



Real Estate

Application for Residential Tenancy

Office Use:

Time Received : am/pm

Date Received: / /

Staff Member:

PROPERTY DETAILS

Address 1:		Date Viewed:		Rent:	\$
Address 2:		Date Viewed:		Rent:	\$

Number of persons who wish to occupy premises?	Adults:		Total No of Dependants:		Total No of Occupants:	
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Name(s) of other Applicants:	
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NOTE: Each person over the age of eighteen (18) years who intend to occupy the premises must supply a separate Application for Residential Tenancy form.

SECTION 1:

APPLICANT'S DETAILS

Title:	Mr: <input type="checkbox"/>	Mrs: <input type="checkbox"/>	Miss: <input type="checkbox"/>	Ms: <input type="checkbox"/>	Dr: <input type="checkbox"/>	Date Of Birth:	
First Name:						Surname:	
Current Address:							
Phone (w):		Phone (h):		Phone (m):			
Email:							
Drivers Licence No:				or Passport Number:			

SECTION 2:

CURRENT RENTAL REFERENCE

Agency Name:		Or private lessor contact:			
Agency/Lessor Phone:		Fax No:		Period rented:	
Rental Property Address:				Rent paid:	\$ p/w
Reason for Vacating:					

PREVIOUS RENTAL REFERENCE

Agency Name:		Or private lessor contact:			
Agency/Lessor Phone:		Fax No:		Period rented:	
Rental Property Address:				Rent paid:	\$ p/w
Reason for Vacating:					

If unable to supply rental reference(s), please give reasons below:

SECTION 3:

EMPLOYMENT

Name of Employer/Company:		Position/Job Title (optional):	
Name of Manager:		Weekly Net Income:	\$
Manager/Payroll Contact No:		Annual Gross Salary:	\$

SECOND EMPLOYER (IF APPLICABLE)

Name of Employer/Company:		Position/Job Title (optional):	
Name of Manager:		Weekly Net Income:	\$
Manager/Payroll Contact No:		Annual Gross Salary:	\$

If unable to supply employment references, please state your circumstances below:

SECTION 4:**Please supply two (2) PERSONAL REFERENCES (must not be relatives, or applying for the property)**

Name:		Mobile/Ph/Email:	
Address:			
Name:		Mobile/Ph/Email:	
Address:			

EMERGENCY CONTACT (must not be other applicant/s)

Name:		Relationship:	
Mobile No:		Email:	
Address:			

OFFER FOR TENANCY:

I confirm the rent to be paid is within my means. I undertake to pay rent in advance. Initial payment of bond will be paid with cleared funds (money order, bank cheque, EFTPOS or Credit Card) at the time of signing the tenancy agreement (cash and personal cheques can not be accepted).

I wish to apply for a tenancy for a period of months, commencing on / / at a rent of \$ p/w.

Signature of Applicant: _____

The following must be completed before your application will be processed. Please initial to confirm you understand the following, and sign off on our Privacy Statement at the bottom of this page:

I, the applicant acknowledge that I will make no claim or demand nor commence litigation against the lessor or their agent should the premises be found to be unavailable due to occupation by another occupier.

INITIAL _____

I give permission for Elders Property Management to conduct application reference checks at its discretion for the sole purpose of establishing my credentials and suitability to enter into a tenancy agreement for the aforementioned property. I have advised my current lessor/agent, employer and personal references that Elders Property Management may be contacting them to confirm the details herein.

INITIAL _____

I am aware that I can contact the Residential Tenancies Authority on 1300 366 311 or visit www.rta.qld.gov.au to reference my rights and responsibilities as a tenant.

INITIAL _____

I the applicant, do solemnly and sincerely declare that I am not bankrupt or an undischarged bankrupt.

INITIAL _____

I intend to have a pet in or on the premises. YES ☐ NO ☐ If Yes: Inside Pet ☐ Outside Pet ☐

Number of Pets Type Age Desexed YES ☐ NO ☐ Breed

INITIAL _____

(Please Note: Pets are not permitted in units or townhouses unless written authorisation is provided by both the Body Corporate Committee and the Lessor).

INITIAL _____

I, the applicant, agree that I have viewed the property on the date herein, and by submitting this application, upon acceptance, agree to take the property as site seen.

INITIAL _____

I, the applicant, will offer to rent the Premises from the Landlord under a Residential Tenancy Agreement drawn up by the Agent, and upon being approved for the property will sign the tenancy agreement, and pay an amount of four (4) weeks rent as bond within 48hrs to secure the property, and a further two (2) weeks rent upon collection of keys. Keys will not be handed out until all monies, totalling six (6) weeks rent, has been paid in full.

INITIAL _____

I, the applicant, acknowledge that I have read and understand the major clauses of the Agreement and Special Terms that apply to the property, and the Elders Property Management Letting Policy (attached).

INITIAL _____

IDENTIFICATION REQUIRED (Please ensure you have provided at least one from each column)

Drivers Licence	Medicare Card	Current Wage Advice	Electricity Account
Passport	Savings Card	Current Bank Statement	Gas Account
Student/Over 18 ID	Credit Card	Previous 2 Rent Receipts	Rates Notices
Other Photo ID	Concession Card	Rental Ledger	Phone Account

PRIVACY STATEMENT

APPLICANTS FULL NAME: _____

The Agent collects and uses personal information obtained from you as the Applicant to provide the services required by you or on your behalf. You as the applicant agree the Agent may collect, use and disclose your personal information in accordance with and subject to the Privacy Act 1988 (CTH) for (where applicable) marketing, sales promotion, and administration and as required for legislative and regulatory requirements relating to promotion administration and use of the Agents products and services. Without provision of certain information the Agent may not be able to act effectively or at all on the Principal's behalf. The applicant has the right to request the Agent provide details of such information and also correct any inaccurate or out of date information.

SIGNED: **DATE:**/...../.....

ELDERS PROPERTY MANAGEMENT LETTING POLICY

Application for Residential Tenancy:

- ❖ Each person over 18 years of age who intends to occupy the premises **MUST** fill out a separate application form.
- ❖ Elders accept applications via email, fax or hand delivered to our office. Please ensure your identification, especially photo ID, is clear and legible. Please retain originals, and provide copies of identification only. We will only require original forms of identification should your application be accepted.
- ❖ Elders will accept a maximum of 4 applications on each property, in the order of them being received by our office.
- ❖ Please supply Elders with your preferred and best method of contact on your application form.
- ❖ Elders will process all completed applications within 48 hours.

Processing Your Application:

- ❖ Elders will not process your application if the form arrives at our office incomplete, or if the 100 points of identification is not supplied in full.
- ❖ By signing off on the application form, you are giving permission for Elders to check all rental, employment and personal references, along with the national tenancy database for any tenancy listings.
- ❖ Elders will contact your current lessor or lessor's agent to confirm your current residential address, and confirm your ability to maintain the standard of the premises for which you are applying.
- ❖ If you have not rented before, please be clear on your application and provide proof of your latest residence.
- ❖ Elders will confirm your income or your ability to pay the rent with your previous lessor and your current employer.
- ❖ Elders require your next of kin or personal references to be people we can contact should we not be able to reach you. Your references cannot be related to you, or be applying for the property with you.
- ❖ In order to process your application, your references must be contactable within 3 hours of handing in your application form. If we are unsuccessful in contacting your references, your application will be put on hold until the references make contact with us.
- ❖ Elders Property Management adheres to Section 7-8 of the Anti-Discrimination Act 1991.
- ❖ Elders Property Management adheres to the Privacy Policy and the Privacy Act 1998 as outlined on the application form.

Completing the Application:

- ❖ Once your application has been fully processed, it will be put forward to the lessor, who then makes a decision on who the successful applicant will be. You will then be advised of the lessor's approval by your preferred method of contact. If we cannot make contact with you via your preferred method of contact within 24 hours, your application will then be declined and the property offered to the next suitable applicant. All unsuccessful applicants will receive an SMS should their application be declined within 24 hours of the application being processed.
- ❖ All unsuccessful applications are disposed of in accordance with the Privacy Act 1988.

Acceptance of Property:

- ❖ Should you be successful, all approved parties will be required to attend our office for a 45 minute appointment, to sign your lease and pay your four (4) weeks bond (via EFTPOS, Money Order or Bank Cheque) within 48 hours, at 537 South Pine Road, Everton Park. A suitable mutual time will be arranged with the Property Manager. At this time you will also be required to supply original forms of photo identification, to be sighted by the Property Manager.
- ❖ If you are unable to attend the office within this 48 hour time frame, the lessor reserves the right to withdraw their approval of your application.
- ❖ The first two (2) weeks rent must be paid upon collection of keys to the premises (via EFTPOS, Money Order or Bank Cheque). Rent is to be paid in advance at all times, via EFTPOS, DEFT Payment or BPAY.