

1/36 Wingewarra Street
P) 02 6881 7800
F) 02 6881 7888
reception.dubborealestate@elders.com.au



Tenancy Application

APPLICANTS FULL NAMES: _____

ADDRESS APPLYING FOR: PREFERENCE (1): _____ PREFERENCE (2): _____
AFFORDABLE RENT PER WEEK:
PREFERRED LEASE TERM (6 OR 12 MONTHS):
NUMBER OF APPLICANTS:
LEASE START DATE:

PLEASE READ THE BELOW CAREFULLY. IF YOU DO NOT PROVIDE ALL OF THE FOLLOWING INFORMATION WE CANNOT ACCEPT YOUR APPLICATION.

1. Attend Inspection – Inspection times available on our website
2. Submit application via email or drop into the office within 24 hours of inspection – Applications received after 24hrs will not be forwarded to the landlord
 - Proof of Photo ID- Copy of Drivers Licence, Proof of Age Card or Passport
 - Proof of Income- 2 x copies of most recent pay slips, Centrelink statement, employment confirmation letter
 - References- 3 x 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.
 - If applicable Employment & Rental references must be completed with fax numbers & email address.



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APPLICANT 1

Your Full Name			
Your Contact Details	Home:	Work:	Mobile:
	Email:		
Personal details	Date of birth:		
	Drivers Licence no:	Expiry:	
	Passport no:	Expiry:	
Current Address (PLEASE PROVIDE FAX)	Address: _____ Rent per week \$ _____ Agent/ Landlord: _____ Period: Years ___ months ___ Phone: _____ Fax: _____ Email: _____ Reason for Vacating: _____		
Previous Address (PLEASE PROVIDE FAX)	Address: _____ Rent per week \$ _____ Agent/ Landlord: _____ Period: Years ___ months ___ Phone: _____ Fax: _____ Email: _____ Reason for Vacating: _____		
2 nd Previous Address (PLEASE PROVIDE FAX)	Address: _____ Rent per week \$ _____ Agent/ Landlord: _____ Period: Years ___ months ___ Phone: _____ Fax: _____ Email: _____ Reason for Vacating: _____		
Employment / Centrelink (PLEASE PROVIDE FAX)	Current Employer: _____ Job Position: _____ Length of employment: _____ Phone: _____ Contact name: _____ Fax: _____ Email: _____ Full time or part time? (Circle one) Net/Gross Weekly income: _____		
Children & Occupants Under Age of 18	What is the total number of occupants (adults & children who will live in this property)? _____		
	Children - Full Name	Date of Birth	
	_____	_____	
	_____	_____	
	_____	_____	
Pets- Yes/No	Type & Breed: _____ Sex & Age: _____ How Many: _____		
Emergency Contact	Name of contact: _____ Address: _____ Relationship to you: _____ Phone: _____		
General Questions	Do you smoke? Yes or No (Circle one) If yes, please note we have a zero tolerance for smoking inside our rental properties. Number of vehicles to be kept at the property: _____ Registration & make of vehicles: 1. _____ 2. _____		



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APPLICANT 2

Your Full Name			
Your Contact Details	Home:	Work:	Mobile:
	Email:		
Personal details	Date of birth:		
	Drivers Licence no:	Expiry:	
	Passport no:	Expiry:	
Current Address (PLEASE PROVIDE FAX)	Address: _____ Rent per week \$ _____ Agent/ Landlord: _____ Period: Years ___ months ___ Phone: _____ Fax: _____ Email: _____ Reason for Vacating: _____		
Previous Address (PLEASE PROVIDE FAX)	Address: _____ Rent per week \$ _____ Agent/ Landlord: _____ Period: Years ___ months ___ Phone: _____ Fax: _____ Email: _____ Reason for Vacating: _____		
2 nd Previous Address (PLEASE PROVIDE FAX)	Address: _____ Rent per week \$ _____ Agent/ Landlord: _____ Period: Years ___ months ___ Phone: _____ Fax: _____ Email: _____ Reason for Vacating: _____		
Employment / Centrelink (PLEASE PROVIDE FAX)	Current Employer: _____ Job Position: _____ Length of employment: _____ Phone: _____ Contact name: _____ Fax : _____ Email: _____ Full time or part time? (Circle one) Net/Gross Weekly income: _____		
Children & Occupants Under Age of 18	What is the total number of occupants (adults & children who will live in this property)? _____		
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Pets- Yes/No	Type & Breed: _____ Sex & Age: _____ How Many: _____		
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Please answer the following:	Details- Please circle one or provide details
Have you been refused another property by a Landlord or Agent?	Yes or No If yes why?
Are you in debt to another Landlord or Agent?	Yes or No If yes why?
Have you ever been evicted by a Landlord or Agent?	Yes or No If yes why?
Is there any reason known to you that could affect your ability to pay rent?	Yes or No If yes why?
Have you used a direct debit system before?	Yes or No
Have you used rental bonds online?	Yes or No
Do you own your own home?	Yes or No

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).

The Applicant agrees to pay a Holding Fee of \$_____ (equivalent to one weeks rent).
The Applicant agrees to pay the holding fee within 24hours of being approved for the property and understands that, should they withdraw the application the holding deposit will not be refunded.

Name: _____ **Signed:** _____ **Date:** _____

Name: _____ **Signed:** _____ **Date:** _____





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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 member's 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 Applicant/s





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connectnow.

We get things sorted.

Moving home has never been easier

Connectnow is dedicated to helping you move home more easily. We can connect your utilities including electricity, gas, phone, internet and pay TV to a broad choice of leading providers. We can also organise your disconnections and offer a range of additional services, such as cleaning and food services, removalists and vehicle hire.

What's more, you pay no extra charges as a result of using the connectnow service. We will make all reasonable efforts to contact you within 1 working day of receiving this application to explain the details of the services offered. If we are unable to contact you within this period please call 1300 554 323 to ensure your services can be addressed by the required date.

PRIVACY CONSENT AND TERMS: By signing this form you consent and agree to the following: Connect Now Pty Ltd (ABN 79 097 398 662) ("connectnow") will collect, use and disclose your personal information to contact you (including electronically) about providing moving, connection and disconnection services and to inform you about products and services offered by its related companies and third party suppliers. These other companies may also use your details to contact you directly about their products and services. See connectnow's Privacy Policy for further details, including your rights to access and correct the information held about you at connectnow.com.au. Third party service providers (who may transfer your data overseas) may have their own Privacy Policy, which you can request from them. You consent to connectnow continuing to market to you unless you opt out, including by emailing privacy@connectnow.com.au. To the extent permitted by law, connectnow is not responsible or liable for delayed or failed connections or the service providers' connection charges, which you must pay to them directly. Connectnow may be paid a fee by service providers and may pay a fee to real estate agents relating to services provided to you. If you nominate an alternative contact person on this application, you authorise them to act on your behalf to arrange moving, connection and disconnection services, including accepting third party terms. You warrant that you are authorised to make this application on behalf of all applicants and alternative contact persons listed and that each person has consented and agreed to the handling of their personal information on the same terms as you have.

YES I accept the Terms. Please call me to connect my new home services

Name: _____ Signed: _____ Date: _____

