


# TENANCY APPLICATION



AGENCY NAME	Elders Real Estate Toowoomba	
ADDRESS	202 Hume Street (PO BOX 28) Toowoomba Q 4350	
PHONE	07 4633 6500	
FAX	07 4633 6556	
EMAIL	<a href="mailto:receptiontoowoomba@elders.com.au">receptiontoowoomba@elders.com.au</a>	

**APPLICANTS NAME:** \_\_\_\_\_

**PROPERTY ADDRESS FOR RENT:** \_\_\_\_\_

Rent (per week): \$ \_\_\_\_\_ Bond (equivalent to 4 weeks rent): \$ \_\_\_\_\_

Tenancy Term (6 or 12 months): \_\_\_\_\_

Starting on: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Please read prior to completing your Application

- One application is to be completed per adult who will be residing at the premises.
- Once your application has been returned to our office, one of our staff members will be in contact with you, within 24-48 business hours to advise of the progress.
- If your application is successful and approved by the landlord, we will require a holding deposit of at least one weeks rent. This needs to be paid within 24 hours of your acceptance of the property.
- Upon your acceptance we will arrange a time for you to sign your lease agreement. At this time, you will be required to pay your full bond (equivalent to 4 weeks rent) and at least 2 weeks of rent in advance. NB: Keys will only be released to tenants when their documents are fully signed, their lease has commenced and all monies have been paid.

## Our payment options:

Our office does **not accept cash**; however, we do accept:

- Bpay (EziDebit)
  - Complete form in tenant pack and return to office for further processing prior to using system.
  - Cost \$1.50 per transaction
- EFTPOS
  - Debit (cheque or savings) – No Charge
  - Credit card (Visa or Mastercard) **may incur a fee** - from 1% of the transaction total, depending on your financial institution.
- Personal or Bank Cheque
  - Pay in person or post
  - Check with your financial institution for costs. No charge from Elders.

## Applicant's Details

Name in Full:

Other Name You have been known by -

Date of Birth

Place of Birth

Drivers Licence No.

Expiry

Passport No

Expiry

☎ Mobile

☎ Business

Email

## Australian Citizen

Yes  No: Refer to copies of Passport and Visa attached

Visa Expiry Date

## Current Address :

## Current Tenancy Details

Rent per week

\$

Period of occupancy

Years

Months

Agent/Landlord

☎ Business

Fax

Reason for leaving

Do you expect the Bond to be refunded in full  Yes  No *Why:*

## Previous Address (if you have lived in more than two places in the last two years attach extra pages)

Address

Rent per week

\$

Period of  
occupancy

Years

Months

Reason for leaving

Agent/Landlord

☎ Business

Fax

## Employment

Current Employer

Your Position

Full Time

Part Time

Casual

Contract

Length of Employment

Years

Months

Pay day is

of each: week / fortnight / month

Payroll / Manager's Name

☎ Mobile

☎ Business

## If Self Employed

Company Name

Trading As

Address

ABN

Period self-employed

Years

Months

Industry/ Nature of Business

Accountant Details

☎ Business

Creditor Referee

☎ Business

## Income – specify \$ Gross per week and provide verification

• Employment

\$

• Self-Employment – provide Accountant letter to verify

\$

• Centrelink:

\$

### If a student or not currently employed

Student ID #	Institution	Course	Duration	
Refer to the following selected documents attached to Application to verify my source of income:				
<input type="checkbox"/> Parent/Guardian Letter	<input type="checkbox"/> Centrelink Document	<input type="checkbox"/> Bank Statements	<input type="checkbox"/> Au study Document	<input type="checkbox"/> Other

### Vehicles to be kept at property

Registration No	Model/Make	Owned / Hire Purchase - Please circle
Other		

### Occupancy Details of persons to reside at the property other than the applicant, including dependants and other applicants

Name	Date of Birth	Relationship

**Pets**    No    Yes   if yes How many?   What Type? \_\_\_\_\_

### Emergency contact details of closest relative/friend who WILL NOT be residing with You

1. Name	2. Name
Address	Address
Relationship      { H	Relationship      { H
{ W                      { M	{ W                      { M

### Personal Referees - who are not relatives

Name	{ Business Hours Contact	
1.	{ Mob	{ Work
2.	{ Mob	{ Work

### Declaration – Applicant to Complete and Provide Details as Required

Have you ever been evicted by any Lessor or Agent?       YES:       NO:

Are you in debt to another Lessor or Agent?       YES:       NO:

Is there any reason known to you that would affect your ability to pay rent when due?       YES:       NO:

Was your Bond at your last address refunded in full?       YES:       NO:

Was the Property you viewed in a satisfactory condition when you inspected it? If not, list requests.       YES:       NO:

I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia (TICA) and National Tenancy Database records. I declare I am not bankrupt or an undischarged bankrupt.

I understand that if my application is successful and approved by the landlord, I will be required to pay a holding deposit equivalent to one weeks rent, this being paid within 24 hours of my acceptance of the property. After accepting the property, I will arrange a time to sign the lease and pay the full bond (equivalent to 4 weeks rent) and at least 2 weeks of rent in advance. I understand that I will not be able to obtain keys for the property until the lease date has commenced.

Once I have signed the Tenancy Agreement, I am then bound to the terms of the Agreement and the Property will cease to be available for rent.



Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Elders Real Estate Toowoomba**  
**202 Hume Street, Toowoomba, QLD, 4350**

**PRIVACY DISCLOSURE STATEMENT**

We are an independently owned and operated business and are bound by the National Privacy principles. We collect personal information about you in this form to assess your application for tenancy. We may need to collect information about you from your previous Lessors or Letting Agents, your Employer and Referees. We will also check if details of Tenancy defaults by you are held on a Tenancy Database. Your consent for us to collect the information is set out below in the Privacy Consent section.

**COLLECTION NOTICE**

The personal information you provide in this Application or our Agency collects from other sources is necessary for **our Agency** to verify your identity, to process and evaluate the Application and to manage the Tenancy. If the Application is successful, personal information collected about you in this Application and during the course of your Tenancy, may be disclosed for the purpose for which it was collected to other parties including the Lessor, Referees, other Agents and third party operators of Tenancy Databases. Information already held on Tenancy Databases may also be disclosed to our Agency and/or the Lessor. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the Agreement, the facts and other relevant personal information collected about you during the course of your Tenancy may also be disclosed to the Lessor, third party operators of Tenancy Databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your Application is not successful it will be stored securely for a period of one month only. If you decide not to collect your Application, we will destroy your documents to comply with Privacy Legislation.

If you do not complete this form or do not sign the consent below then your Application for Tenancy may not be considered by the owner of the relevant Property or, if considered, may be rejected, due to insufficient information to assess the Application.

**PRIVACY CONSENT**

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of Elders Real Estate Toowoomba. I authorise Elders Real Estate Toowoomba to collect information about me from and communicate to the following:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references on this application;
- Tenancy Databases to which Elders Real Estate Toowoomba subscribes. I can refer to their Privacy Disclosure Statements via: [www.tica.com.au](http://www.tica.com.au) and [www.ntd.com.au](http://www.ntd.com.au)
- Current landlord/owner of the property

I authorise **Elders Real Estate Toowoomba** to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this Property), salespeople (primary and secondary Agents), valuers, the Lessor, other Agents, database operators, other Property Managers, Body Corporate, Insurance companies, Financial services, if required in the future, and to Authorities as required by law.

**MARKETING CONSENT**

I understand that the Agency may need to contact me about Property related information e.g. properties for rent or for sale or other services which may interest me. I am the telephone account holder or nominated person by the account holder and agree Elders Real estate Toowoomba to use the phone details provided below to contact me for marketing purposes until I advise otherwise.

Period of Contact:  Indefinite until advised in writing otherwise  Other (please advise) – \_\_\_\_\_



Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ACKNOWLEDGEMENT		
Please acknowledge the following by selecting either Yes or No	YES	NO
I, the Applicant,		
1. Acknowledge that my personal contents insurance is not covered under any lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings.	<input type="checkbox"/>	<input type="checkbox"/>
2. Understand that you as the agent/lessor have collected this information for the purpose of determining whether I am a suitable tenant for the property – in particular to check my identification, my ability to care for the property, my character and me creditworthiness.	<input type="checkbox"/>	<input type="checkbox"/>
3.1 For such purposes, I authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy databases searches) as you consider reasonably necessary.		
3.2 In doing so, I understand that information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties.		
3. Acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons why.	<input type="checkbox"/>	<input type="checkbox"/>
4. Consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the agent/lessor to pass my details onto others which may include (but is not limited to) insurance companies, body corporates, contractors, other real estate agents, salespeople and tenancy default databases.	<input type="checkbox"/>	<input type="checkbox"/>
5. Acknowledge that I am aware that a copy of the General Tenancy Agreement (Form18a), the standard terms and any special terms are available at the reception desk of Elders Real Estate Toowoomba for my viewing.	<input type="checkbox"/>	<input type="checkbox"/>
6. Acknowledge that I am aware that a copy of the Information Statement (Form 17a) and body corporate by-laws (if applicable) are available for viewing at the reception desk of Elders Real Estate Toowoomba for my viewing.	<input type="checkbox"/>	<input type="checkbox"/>
7. Acknowledge that I have been made aware of the agency's Privacy Policy.	<input type="checkbox"/>	<input type="checkbox"/>
8. I acknowledge that the lessor and applicant (tenant) are bound by this agreement immediately upon communication of either the lessor or agent's acceptance of the application.	<input type="checkbox"/>	<input type="checkbox"/>
9. Consent to use of email and facsimile in accordance with the provisions set out in Chapter 2 of the Electronic Transactions (Queensland) Act 2001 (Qld) and the Electronic Transactions Act 1000(Cth);	<input type="checkbox"/>	<input type="checkbox"/>
10. Declare that the above information is true & correct and that I have supplied it of my own free will.	<input type="checkbox"/>	<input type="checkbox"/>
ACKNOWLEDGEMENT AND CONSENT BY APPLICANT		
<b>Applicant Name:</b>		
<b>Applicant Signature:</b>		
<b>Date:</b>		



# Tenant Checklist

For your application to be successful, please provide us with PHOTOCOPIES of the following documentation:	
Mandatory Documents (must be supplied):	
2 recent pay advices	
<b><u>NOTE: you must supply 100 points of ID which includes at least 1 photo ID</u></b>	Points per document
Passport <input type="checkbox"/> Birth Certificate <input type="checkbox"/>	70
Drivers Licence <input type="checkbox"/> Proof of Age Card <input type="checkbox"/> Other photo ID from Government e.g. pension card, student card <input type="checkbox"/>	60
2 recent rent receipts <input type="checkbox"/> Tenancy Ledger <input type="checkbox"/>	25 (each)
Documents with your name and current address: Car registration certificate <input type="checkbox"/> Rates Notice <input type="checkbox"/> Electricity Account <input type="checkbox"/> Bank/Credit Card Statement <input type="checkbox"/> Telephone Account <input type="checkbox"/> Gas Account <input type="checkbox"/>	25 (each)
<b>TOTAL POINTS:</b>	
<input type="checkbox"/> Inspected the Property both internally and externally	
<input type="checkbox"/> Been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read <u>on request</u> . NB: If not, please contact Agency ASAP	
<input type="checkbox"/> Completed the Application form fully, including the Privacy Disclosure Statement, Privacy Consent and Marketing Consent.	

## Moving home has never been easier

PH: 1300 554 323 | Fax: 1300 889 598  
[info@connectnow.com.au](mailto:info@connectnow.com.au)  
[connectnow.com.au](http://connectnow.com.au)

**connectnow.**

proud partners of

**Elders** Real Estate

Connectnow is dedicated to helping you move home more easily. We can connect your utilities including electricity, gas, phone, internet and pay TV to a broad choice of leading providers. We can also organise your disconnections and offer a range of additional services, such as cleaning and food services, removalists and vehicle hire.

What's more, you pay no extra charges as a result of using the connectnow service. We will make all reasonable efforts to contact you within 1 working day of receiving this application to explain the details of the services offered. If we are unable to contact, you within this period please call 1300 554 323 to ensure your services can be addressed by the required date.

**PRIVACY CONSENT AND TERMS: By signing this form you consent and agree to the following:** Connect Now Pty Ltd (ABN 79 097 398 662) ("connectnow") will collect, use and disclose your personal information to contact you (including electronically) about providing moving, connection and disconnection services and to inform you about products and services offered by its related companies and third party suppliers. These other companies may also use your details to contact you directly about their products and services. See connectnow's Privacy Policy for further details, including your rights to access and correct the information held about you at [connectnow.com.au](http://connectnow.com.au). Third party service providers (who may transfer your data overseas) may have their own Privacy Policy, which you can request from them. You consent to connectnow continuing to market to you unless you opt out, including by emailing [privacy@connectnow.com.au](mailto:privacy@connectnow.com.au). To the extent permitted by law, connectnow is not responsible or liable for delayed or failed connections or the service providers' connection charges, which you must pay to them directly. Connectnow may be paid a fee by service providers and may pay a fee to real estate agents relating to services provided to you. If you nominate an alternative contact person on this application, you authorise them to act on your behalf to arrange moving, connection and disconnection services, including accepting third party terms. You warrant that you are authorised to make this application on behalf of all applicants and alternative contact persons listed and that each person has consented and agreed to the handling of their personal information on the same terms as you have.

YES, I accept the Terms. Please call me to connect my new home services

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_