



TENANCY APPLICATION FORM

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PRIVACY NOTICE

The agent is committed to the principles of the Privacy Act 1988(Cth). All steps are taken to ensure that any personal information collected is protected from unauthorised use.

PLEASE READ THE PRIVACY NOTICE ON PAGE 4 BEFORE SIGNING THIS FORM.

Property Address: _____

Applicant Name: _____

List of other applicant names: _____

Elders Real Estate Wollongong has a legal obligation to our landlords to ensure that all prospective tenants can fulfil the requirements of the Residential Tenancy Agreement

Please ensure before you submit your application for processing that you have provided and agreed to the following:

- Previous rent reference from an agency with contact numbers, or if you have not rented from an agency, a reference from a private landlord with copies of receipts and/or proof of regular payments
- If you have never rented and are a current home owner, we will require a copy of a recent rates notice. Contact details for the agent who may have sold your home or has rented it out on your behalf
- Referees must be that of an employer and/or people who are held in high regard in the community, they cannot be that of a relative or close friend
- Proof of income, either pay slips (x2) or Centrelink statements
- If you are self-employed, the last 2 years of tax return statements will be required as proof of income, along with a business license number and or company registration number from Office of Fair Trading
- Proof of identity (100points required, as below)
- Next of kin details

100 POINT OF IDENTIFICATION

Drivers licence	30 Points *	Vehicle registration	15 Points
Passport	30 Points *	Phone/electricity/gas account	15 Points
Proof of age card	30 Points *	Pay Advice	15 Points
Bank/credit card statements	15 Points #	Pension card	15 Points
Previous tenancy agreement	20 Points	Council or water rates	15 Points
Previous bond receipts	20 Points	Health Care card	15 Points
Rental bond receipt	20 Points	Medicare card	10 Points
Tenancy Ledger	20 Points	Birth certificate	10 Points

Prior to any Tenancy Application being considered each applicant is required to produce sufficient ID which totals 100 points. Should you have difficulties in providing this ID please advise us prior to completing.

NOTE: Must have one of the items listed with (*). Each applicant must have a bank statement (#)

PLEASE NOTE: 50 CENTS WILL BE CHARGD PER PAGE FOR PHOTOCOPYING CARRIED OUT WITHIN THE OFFICE

I am aware that should the application submitted not meet the above criteria, my application may not be approved

Signed: _____

Date: _____



TERMS OF TENANCY

Rent: \$ _____ per week. Lease start date: _____ Number of Occupants: _____

Adult occupants: _____ Children: _____ Ages of children _____

Length of lease: 6 months / 12 months

Do you smoke: ☐ Yes ☐ NoIf yes do you smoke: ☐ outside ☐ insideDo you have pets: ☐ Yes ☐ NoIf yes are they: ☐ outside ☐ inside

Type of pet/s: _____

Will you be applying for assistance from Department of Housing: ☐ Yes ☐ NoDo you currently own a property? ☐ Yes ☐ No

Property Address: _____

APPLICANT DETAILS☐ Mr ☐ Ms ☐ Miss ☐ Mrs Name: _____

Address: _____

Home #: _____ Work #: _____ Mobile #: _____

Email: _____

Drivers Licence No.: _____ Date of Birth: _____

Are you: ☐ Employed ☐ Student ☐ Retired ☐ Unemployed**EMPLOYMENT HISTORY**What is your occupation? _____ ☐ Full Time ☐ Part Time ☐ Casual ☐ Contract

Company Name: _____ Contact Name: _____

Phone: _____ Length of employment: _____ Net Income per week: \$ _____

PREVIOUS EMPLOYMENTOccupation? _____ ☐ Full Time ☐ Part Time ☐ Casual ☐ Contract

Company Name: _____ Contact Name: _____

Phone: _____ Length of employment: _____

SELF EMPLOYED☐ Sole Trader ☐ Partnership ☐ Company

Occupation/Title: _____ Type of business: _____

Company or business name: _____ Contact details: _____

TENANCY/ LIVING HISTORY**CURRENT LIVING STATUS**☐ Own ☐ Renting ☐ Boarding ☐ Living at home ☐ Other

Address: _____

How long have you been at your current address? _____ Years / Months From: _____ To: _____

Reason for leaving: _____

Was bond fully refunded? ☐ Yes ☐ No if 'No' why? _____**NAME OF CURRENT LANDLORD/AGENT**

Name: _____ Contact: _____

Has lease expired: Yes / No Rent per week: \$ _____

PREVIOUS LIVING ADDRESS:

Address: _____

How long were you at your previous address? _____ Years / Months From: _____ To: _____

Reason for leaving: _____

Was bond fully refunded? ☐ Yes ☐ No if 'No' why? _____**NAME OF PREVIOUS LANDLORD/AGENT:**

Name: _____ Contact: _____ Rent per week: \$ _____

REFEREE

Name of Contact: _____ Relationship to you: _____

Phone: _____

Name of Contact: _____ Relationship to you: _____

Phone: _____

NEXT OF KIN (EMERGENCY CONTACT)

Name of Contact: _____ Relationship to you: _____

Phone: _____

CONFIRMATION

I confirm the following:

1. During my inspection of this property I found it to be in a reasonably clean condition ☐ Yes ☐ No
2. I consent to the information provided in this application being verified and a reference check on TICA being undertaken

Applicants Signature: _____

Date: _____

UTILITY CONNECTION

myconnect[®]
a really smart move



MyConnect offer a completely FREE service for home movers.

MyConnect will call you to arrange the connection of your required utilities at your new property.

We connect



Electricity



Gas



Phone



Internet



Pay TV



Plus more...

Our retailers



We'd love to assist you with your utilities



Yes, please contact me



Interpreter required



OR Tick here to opt out

Declaration

Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

☎ 1300 854 478 ✉ enquiry@myconnect.com.au 🌐 myconnect.com.au

AUTHORITY & DECLARATION OF APPLICANT

I authorise the landlord's agent –

1. To check with my previous or current employer, my previous or current landlord/agent, and the references name as my suitability as a tenant
2. To request and receive from any tenant recording services and from other real estate agencies information regarding my previous tenancies
3. To report any details of the tenancy to any Tenancy Recording Services as the agent deems necessary, including breaches of the tenancy agreement or positive references
4. I am not bankrupt or undischarged bankrupt or insolvent and declare the information in this application is true and correct
5. I have inspected the subject premises and accept them as inspected

PRIVACY NOTICE

The Privacy Act 1988 (Cth) regulates the collection, use, disclosure and maintenance of personal information by the Agent from the Application and from third parties relating to the Applicant.

The information collected enables the Agent to identify the tenant, to assess the application and for the proper management of the landlord and tenant relationship should the application for tenancy be successful. The personal information of the Application also includes personal information already held by the Agent on any data base. Failure to provide all or any of the personal information, renders the Agent unable to assess the application and or properly manage the landlord and tenant relationship.

The intended recipients of the information are any person to whom, body or agency to which it is usual to disclose the information to enable to properly assess the application including the landlord, nominated referees, other agents, tenancy reference data bases, owner's corporations and community associations and as otherwise permitted by the Privacy Act 1988 and this will include information about the Applicant's performance of its obligations pursuant to and under any Residential Tenancy Agreement entered into (particularly any failure to observe any obligations) and information collected during the term of the tenancy.

The Applicant has the right of access to the information and may do so by contacting the Agent. The Applicant has the right to correction of the information if it is not accurate, up-to-date and complete.

Signature

Date