



# APPLICATION FOR RESIDENTIAL TENANCY

ADDRESS OF PREMISES: .....

FULL NAME OF APPLICANT: .....

CONTACT PHONE: Home: ..... Work: ..... Mobile:.....

NAMES OF ALL PERSONS WISHING TO OCCUPY PREMISES: .....

.....

PETS : ..... ( Please supply a written reference for pets )

DRIVERS LICENCE/PASSPORT/OVER 18 CARD NUMBER.....

CAR REGISTRATION NUMBER:..... DATE OF BIRTH.....

Present Address: .....

Period Of Occupation: ..... Phone: .....

Reason For Leaving:..... Rent Paid \$ .....

Name Of Agent or Owner: .....

Address Of Agent or Owner: .....

..... Business Hours Phone.....:

**Office use only:** .....

Previous Address: .....

Period Of Occupation: ..... Phone: .....

Reason For Leaving: ..... Rent Paid \$ .....

Name of Agent or Owner: .....

Address of Agent or Owner: .....

..... Business Hours Phone: .....

**Office use only:** .....

Occupation: .....Name Of Employer.....

Employers Address.....

Period Of Employment: ..... Business Phone: .....

Student Yes No Institution.....Course.....Duration.....

Weekly Income.....Centrelink.....

**Office use only:** .....

Personal Information to support this Application

**PERSONAL REFERENCES:** (No relatives. Names given must be contactable during business hours)

1. .... Phone: .....

**Office use only:** .....

.....

2. .... Phone: .....

**Office use only:** .....

.....

**Name of person to contact in case of emergency** .....

**Relationship:** ..... **Phone:** .....

**IMPORTANT: TO BE READ BY APPLICANT PRIOR TO SIGNING:**

I, the Applicant state that

1. The above information is true and correct and that I understand that it is a fundamental precondition of the owner entering into the Residential Tenancy Agreement, and
2. I am not bankrupt or insolvent, and
3. The rental amount to be paid is within my means.
4. I have inspected the premises and wish to take a tenancy of such premises for a period of 12 months commencing from \_\_\_\_/\_\_\_\_/\_\_\_\_ at a rental amount of \$\_\_\_\_\_ per week which will be kept fortnightly in advance, and
5. I undertake to pay a Rental Bond of \$\_\_\_\_\_ (equivalent to four week's rent) prior to the commencement of my tenancy with a cheque made payable to RTBA and
6. The initial payment of rent will be made in cash or by Bank / Building Society Cheque.

.....  
**Applicant**

.....  
**Witness**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**IMPORTANT – We are unable to give any reason for non acceptance if your application is not approved for tenancy**

**ANNEXURE TO TENANCY APPLICATION  
 PART A**

To process your application you are requested to answer all questions to the best of your ability. Any false information provided could jeopardize your application.  
 The completion of this annexure does not constitute an offer or acceptance.  
 Upon approval and acceptance of your application all monies must be paid in full by cash, bank or building society cheque or Australia Post money order.

**PART B**

YES / NO

(a) Have you ever been refused a property by any landlord or agent? .....

If yes, give details .....

(b) Have you ever been evicted from a rented property? .....

If yes, give details .....

(c) Do you owe money to another landlord or agent? .....

If yes, give details .....

(d) Are you aware of any circumstance that would affect your rental payment? .....

If yes, give details .....

(e) Were any deductions made from your rental bond at your last address? .....

If yes, give details .....

2. I the applicant hereby authorize you, as the agent to conduct any inquiries including TICA that may verify the information provided by me. I do solemnly and sincerely declare that the above information is true and correct and has been willingly supplied to assist in the assessment of my application.

Applicants Signature .....

Date.....

In the presence of .....

Date.....



**ELDERS LIMITED - A.B.N. 72 004 045 121**  
**Trading as *ELDERS RURAL SERVICES AUSTRALIA LIMITED***  
**Cnr Vincent & Banksia Streets', Ararat**  
**Ph: 03 5352 2460 Fax: 03 5352 4984**

We are an independently owned and operated business bound by the National Privacy Principles. We only collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or their letting agents, your current employer and your referees. We will also check to verify if any details of tenancy defaults by you are held on a tenancy default database. Your consent to us collecting this information is set out below.

We may disclose your personal information to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy including maintenance contractors and the landlord's insurers. If you so request we may also send personal information about you to the owners of any other properties at your request.

You have the right to access personal information that we hold about you by contacting our privacy officer at the above address. If you do not sign the consent below then your application for residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

### **Privacy Consent**

I, the applicant acknowledge that I have read the Privacy Notice of Elders Rural Services Australia Limited trading as Elders Real Estate Ararat, I authorise Elders Rural Services Australia Limited Ararat to collect information about me from:

1. My current and previous letting agents and/or landlords,
2. My personal referees, and
3. Any Tenancy Default Database which may contain personal information about me. I also authorise Elders Ararat to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes.

I authorise Elders Real Estate Ararat to disclose information it collects about me to the owner of the property, even if the owner does not reside in Australia.

I also authorise Elders Real Estate Ararat, to disclose personal information and pass rental/credit assessment and references for the purposes of locating suitable premises to rent to other real estate agents/organisations, who make the request with a valid disclosure and my consent.

I also authorise Elders Real Estate Ararat to refer my details to:

- Financial service products (to assist with a home loan application)
- Insurance services (for contents insurance and other insurance products)
- Service providers relevant to the tenancy relationship eg maintenance contractors
- Utilities (to arrange connection or transfer of telephone, gas, electricity, etc.)

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Applicant)

## **TENANT SELECTION CRITERIA**

To enable tenancy applications to be processed as quickly and efficiently as possible, the following information must be provided.

1. Photographic identification -  
Current driver's licence  
Passport.
2. At least two written references from previous lessors or real estate agents.
3. Four copies of previous rent receipts.
4. Proof of last residential address -
  - Electricity Account
  - Telephone Account
  - Bank or Credit Card Account/Statement
5. Proof of income sufficient to assess ability to commit to the financial terms of the lease. Please note that all income details remain strictly confidential.
6. Students please note: If you are supported by your parents, Austudy or similar, please provide a letter and a bank statement confirming your allowance from your allowance provider.
7. Each person wishing to occupy the premises must complete an application.

Applications usually take 48-72 hours to process. You will be notified of the status of your application as soon as possible.

On approval of an application to rent a property, all money must be paid in full, in bank cheque or postal note. (Personal cheques are not accepted.)

*Our office reserves the right to allow for any changes or additions to the above criteria. Should an applicant fail to provide this information, the applications may not be processed*