

# 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](mailto:graftonpm@eldersre.com.au)

Web: [www.grafton.eldersrealestate.com.au](http://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)

## C. PERSONAL DETAILS CONT.

### 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. OTHER INFORMATION

### 17. Car Registration

### 18. Please provide details of any pets

Breed/type Council registration / number

1.

2.

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

20. Are you a smoker? ☐ Yes ☐ No

## F. PAYMENT DETAILS

Property Rental Per Week

\$

Rental Bond (4 weeks rent):

\$

First payment of rent in advance (2 weeks rent)

\$

Total

\$

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

## G. 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"/>
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## H. 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

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.

Length of employment

Net Income

Years

Months

\$

### 22. Please provide your previous employment details

Occupation?

Employer's name

Length of employment

Net Income

Years

Months

\$

## I. CONTACTS/REFERENCES

### 15. Please provide a contact in case of emergency

Surname

Given name/s

Relationship to you

Phone no.

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

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.



## J. 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

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## K. RENT COLLECTION



I acknowledge that I will be notified by SMS and Email to set up Entry, Bond and Rent payments online [ ] I acknowledge

I acknowledge that Lessors look more favourably on tenants that agree to "set & forget" scheduled direct debit payments. I will elect to pay via "set & forget" scheduled direct debit. [ ] YES [ ] NO

I acknowledge that by electing to pay via "set & forget" scheduled direct debit, I will be given access to SimpleDiscounts.com.au's buying group discount program for a range of national retailers as eg: Woolworths, Dan Murphy's BWS, Caltex Woolworths Petrol, Good Guys, Priceline and more

[ ] I acknowledge

I acknowledge that the below fees and charges may apply to certain transactions. Direct Debit one time set up \$2.20, Bank Account "Set & Forget" scheduled direct debit Transactions \$1.50, Visa/MasterCard Debit/Credit 1.98%, Amex 4.4% (international card adds 1.1%). Failed payments \$13.90; all fees are charged by the payment provider IntegraPay user ID 38220 via the SimpleRent.com.au payment system, not the agency and all information regarding payments will arrive to me via email from the property management team. Money orders and bank Cheque charges may vary. [ ] I acknowledge

I acknowledge that Rental Bonds Online notification will be sent separately. [ ] I acknowledge

## L. UTILITY CONNECTIONS - FREE SERVICE



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

Electricity  
Phone

Cleaners  
Removalists

Broadband  
Insurance

Truck Hire  
Pay TV

☐ 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.

Applicant 1

Signature	Date
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Applicant 2 (if applicable)

Signature	Date
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Name	Phone
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