



61 Railway Street
P O Box 125, Gatton Qld 4343
Telephone (07) 54621 788
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TENANCY APPLICATION

1. **DISCLAIMER MUST BE READ & SIGNED PRIOR TO COMPLETING THIS APPLICATION FORM.**
2. **THIS APPLICATION MUST BE COMPLETED IN FULL & SUPPORTING DETAILS PROVIDED. FAILURE TO DO SO MAY RESULT IN YOUR APPLICATION NOT BEING PROCESSED.**
3. **100 POINTS OF IDENTIFICATION + VERIFICATION OF INCOME REQUIRED.**

EXAMPLE OF POINTS:

CURRENT RENT LEDGER	50 POINTS
DRIVERS LICENCE	40 POINTS
STUDENT ID / 18+ CARD	40 POINTS
CURRENT PASSPORT	40 POINTS
PENSION CARD	40 POINTS
BIRTH CERTIFICATE	20 POINTS
MEDICARE / HEALTH CARE CARD	20 POINTS
CURRENT:	
BANK STATEMENT, KEY CARD, REGO PAPERS, PHONE, ELEC., GAS A/C etc.	10POINTS (each)



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 OWNED: (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.....

EMPLOYER'S ADDRESS.....

STUDENT Yes No INSTITUTION.....COURSE.....DURATION.....

PERIOD OF EMPLOYMENT: BUSINESS PHONE:

Office use only:

Personal Information to support this Application

PERSONAL & BUSINESS 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 _____ months commencing from ____/____/____ at a rental amount of \$_____ per week/fortnight/calendar month, and
5. I undertake to pay a Rental Bond of \$_____ (equivalent to four week's rent) prior to the commencement of my tenancy, and
6. The initial payment of rent and Rental Bond will be made in cash or by Bank / Building Society Cheque.

Reservation of premises: Subject to the acceptance of this application an in consideration of the payment of \$_____ the applicant wishes to reserve the premises for _____ days subject to the terms and conditions set out in this form and any subsequent Residential Tenancy Agreement.

Should the owner accept this application the reservation fee will be credited towards the rent, however, should the application be refused the fee will be fully refundable.

If the applicant advises that he/she does not wish to take the premises then the owner may keep so much of the fee as being equal to the pro rata amount of rent that would have been payable during the reservation period.

During the reservation period no fee will be taken from any other applicant nor will the premises be reserved in another's favour.

..... Date: _____ Time: _____
Applicant Witness

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 jeopardise 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 authorise you, as the agent to conduct any inquiries 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.....

PRIVACY DISCLOSURE STATEMENT



OF
JAMFORD PTY LTD A.C.N. 010 962 151
Trading as **ELDERS REAL ESTATE**
61 RAILWAY ST GATTON QLD 4343
Phone: 5462 1788

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 Jamford Pty Ltd trading as Elders Real Estate Gatton I authorise Elders Gatton 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 Gatton 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 Gatton 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 Gatton, 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 Gatton 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.)

PRIVACY DISCLOSURE STATEMENT



Verification of Applicants Details

Could you please assist us by completing the information below, signing the form and return it by fax at your earliest convenience.

Real Estate: _____ Property Manager _____

Fax Number: _____

Applicants Name: _____

Property Address: _____

Was this the only applicant on the lease? Yes / no

How much was the rent ? _____

Did your office terminate the tenancy? Yes / no

For what reason? _____

During the tenancy, was the applicant ever in arrears? Yes / no

Did the applicant receive any notices for breeches of their tenancy? Yes / no

Provide Details _____

Was the premises maintained to a satisfactory level? Yes / no

Was/will the bond be refunded in full? Yes / no

If no, Why not? _____

Would you rent to this person again? Yes / no

CAN YOU PLEASE SUPPLY A COPY OF THEIR RENTAL LEDGER.

I hereby authorise Elders Real Estate Gatton to request information with regards to our current or previous rental history, including a copy of my rental ledger to assist with referencing to secure a rental property through this agency.

Signature of Applicant 1: _____ / Disclaimer Attached

Signature of Applicant 2: _____ / Disclaimer Attached