


TENANCY APPLICATION



AGENCY	Elders Real Estate Toowoomba, 202 Hume St, Toowoomba Q 4350	
PHONE/FAX	Ph: 07 4633 6500 Fax: 0746336556	
EMAIL	receptiontoowoomba@elders.com.au	

ADDRESS OF RENTAL PROPERTY:

Tenancy Term: 6 / 12 mths Starting on: _____

Please read prior to completing your Application.....

- **Photocopies of ALL supporting documentation is to be supplied by the applicant – we do not photocopy documents**
- **One application per adult** residing at the premises, is to be completed
- Applications generally take 24-48 business hours to process, and you will be advised of the outcome
- Approved applicants are required to pay a holding deposit of at least one weeks' rent, within 24 hours of approval
- Approved applicants will receive the Tenancy Agreement and Bond form via email, to be signed electronically and returned to Elders office on the same day
- Keys can only be collected on the start day of the lease. Full bond + 2 weeks rent must be paid.
- The property MUST be inspected, inside and outside before the application is processed
- **If an application is not fully completed, it will not be processed**

Our Rent payment options: (Our office is a CASH FREE office)

- **Bpay (EziDebit)**
 - Please complete the form in the tenant pack, and return it to our office for further processing, prior to using system. Cost is \$1.50 per transaction.
- **Direct to our Trust account**
 - Trust account details will be supplied if you wish to pay this way

Applicant's Details

Name in Full: _____

Date of Birth: _____ Mobile Ph No: _____

Drivers Licence No. _____ Expiry: _____ Passport No: _____ Expiry: _____

Email Address: _____

Current Address :

Do you rent OR own? _____ Rent per wk: \$ _____ How long have you lived here? _____

Name of Agent/Landlord: _____ Phone No: _____

Reason for leaving this address: _____

Previous Address

Address: _____ Did you rent OR own? _____

Rent per week: \$ _____ How long did you live here? _____

Name of Agent/Landlord: _____ Phone No: _____

Reason for leaving this address: _____

Employment

Current Employers name: _____ Phone No: _____

Full Time / Part Time / Casual _____ Period of employment: _____

If Self Employed

Company Name: _____ Address: _____

Period self-employed: _____ Years _____ Months _____ Industry/ Nature of Business _____

Income – Gross amount earned per week - please provide verification (this includes Centrelink Income)

\$ _____ per week

If a student, or not currently employed

Student ID # _____ Name of School or College: _____

Refer to the following selected documents attached to Application to verify my source of income:

Parent/Guardian Letter Centrelink Document Bank Statements Au study Document Other

Vehicles to be kept at property

How many: _____ Registration Nos: _____

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: _____ Ph: _____	Relationship: _____ Ph: _____

Personal Referees – Cannot be related to you

Name
1. _____ Ph: _____
2. _____ Ph: _____

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:

Was your Bond at your last address refunded in full? 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. I will sign the lease and Bond form on the day it is sent to me, and return to Elders office. I will pay the full bond and 2 weeks 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 and 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.



Applicants Signature: _____ Date: _____

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 my 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"/>
Applicant Name:			
Applicant Signature:			Date:



Tenant Checklist

PLEASE NOTE: We require 2 recent pay slips & provide 100 points of ID, one of which must be photo ID -		Points
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 (pension card, student card) <input type="checkbox"/>		60
2 recent rent receipts <input type="checkbox"/> Tenancy Ledger <input type="checkbox"/>		25 (each)
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)
TOTAL POINTS:		

