

Elders Real Estate Darwin
 70 Smith Street, NT 0800
 Telephone: 08 8981 1822

Elders Real Estate Palmerston
 4/11 Palmerston Cct, NT 0830
 Telephone: 08 8931 5000

TENANCY APPLICATION FORM

Property Address Applying for: _____

Date Property was Inspected: ____/____/____
 (Please note that if the property has not been viewed, this Application may not be processed)

Lease Term: 6 Months / 12 Months / Other: _____

Proposed Lease Start Date: ____/____/____

Rent Per Week \$_____ Bond \$_____ (4 Weeks Rent) Total Payable \$_____ (6 Weeks)

Checklist

Prior to the tenancy application being considered each applicant is required to produce 100 points of identification as per the below options. Should you have difficulties in providing this identification please advise us prior to completing.

| | | | |
|---------------------------------------|------------|--------------------------------|-----------|
| Driver's License | 40 Points* | Pay Slip | 15 Points |
| Passport | 40 Points* | Electricity/ Telephone Account | 15 Points |
| Proof of Age Card | 40 Points* | Bank Statement | 15 Points |
| Tenancy History Ledger/ Rent Receipts | 20 Points | Council or Water Rates | 15 Points |
| Previous Tenancy Agreement | 20 Points | Health Care Card | 15 Points |
| Birth Certificate | 10 Points | Medicare Card | 10 Points |

- Inspected the property (internally and externally) and supplied date of inspection
- Provided all contact details and information for current and past rental and employment references
- Provided copies of 100 points of identification (must supply at least one with "*" next to the points)
- All applicants read and signed the Privacy Consent and Disclosure Statement
- Completed all applicable details in full on the application form

Important Information

Please note: Applications can take 48 hours to be processed. If your application is successful you will be asked to sign a lease within 24 hours, or at another time agreed by both parties. Please note that possession of the property will be granted once your tenancy start date has commenced as per your tenancy agreement (once signed by all parties) and your first two weeks rent and bond has been received by our agency. Directions on how to make this payment will be given to you upon signing your lease. Please allow at least 3 business days for payments to be received via bank transfer. **With the exception of the initial Bond and 2 Weeks Rent payments, our office does not accept cash payments of rent.**

PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

Applicant 1.

Mr/Mrs/Miss/Ms/Dr

First Name: _____

Surname: _____

Contact Number: _____

Driver's License & State: _____

Date of Birth: _____

Passport Number: _____

Email: _____

Current Address: Unit No. _____ Street No. _____

Street Name: _____

Length of residency: _____

Current Rent/Mortgage per week: \$ _____

Name of Landlord/Agent: _____

Email: _____

Landlord/Agent Phone: _____

Reason for Leaving: _____

Previous Address: Unit No. _____ Street No. _____

Street Name: _____

Length of residency: _____

Previous Rent/Mortgage per week: \$ _____

Name of Landlord/Agent: _____

Email: _____

Landlord/Agent Phone: _____

Reason for Leaving: _____

Occupation: _____

Full Time/Part Time/Casual/Contract (Other _____)

Annual Income: _____

Duration of Employment: _____

Company Name: _____

Employers Phone: _____

Contact Name: _____

Previous Employer (if less than 12 months)

Occupation: _____

Company Name: _____

Employers Phone: _____

Contact Name: _____

Next of Kin

Name: _____

Contact Number: _____

Relationship to you: _____

Applicant 2.

Mr/Mrs/Miss/Ms/Dr

First Name: _____

Surname: _____

Contact Number: _____

Driver's License & State: _____

Date of Birth: _____

Passport Number: _____

Email: _____

Current Address: Unit No. _____ Street No. _____

Street Name: _____

Length of residency: _____

Current Rent/Mortgage per week: \$ _____

Name of Landlord/Agent: _____

Email: _____

Landlord/Agent Phone: _____

Reason for Leaving: _____

Previous Address: Unit No. _____ Street No. _____

Street Name: _____

Length of residency: _____

Previous Rent/Mortgage per week: \$ _____

Name of Landlord/Agent: _____

Email: _____

Landlord/Agent Phone: _____

Reason for Leaving: _____

Occupation: _____

Full Time/Part Time/Casual/Contract (Other _____)

Annual Income: _____

Duration of Employment: _____

Company Name: _____

Employers Phone: _____

Contact Name: _____

Previous Employer (if less than 12 months)

Occupation: _____

Company Name: _____

Employers Phone: _____

Contact Name: _____

Next of Kin

Name: _____

Contact Number: _____

Relationship to you: _____

Applicant 3.

Mr/Mrs/Miss/Ms/Dr

First Name: _____

Surname: _____

Contact Number: _____

Driver's License & State: _____

Date of Birth: _____

Passport Number: _____

Email: _____

Current Address: Unit No. _____ Street No. _____

Street Name: _____

Length of residency: _____

Current Rent/Mortgage per week: \$ _____

Name of Landlord/Agent: _____

Email: _____

Landlord/Agent Phone: _____

Reason for Leaving: _____

Previous Address: Unit No. _____ Street No. _____

Street Name: _____

Length of residency: _____

Previous Rent/Mortgage per week: \$ _____

Name of Landlord/Agent: _____

Email: _____

Landlord/Agent Phone: _____

Reason for Leaving: _____

Occupation: _____

Full Time/Part Time/Casual/Contract (Other _____)

Annual Income: _____

Duration of Employment: _____

Company Name: _____

Employers Phone: _____

Contact Name: _____

Previous Employer (if less than 12 months)

Occupation: _____

Company Name: _____

Employers Phone: _____

Contact Name: _____

Next of Kin

Name: _____

Contact Number: _____

Relationship to you: _____

Applicant 4.

Mr/Mrs/Miss/Ms/Dr

First Name: _____

Surname: _____

Contact Number: _____

Driver's License & State: _____

Date of Birth: _____

Passport Number: _____

Email: _____

Current Address: Unit No. _____ Street No. _____

Street Name: _____

Length of residency: _____

Current Rent/Mortgage per week: \$ _____

Name of Landlord/Agent: _____

Email: _____

Landlord/Agent Phone: _____

Reason for Leaving: _____

Previous Address: Unit No. _____ Street No. _____

Street Name: _____

Length of residency: _____

Previous Rent/Mortgage per week: \$ _____

Name of Landlord/Agent: _____

Email: _____

Landlord/Agent Phone: _____

Reason for Leaving: _____

Occupation: _____

Full Time/Part Time/Casual/Contract (Other _____)

Annual Income: _____

Duration of Employment: _____

Company Name: _____

Employers Phone: _____

Contact Name: _____

Previous Employer (if less than 12 months)

Occupation: _____

Company Name: _____

Employers Phone: _____

Contact Name: _____

Next of Kin

Name: _____

Contact Number: _____

Relationship to you: _____

PERSONAL REFERENCES

Applicant 1.

(Not related or a friend) for contact during business hours

Name: _____

Work: _____

Mobile: _____

Relationship to you: _____

Name: _____

Work: _____

Mobile: _____

Relationship to you: _____

Applicant 2.

(Not related or a friend) for contact during business hours

Name: _____

Work: _____

Mobile: _____

Relationship to you: _____

Name: _____

Work: _____

Mobile: _____

Relationship to you: _____

Applicant 3.

(Not related or a friend) for contact during business hours

Name: _____

Work: _____

Mobile: _____

Relationship to you: _____

Name: _____

Work: _____

Mobile: _____

Relationship to you: _____

Applicant 4.

(Not related or a friend) for contact during business hours

Name: _____

Work: _____

Mobile: _____

Relationship to you: _____

Name: _____

Work: _____

Mobile: _____

Relationship to you: _____

ADDITIONAL OCCUPANTS

All occupants over the age of 16years are required to apply with supporting documents.

Please provide details for ALL OTHER persons who will be residing at the property.

Name: _____

Date of Birth _____

Name: _____

Date of Birth _____

Name: _____

Date of Birth _____

Name: _____

Date of Birth _____

Supporting Financial Documents for Business, Self Employed Applicants, Companies & Partnerships:

Accounting Firm: _____ Name of Accountant: _____

Phone: _____ E-mail: _____

- A full balance sheet and accounts for the last financial year and interim profit and loss statement for the current financial year until last completed month for the business; or
- Tax return for the business for the last financial year; if separate return submitted to ATO
- ABN:

ADDITIONAL QUESTIONS:

Have you applied for NT Housing Accommodation, DHA or Police? **Yes / No**

Do any applicants smoke? **Yes / No**
(Please note: Smoking is not permitted inside the property.)

Would you like to be in attendance at the Ingoing Condition Report **Yes / No**
(Please note: You will be issued with the full report upon commencement of your tenancy)

Would you like to be in attendance at the Outgoing Condition Report **Yes / No**

Have you ever been evicted from a premises? **Yes / No** If yes, please give details

Are you currently in debt to any landlord or agent? **Yes / No** If yes, please give details

PETS:

Please list ALL pets which will live at the property, MUST INCLUDE BREED: N/A
Indoor / Outdoor

| | | | |
|------------------------|------|--------|-------------------|
| Pet 1: Type of Animal: | Age: | Breed: | Registered Yes/No |
| Pet 2: Type of Animal: | Age: | Breed: | Registered Yes/No |

Zero Tolerance Policy for Late Rent Payments

We pride ourselves in our careful tenant qualification and screening processes. Applications are approved ONLY on the grounds that we are confident that the rent will be paid on time, every time. However, a minority of tenants still get behind in their rent despite our screening procedures. As we don't know who this may be when we sign Tenancy Agreements, we need to advise each tenant of our **Zero Tolerance Policy** for late rental payments.

For assistance in calculating your rental affordability visit: https://members3.tica.com.au/rentafford_tenants.php

Are you interested in buying?

Elders Darwin can offer you free, no obligation advice with our on-site Home Loan specialists.

Is this something you would like more information on? **Yes / No**



Home Loans
Northern Territory
Darwin | Palmerston | Alice Springs

PRIVACY CONSENT & DISCLOSURE STATEMENT



Personal information collected about you in this form will be used to assess your application for a residential tenancy. We may need to collect information about you from your previous lessors or letting agents, your previous or current employer and your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use the database operated by TICA Default Tenancy Control Pty Ltd. You can find out more information about these databases on websites www.tica.com.au. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the landlord's insurers and valuers, body corporate and other agents. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information we hold about you by contacting our privacy officer. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

DECLARATION - I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay rent and a rental bond in advance, and that this application is subject to the approval of the owner/lessor.

I acknowledge that I have read the Privacy Statement of Elders Real Estate. I authorise Elders Real Estate to collect information about me from:

- (a) My previous letting agents and/or lessors
- (b) My personal referees and employer/s
- (c) Any Tenancy Default Database (Including TICA) which may contain personal information about me. I also authorise Elders Real Estate to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including TICA.

I DECLARE THAT:

- I authorise Elders Real Estate to disclose the personal information collected about me to the owner of the property even if the owner resides outside Australia.
- I declare that I have inspected the abovementioned property internally and externally.
- I have read and understood all pages of this application and have accepted all conditions herewith.
- I consent to the disclosures set out in the Authority to Release Tenant Information.
- I have read the Privacy Information Statement. All details herewith have been given by my own free will.
- I declare that I am not bankrupt and all the information contained in this application is true and correct.
- I authorise Elders Real Estate to make enquiries considered necessary to verify the information disclosed.
- I understand that although Elders Real Estate collects and processes applications, there is no requirement by law to disclose a reason to the unsuccessful tenant.

Applicant 1 Name: _____ Signature: _____

Applicant 2 Name: _____ Signature: _____

Applicant 3 Name: _____ Signature: _____

Applicant 4 Name: _____ Signature: _____