



Real Estate

ENQUIRY/APPLICATION FORM

(Please complete this application thoroughly so we can process it as quickly as possible.)

Please note the important points:

Please include a copy of your Drivers Licence or Passport for identification purposes.
Should there be more than one applicant a separate application form should be completed for each applicant.
We require all prospective tenants to have viewed the property that is being applied for.

AGENT DETAILS

Elders Real Estate Griffith

Address: 1/490 Banna Avenue, Griffith NSW 2680
Phone: (02) 6962 3722
Fax No: (02) 6962 6094
Email: Griffith@eldersrealestate.com.au

Property Manager: _____

Property/s: _____

PERSONAL DETAILS

Please circle: Mr Ms Miss Mrs Other _____

Surname _____ Given Name/s _____ Date of Birth: ____/____/____

Driver's licence no: _____ Driver's licence Expiry date: _____ Driver's Licence State: _____

Passport no _____ Passport Country _____ Car rego _____

CONTACT DETAILS

Home phone no _____ Mobile phone no _____

Work phone no _____ Fax no _____

Email address _____

OCCUPANCY DETAILS

How many tenants will occupy the property? ____ Adults & ____ Children, Ages of Children _____

Full Names of other Occupants: _____

Do you have Pets? (Circle) Yes No **Number of pets** _____

Breed/type _____ Council registration/number _____

TENANCY REQUIREMENTS

Length of Tenancy _____ Maximum rent payable _____ Commencement date _____

Minimum number of bedrooms _____

Type of accommodation required (Circle): House Flat Unit

Initial payment can be made by cash, bank cheque, bank transfer, or money order within 48 hours after approval of application. Keys will not be handed over until the lease agreement has been signed by all applicants. This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the landlord and the agent should any circumstances arise whereby the property is not available for occupation on the due date.

APPLICANT HISTORY

What is your current address? _____

How long have you lived at your current address? _____ Years _____ Months

Why are you leaving this address? _____

Name of Landlord/Agent _____ Landlords Phone no _____ Weekly rent paid _____

What was your previous residential address? _____

How long did you live at the address? _____ Years _____ Months

Name of Landlord/Agent _____ Landlords Phone no _____ Weekly rent paid \$ _____

Was your Bond paid in full? **Yes** **No** If No, why not? _____

EMPLOYMENT HISTORY

What is your occupation? _____ Nature of Employment (Circle): FULL TIME PART TIME CASUAL

Company Name: _____

Address: _____

Contact Name: _____ Phone No: _____

Length of Employment: _____ Net Weekly Income: _____

CONTACT/REFERENCES

Please provide a contact in case of an EMERGENCY (Family Member)

Surname: _____ Given Name/s: _____

Relationship to you: _____ Phone no: _____

Please provide 2 personal references (not related to you)

1. Surname _____ Given Name/s: _____ 2. Surname: _____ Given Name/s: _____

Relationship to you: _____ Relationship to you: _____

Phone _____ Phone _____

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 and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the Landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to us and the landlord. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that Agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the Landlord, third party operators of the tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your 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 and manage your tenancy

Print Applicants Name: _____ Signature: _____ Date: _____

Print Witness's Name: _____ Witness's Signature: _____ Date: _____

A copy of the applicants Identification has been made.