


# TENANCY APPLICATION



AGENCY NAME	Elders Real Estate Toowoomba	
ADDRESS	202 Hume Street (PO BOX 28) Toowoomba Q 4350	
PHONE	07 4633 6500	
FAX	07 4633 6556	
EMAIL	<a href="mailto:receptiontoowoomba@elders.com.au">receptiontoowoomba@elders.com.au</a>	

## PROPERTY ADDRESS FOR RENT

Rent: \$ \_\_\_\_\_ Bond: \$ \_\_\_\_\_

Tenancy Term: \_\_\_\_\_  Fixed Term  Periodic

Starting on: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### Please read prior to completing your Application

- One Application is to be completed per person.
- Our Agency staff will contact you within 24-48 business hours. If the Application is approved, within 24 hours of acceptance, the General Tenancy Agreement is to be signed by all approved lease holders and an amount, equal to 6 weeks rent is to be paid prior to any keys being released.
- Our agency does not accept cash, however we do accept
- BPAY (HAND E RENT)
  - Complete form in tenant pack and return to office for further processing prior to using system.
  - Cost \$1.50 per transaction
- EFTPOS
  - Debit (cheque or savings) – No Charge
  - Credit card (Visa or Mastercard) from 1% of the transaction total, depending on financial institution.
- PERSONAL OR BANK CHEQUE
  - Pay in person or post
  - Check with your financial institution for costs. No charge from Elders.

OFFICE USE ONLY – TO BE COMPLETED AT TIME OF APPLICATION BEING SUBMITTED WITH APPLICANT PRESENT			
CHECKLIST	STAFF	DATE	TIME
<input type="checkbox"/> Application received		/ /	am/pm
<input type="checkbox"/> Original ID signatures same as Application		/ /	am/pm
<input type="checkbox"/> Tenant given RTA Form 18a to view		Yes / No	<input type="checkbox"/> Completed
<input type="checkbox"/> Application is completed including Consent			am/pm
<b>NAME OF NOMINATED APPLICANT FOR CONTACT REGARDING APPLICATION STATUS</b>			
Name		Phone	

## How did you find out about this Property

Website     Newspaper     Agency contact     Sign     Referral     Other

## Applicant's Details

Name in Full:

Other Name You have been known by -

Date of Birth

Place of Birth

Drivers Licence No.

Expiry

Passport No

Expiry

☎ Mobile

☎ Business

Email

## Australian Citizen

Yes     No: Refer to copies of Passport and Visa attached

Visa Expiry Date

## Current Address :

## Current Tenancy Details

Rent per week

\$

Period of occupancy

Years

Months

Agent/Landlord

☎ Business

Fax

Reason for leaving

Do you expect the Bond to be refunded in full

Yes

No    Why:

## Previous Address (if you have lived in more than two places in the last two years attach extra pages)

Address

Rent per week

\$

Period of  
occupancy

Years

Months

Reason for leaving

Agent/Landlord

☎ Business

Fax

## Employment

Current Employer

Your Position

Full Time

Part Time

Casual

Contract

Length of Employment

Years

Months

Pay day is

of each: week / fortnight / month

Payroll / Manager's Name

☎ Mobile

☎ Business

## If Self Employed

Company Name

Trading As

Address

ABN

Period self-employed

Years

Months

Industry/ Nature of Business

Accountant Details

☎ Business

Creditor Referee

☎ Business

## Income – specify \$Gross per week and provide verification

• Employment

\$

• Self-Employment – provide Accountant letter to verify

\$

• Centrelink:

\$

## If a Student or Not Currently Employed

Student ID #	Institution	Course	Duration
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Refer to the following selected documents attached to Application to verify my source of income:

Parent/Guardian Letter    Centrelink Document    Bank Statements    Au study Document    Other

## Vehicles to be kept at Property

Registration No	Model/Make	Owned / Hire Purchase - Circle
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Other

## Occupancy Details of Persons to Reside at Property other than Applicant, including Dependants and other Applicants

Name	Date of Birth	Relationship

**Pets**    No    Yes   if yes How many?   What Type? \_\_\_\_\_

## Emergency Contact Details of Closest Relatives who WILL NOT be Residing with You

1. Name	2. Name
Address	Address
Relationship      { H	Relationship      { H
{ W                      { M	{ W                      { M

## Personal Referees who are not Relatives

Name	{ Business Hours Contact
1.	{ Mob                      { Work
2.	{ Mob                      { Work

## Declarations – Applicant to Complete and Provide Details as Required

Have you ever been evicted by any Lessor or Agent?       No       Yes:

Are you in debt to another Lessor or Agent?       No       Yes:

Is there any reason known to you that would affect your ability to pay rent when due?       No       Yes:

Was your Bond at your last address refunded in full?       Yes       No:

Was the Property in a satisfactory condition when you inspected it? If not, list requests.       Yes       No:

I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia and National Tenancy Database records. I declare I am not bankrupt or an undischarged bankrupt.

I understand that if the nominated Applicant is advised this Application is approved then within 24 hours, all approved Applicants are to sign the General Tenancy Agreement and pay 6 weeks. The Tenant is then bound to the Terms of the Agreement and the Property will cease to be available for rent. If the Tenancy does not proceed, steps to apply for a refund of the Bond will be taken by the Agent for monies owed for rent until a replacement Tenant is secured.

**Elders Real Estate Toowoomba**  
**202 Hume Street Toowoomba Q 4350**

**PRIVACY DISCLOSURE STATEMENT**

We are an independently owned and operated business and are bound by the National Privacy principles. We collect personal information about you in this form to assess your Application for Tenancy. We may need to collect information about you from your previous Lessors or Letting Agents, your Employer and Referees. We will also check if details of Tenancy defaults by you are held on a Tenancy Database. Your consent for us to collect the information is set out below in the Privacy Consent section.

**COLLECTION NOTICE**

The personal information you provide in this Application or our Agency collects from other sources is necessary for **our Agency** to verify your identity, to process and evaluate the Application and to manage the Tenancy. If the Application is successful, personal information collected about you in this Application and during the course of your Tenancy, may be disclosed for the purpose for which it was collected to other parties including the Lessor, Referees, other Agents and third party operators of Tenancy Databases. Information already held on Tenancy Databases may also be disclosed to our Agency and/or the Lessor. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the Agreement, the facts and other relevant personal information collected about you during the course of your Tenancy may also be disclosed to the Lessor, third party operators of Tenancy Databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your Application is not successful it will be stored securely for a period of one month only. If you decide not to collect your Application we will destroy your documents to comply with Privacy Legislation.

If you do not complete this form or do not sign the consent below then your Application for Tenancy may not be considered by the owner of the relevant Property or, if considered, may be rejected, due to insufficient information to assess the Application.

**PRIVACY CONSENT**

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of Elders Real Estate Toowoomba . I authorise Elders Real Estate Toowoomba to collect information about me from and communicate to the following:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references on this application;
- Tenancy Databases to which Elders Real Estate Toowoomba subscribes. I can refer to their Privacy Disclosure Statements via: [www.tica.com.au](http://www.tica.com.au) and [www.ntd.com.au](http://www.ntd.com.au)
- Current landlord/owner of the property
- 

I authorise **Elders Real Estate Toowoomba** to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this Property), salespeople (primary and secondary Agents), valuers, the Lessor, other Agents, database operators, other Property Managers, Body Corporate, Insurance companies, Financial services, if required in the future, and to Authorities as required by law.

**MARKETING CONSENT**

I understand that the Agency may need to contact me about Property related information e.g. properties for rent or for sale or other services which may interest me. I am the telephone account holder or nominated person by the account holder and agree Elders Real estate Toowoomba to use the phone details provided below to contact me for marketing purposes until I advise otherwise.

Period of Contact:       Indefinite until advised in writing otherwise       Other -

Applicants Signature : \_\_\_\_\_ Date: \_\_\_\_\_

**ACKNOWLEDGEMENT**

Please acknowledge the following by selecting either Yes or No

**Y N**

I, the Applicant,

- |  |   |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |
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| <ol style="list-style-type: none"> <li>1. Acknowledge that my personal contents insurance is not covered under any lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings.</li> <li>2. Understand that you as the agent/lessor have collected this information for the purpose of determining whether I am a suitable tenant for the property – in particular to check my identification, my ability to care for the property, my character and me creditworthiness.               <ol style="list-style-type: none"> <li>2.1 for such purposes, I authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy databases searches) as you consider reasonably necessary.</li> <li>2.2 in doing so, I understand that information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties.</li> </ol> </li> <li>3. Acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons why.</li> <li>4. Consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the agent/lessor to pass my details onto others which may include (but is not limited to) insurance companies, body corporates, contractors, other real estate agents, salespeople and tenancy default databases.</li> <li>5. Acknowledge that I have received and reviewed the General Tenancy Agreement (Form 18a) the standard terms and any special terms before completing this application.</li> <li>6. Acknowledge that I have received or have available the Information Statement (Form 17a), body corporate by-laws (if applicable) before completing this application.</li> <li>7. Acknowledge that I have been made aware of the agency’s Privacy Policy.</li> <li>8. <b>I acknowledge that the lessor and applicant (tenant) are bound by this agreement immediately upon communication of either the lessor or agent’s acceptance of the application.</b></li> <li>9. Consent to use of email and facsimile in accordance with the provisions set out in Chapter 2 of the Electronic Transactions (Queensland) Act 2001 (Qld) and the Electronic Transactions Act 1000(Cth);</li> <li>10. Declare that the above information is true &amp; correct and that I have supplied it of my own free will.</li> </ol> | <table border="0"> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </table> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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**ACKNOWLEDGEMENT AND CONSENT BY APPLICANT**

<b>Applicant Name</b>	
<b>Applicant Signature</b>	
<b>Date</b>	
<b>Time</b>	

# CHECKLIST

## DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK Points per Document

### Mandatory Documents

2 recent Pay Advices & Photo ID

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**Attach photocopies of documents to meet 100 or more points of ID which include mandatory documents.**

Passport  Birth Certificate 70

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Drivers Licence  Proof of Age Card 60  
 Other Photo ID from Government e.g. Pension Card, Student Card

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2 recent Rent Receipts  Tenancy Ledger 25

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Documents on which your name and current address : 25  
 Car registration certificate  Rates Notice  Electricity Account  
 Bank/Credit Card Statement  Telephone Account  Gas Account

### **TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS:**

- 
- Inspected the Property both internally and externally

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  - Been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read. NB If not, please contact Agency ASAP

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  - Completed the Application form fully, including the Privacy Disclosure Statement, Privacy Consent and Marketing Consent
-