

Elders Real Estate Batemans Bay

Tenancy Application Form

Licensed Agents • Auctioneers • Property Managers

Please Note

All offices require 100 points identification prior to final approval of your application.

You will be required to provide proof of income with your application.

All rent and bond is to be paid prior to possession of the property being handed over to the successful applicant.

We require applicants to inspect the premises prior to final approval of the application.

We will endeavour to contact you personally within 24 hours of receiving your application.

Please feel free to call the office should you have any questions with regards to your application.

For this tenancy to be accepted EACH page must be fully completed and signed.

Elders Real Estate Batemans Bay
Shop 3, 6 North Street
PO Box 46, Batemans Bay NSW 2536
Phone:(02) 4472 1488
Fax:(02) 4471 1408
www.eldersbatemansbay.com.au
office@eldersbatemansbay.com.au

Choosing Elders is Choosing Success

Residential Tenancy Application Form

For your application to be processed it must be completed in full.

Property Applying For	Personal Details
Address: _____ Suburb: _____ Lease Term: _____ Date to be occupied: _____ Names of Others to occupy property: _____ _____ _____ If self-employed, please complete the following: Company Name: _____ Company Address: _____ Suburb: _____ Business Type: _____ ABN: _____ Accountant Name: _____ Address: _____ Solicitor: _____ Address: _____	First Name: _____ Surname: _____ D.O.B: _____ Current Address: _____ Suburb: _____ Drivers License No: _____ Car Registration No: _____ Pension Type: _____ Work No: _____ Mobile No: _____ Email: _____ Preferred Contact No: _____ Signed: _____ Date : ____/____/____

Current Situation: Are you the Owner Renter Other: _____ (please specify)

Duration at your current address? _____

Name of Landlord/Agent: _____

Phone No: _____ Rent Paid per Month: _____

Reason for leaving: _____

Was bond repaid in full? _____

Items kept on premises: _____

Previous Rental History

Were you the Owner Renter

Previous Address: _____

Suburb: _____ Post Code _____

Duration at your previous address? _____

Name of Landlord / Managing Agent: _____

Phone Number: _____ Rent Paid: _____

Reason For Leaving _____

Was bond paid in full? Yes No if No, please specify _____

Other Information:

Numbers of persons occupying property: _____ Adults _____ Children _____

Please specify the ages of any children _____

Do you have any pets? Yes No , If Yes Please specify _____

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Next of Kin:

Emergency Contact: _____ Relationship: _____

Address: _____ Ph: _____

Mobile: _____ Email: _____

Current Employment Details

Occupation: _____

Employers Name: _____

Employment Address: _____

Suburb: _____ Post Code: _____

Phone Number: _____ Email: _____

Contact Name: _____

Length at current employment:: _____

Net Income: \$ _____

Previous Employment Details

Occupation: _____

Employers Name: _____

Employment Address: _____

Suburb: _____ Post Code: _____

Phone: _____ Email: _____

Contact Name: _____

Length at current employment:: _____

Net Income: _____

Personal referees

1. Reference Name: _____

Occupation: _____

Phone: _____ Email: _____

2. Reference Name: _____

Occupation: _____

Phone: _____ Email: _____

Declaration:

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. I hereby offer to rent the property from the owner under a lease pursuant to the Residential Tenancies Act 2010. I acknowledge that I will be required to pay rent and a rental bond in advance and that this application is subject to approval from the owner/landlord. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and accept the property as inspected and am not bankrupt. I authorise the agent to obtain details of my credit worthiness from the owner, or agent of my current or previous residence, my personal referees, any record listing or database of defaults by tenants. If I default under a rental agreement the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest in receiving such information.

Signed _____ Dated: _____

I/we apply for approval to rent the premises referred to in this form. I/we acknowledge that the application will be referred to the Owner of the property for their approval & if the application is approved, a Residential Tenancy Agreement for the premises will be prepared.

I/we agree & understand that in the event of this application being rejected there is no requirement at law for the agent to disclose any reason for such rejection. I/we also agree that I/we will not raise any objection for not being provided a reason for any rejection of this application.

I/we declare that I/we are not bankrupt or an undischarged bankrupt & that the information provided by me/us is true & correct. I/we have inspected the premises & wish to apply for tenancy of the premises for a period of ____ months, at a rental of \$_____ per week.

I/we undertake to pay the monies detailed below by way of bank cheque or direct deposit to Elders Real Estate. For security and insurance reasons Elders Real Estate Batemans Bay has a cash free policy. **No CASH ACCEPTED.**

If a reservation fee is being paid on the property, the following conditions will apply:

1. The premises will be reserved for the applicant for a period of _____ days.
2. The reservation fee of \$_____ is equivalent to one weeks rent to reserve the premises in favour of you for the period of seven days.
3. That during this period, the premises will not be reserved for any other applicant, nor will a reservation fee be received by any other applicant.
4. That should the Landlord decline the application, the reservation fee will be refunded to the applicant in full.
5. That should the Landlord accept this application, the reservation fee will be paid towards the initial rent for the premises.
6. That should the applicant decide not to proceed, after the Landlord has accepted this application, the Agent may retain out of the reservation fee the amount equal to the rent specified in this application (reduced to a daily rate) for each day the premises are being held for the applicant and will refund the balance.
7. That the reservation fee will be banked into a Trust Account and any refund given will be in the way of a Trust Account Cheque.

Privacy Statement

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process & evaluate your application & to manage the tenancy. Personal information collected about you in this application & during this course of your tenancy. If your application is successful, may be disclosed for the purpose for which it was collected to other parties including the Landlord, referees, other agents & third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to us & to the landlord. If you enter into a Residential Tenancy Agreement & you fail to comply with your obligations under the agreement, that fact & other relevant personal information collected during the course of your tenancy may also be disclosed to the landlord, third parties & other agents. If you would like to access the personal information we hold about you, you may contact the Property Manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application & manage your tenancy.

Privacy Act Acknowledgement

I/we authorize you to give information to obtain information from all credit providers, Landlords, other agents & references named in this application.

I/We confirm that I/We have read and understand the Privacy Policy that the lessor/agent has made available to me.

I/We have been advised that a consumer affairs booklet can be obtained from the Office of Fair Trading or Rental Bond Office.

Applicant Signature: _____ date: _____

Applicant Signature: _____ date: _____