

Tenancy Application Form

Please be advised, this application will only be processed once ALL details have been completed and all copies of all supporting documents attached. Each applicant must submit an individual form.



A. AGENCY DETAILS

Elders Grafton

Address: 70 Pound St Grafton NSW 2460

Phone: (02) 6642 1122

Fax: (02) 6642 1321

Email: graftonpm@eldersre.com.au

Web: www.grafton.eldersrealestate.com.au

Property Manager

B. PROPERTY DETAILS

1. Address of Property:

2a. How would you like to lodge your bond? Please be sure to tick one:

Bonds online Paper bond

2b. If using Rental Bonds Online, do you already have an account?

Yes No

3. Lease Commencement Date:

Day Month Year

4. Lease Term:

Years Months

5. How many tenants will occupy the property?:

Adults Children Ages of Children

C. PERSONAL DETAILS

6. Please give us your details

Mr Ms Miss Mrs Dr Other

Surname

Given Name/s

Date of Birth

Driver's licence number

Driver's licence expiry date

Driver's licence state

Passport no.

Passport country

Pension no. (if applicable)

Pension type (if applicable)

7. Please provide your contact details

Home phone no.

Mobile phone no.

Work phone no.

Email address

8. What is your current address?

D. APPLICANT HISTORY

9. How long have you lived at your current address?

Years Months Weekly Rent \$

10. Why are you leaving this address?

11. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone/fax no.

Landlord/agent's email

12. What was your previous residential address?

13. How long did you live at this address?

Years Months Weekly Rent \$

14. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone/fax no.

Landlord/agent's email

Was bond refunded in full?

If not why not?

E. DECLARATION - TENANT SIGNATURE

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information from:

- (a) The owner or the Agent of my current or previous residence;
- (b) My personal referees and employer/s;
- (c) Any record listing or database of defaults by tenants;

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow tradespeople or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with TICA (Tenancy Information Centre Australia)

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above.

Tenant Signature

Date

F. CONTACTS/REFERENCES

15. Please provide a contact in case of emergency

Surname	Given name/s
<input type="text"/>	<input type="text"/>
Relationship to you	Phone no.
<input type="text"/>	<input type="text"/>

16. Please provide 2 personal references (not related to you)

1. Surname	Given name/s
<input type="text"/>	<input type="text"/>
Relationship to you	Phone no.
<input type="text"/>	<input type="text"/>
2. Surname	Given name/s
<input type="text"/>	<input type="text"/>
Relationship to you	Phone no.
<input type="text"/>	<input type="text"/>

G. OTHER INFORMATION

17. Car Registration

18. Please provide details of any pets

Breed/type Council registration / number

1.	<input type="text"/>
2.	<input type="text"/>

19. Are the pets inside or outside pets? Inside Outside

20. Are you a smoker? Yes No

H. PAYMENT DETAILS

Property Rental Per Week	\$ <input type="text"/>
Rental Bond (4 weeks rent):	\$ <input type="text"/>
First payment of rent in advance (2 weeks rent)	\$ <input type="text"/>
Total	\$ <input type="text"/>

Please note: Once the holding deposit is paid, it is non refundable as per section 42 of the Residential Tenancy Act.

I. 100 Points of ID Required

We require 100 Points of ID. You must have:

1. A current drivers Licence or other photo ID
2. Current proof of income
3. Current rent ledger (if renting)

Application without 100 Points of ID will not be accepted.

Your 100 Point Check

Drivers Licence	40 Points
Passport	40 Points
Birth Certificate/Extract	30 Points
Other PhotoID	30 Points
Current proof of income	20 Points
Previous Landlord Reference	20 Points
Rent Ledger from other Agent	20 Points
Motor Vehicle Registration Certificate	10 Points
Bank Statement / Bank Card	10 Points
Phone / Electricity/ Gas Account	10 Points
Pension Card	20 Points
Medicare / Health Care Card	10 Points
Rates Notice (Proof of Ownership)	20 Points

Agent Signature	Date
<input type="text"/>	<input type="text"/>

J. EMPLOYMENT HISTORY

21. Please provide your employment details

What is your occupation?

What is the nature of your employment? (circle)

FULL TIME	PART TIME	CASUAL
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Employer's name (accountant if self employed or institution if student)

Employer's address (accountant if self employed or institution if student)

Contact name	Phone no.
<input type="text"/>	<input type="text"/>

Length of employment	Net Income
<input type="text"/> Years <input type="text"/> Months	\$ <input type="text"/>

22. Please provide your previous employment details

Occupation?

Employer's name

Length of employment	Net Income
<input type="text"/> Years <input type="text"/> Months	\$ <input type="text"/>

K. UTILITY CONNECTIONS - FREE SERVICE

Direct Connect is a FREE service that can connect you to the following: utilities and services in your new home



YES

I consent to;

- » Elders Grafton providing my personal information to Direct Connect including name, address, email and phone number.
- » Direct Connect contacting me in relation to my utilities and service connections.
- » Direct Connect obtaining metering information for the premises I am moving to.

Signature	Date
<input type="text"/>	<input type="text"/>

Name of applicant 2 (if applicable)	Date
<input type="text"/>	<input type="text"/>

Signature of applicant 2 (if applicable)	Phone Number
<input type="text"/>	<input type="text"/>