

# 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:

  

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

Bonds online  Paper bond

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.

Fax no.

  

Email address

8. What is your current address?

  

## D. APPLICANT HISTORY

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

Years  Months

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.

Weekly Rent Paid

 \$

12. What was your previous residential address?

13. How long did you live at this address?

Years  Months

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

Name of landlord or agent

Landlord/agent's phone/fax no.

Weekly Rent Paid

 \$

Was bond refunded in full?

If not why not?

## E. EMPLOYMENT HISTORY

15. 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 \$

16. Please provide your previous employment details

Occupation?

Employer's name

Length of employment

Net Income

 Years  Months \$

## F. CONTACTS/REFERENCES

### 17. 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"/>

### 18. 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

### 19. Car Registration

### 20. Please provide details of any pets

Breed/type	Council registration / number
1.	<input type="text"/>
2.	<input type="text"/>

21. Are you a smoker?  Yes  No

## H. 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.

## 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"/>
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## J. UTILITY CONNECTIONS - FREE SERVICE

This is a FREE service that connects all your utilities and other services. Direct Connect can help arrange for the connection or provision of the following utilities and other services:

Electricity	Gas
Internet	Phone
Pay TV	Insurance



MAKES MOVING EASY

Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.



We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

1. Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
2. Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
3. Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
4. Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
5. Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
6. Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Tenant Signature

Date

<input type="text"/>	<input type="text"/>
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PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F:1300 664 185. www.directconnect.com.au

## K. 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

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