

Tenancy Application

1. **Attend inspection** - Inspection times available on the website or on the rental list
2. **If you wish to apply for the property** – complete application with appropriate documentation for all applicants and hand into the office with in 24hours of inspection.
Applications received after 24 hours will not be forwarded onto the Landlord
Please Note if you have a current application in the office you MUST notify the office following the inspection if you wish to apply.

Documentation Needed:

- Proof of Photo ID** – Copy of Drivers Licence, Proof of Age Card or Passport.
- Proof of Income** – 2x copies of most recent pay slips, income statement from centrelink or a letter of appointment if starting a new job.
- References** – 3x Written Business or character references.

OR

If you have rented through an agency in the last 3 years, please state Correct Address, Agent & Agents contact phone and fax numbers on the application form.

All applicants also need to sign the front of application as well as the privacy act on the back of the application.

**IF YOU DO NOT HAVE ALL OF THE
ABOVE INFORMATION WITH YOUR
APPLICATION WE CANNOT ACCEPT IT!**

** Your application will be valid for 4 weeks only. After this time it will be shredded

www.elders.com.au/dubbo

1/36 Wingewarra Street

P) 02 6881 7800

F) 02 6881 7888

reception.dubborealestate@elders.com.au



Photographic ID, Proof of Income and three written tenancy or character references must be submitted with your completed application

APPLICANT 1 FULL NAME: _____

Date of Birth: _____ Driver's Licence: _____

ContactNos:(h) _____ (w) _____ (m) _____

Email Address: _____

OCCUPATION: _____ Employer: _____

Address: _____ ABN: (if self) _____ Income: _____

Period of Employment: _____ Contact: _____

Any Additional Income or Benefits: _____ Amount \$ _____

APPLICANT 2 FULL NAME: _____

Date of Birth: _____ Driver's Licence: _____

ContactNos:(h) _____ (w) _____ (m) _____

Email Address: _____

OCCUPATION: _____ Employer: _____ Income: _____

Address: _____

PRESENT ADDRESS: _____

Period of Occupancy: _____ Rent Paid \$ _____

Reason for Leaving: _____

Agent/Landlord: _____ Phone _____

Type of Property Required: _____ Affordable Rent: _____

Number of Occupants: _____ Adults: _____ Children: _____ Ages: _____

Type Of Pet: _____ Breed: _____ Number: _____ Age: _____

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Previous Accommodation History (we may ask for proof):

1. _____
Address Agent Ph: Year Eg; (2005 -2006)

2. _____
Address Agent Ph: Year Eg; (2005 -2006)

PERSON TO CONTACT IN EMERGENCY: _____ Relationship: _____

Address: _____ Phone: _____

PLEASE LIST THE PROPERTY YOU WISH TO APPLY FOR.

PREMISES APPLIED FOR:

1. _____

I acknowledge that the landlord and landlord's agent may check the above information but basically will rely on the truth of the above answers in assessing the application for tenancy. (Incorrect information will void this application).

Signed _____ Date: _____

PRIVACY ACT ACKNOWLEDGEMENT FOR TENANTS

In accordance with Privacy Principle 1.3 of the Privacy Act we require you to read and sign this acknowledgement. In order to process a tenancy application a tenancy applicant is required under the National Privacy Principles of Privacy Act to be made aware that an organisation may access a database. In addition a tenancy applicant is entitled to know what will happen to their information when it is passed onto an agent.

In accordance with the National Privacy Principles the database member discloses that in addition to information being supplied to a database company other organisations may receive information from time to time. Other organisations may include debt collection agencies, insurance companies, government departments and other landlords or agents.

I/we the said applicant/s declare that I/we give my/our permission to the agent to collect my/our information and pass such information onto TICA Default Tenancy Control Pty Ltd.

I/we further give my/our permission for my/our information to be provided to any other tenancy database for the assessment of my/our tenancy application. I/we further give consent to the member of the Database Company to contact any of my/our referees provided by me/us in my/our tenancy application.

I/we agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with a tenancy database my/our information may be recorded as making an inquiry.

I/we agree that in the event of a default occurring under a tenancy agreement I/we give my/our permission to the member of a tenancy database to register any of my details of such breach with a tenancy database. I/we further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company.

I/we understand that TICA Default Tenancy Control Pty Ltd is a database company that allows its members access to information accumulated from members about tenants who have breached their tenancy agreements.

I/we agree and understand that should I fail to provide the database member with the information and acknowledgements required the database member may elect not to proceed with my/our tenancy application. I/we agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my/our ability to obtain future rental accommodation.

I/we acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 1902 220 346. I/we agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

Applicants Name/s.....

Signed by applicants.....

Signed by member