed per week: _____

Weekly wage: \$ _____ .00 Gross Nett

Is their employment on going: YES NO

How do you find this person to deal with overall?

Name of person completing this form: _____

Position held: _____

Contact phone number (if further contact required): _____

Thank you for taking the time to complete this form. Please return to our office either via fax on (08) 8555 9055 or email to vhrentals@elders.com.au

Andrew Kearney
Property Manager
Elders Victor Harbor
P. (08) 8555 9066

**Applicant acknowledges the Agent's disclosure of their use of this employer reference confirmation.*

Tenant signature: _____

Date: _____



easyBondpay™

makes renting easier for you

**same day
rental bond
payments
guaranteed**

What is easyBondpay?

EasyBondpay is an exciting new bond payment facility for tenants and property managers looking to streamline the bond payment process.

We provide **same business day** electronic payment of the full rental bond direct to your trust account, while your tenants repay their bond over 6 or 12 easy monthly instalments.

Our web application platform is user friendly, with an easy 1 minute, online application enabling you to provide a secure, efficient monthly instalment option at the point of property tenancy application.

Backed by secure payment processing systems, easyBondpay is a proven tool for securing new tenants faster, increasing your service offering while maximising revenue and efficiencies from the application process.

Make bond payments EASY with easyBondpay.

- ✓ EASY 1 MINUTE INTERNET APPLICATION
- ✓ NO MINIMUM OR MAXIMUM BOND VALUE
- ✓ INSTANT APPROVAL

How does it work?



The tenant is approved for rental by you and opts to pay their bond monthly with easyBondpay.



You submit your clients easy 1 minute online application for instant approval.



We remit the bond electronically the very same business day in to your trust account.



That's it! We manage the client's instalments until the bond has been repaid in full.

- ✓ NO SUPPORTING DOCUMENTS REQUIRED
- ✓ SAME DAY, FULL BOND PAYMENT
- ✓ ADDITIONAL REVENUE OPPORTUNITY

EasyBondpay is a product of Principal Finance, an independent finance provider offering a range of leading edge finance products, which also include premium funding and fee funding.

www.easybondpay.com.au or call us on 1300 042 663 (1300 04 BOND)