

Tenancy Application Form



Application for Property:

Newcastle & Lake Macquarie

Address: 2/125 Elder St Lambton NSW 2299

Phone: (02) 4952 3744

Email: rentals@eldersnewcastlelakemac.com.au

Web: www.lambton.eldersrealestate.com.au



Elders Real Estate Reference Check

AGENCY NAME _____

PROPERTY MANAGER _____

EMAIL _____

TENANTS SECTION - Complete this section only. Elders Real Estate will contact your Landlord / Agent directly.

Privacy Statement: In accordance with the Privacy Act, I the undersigned authorise the recipient of this form to give information to Elders Real Estate Newcastle & Lake Macquarie regarding my current / previous tenancy.

Name: _____ Signature: _____

Property Address: _____

LANDLORD / AGENT SECTION - To be completed by Landlord / Managing Agent only

It would be greatly appreciated if you could complete this form and return to our office, along with a copy of the tenant's payment ledger, by email to rentals@eldersnewcastlelakemac.com.au at your earliest convenience.

Name and position of person completing form: _____

Weekly Rent: _____ Tenancy Started: _____

Was Rent paid on time: YES / NO Comments: _____

Any termination notices ever issued: Yes / No Reasons: _____

Inspections of the property: Excellent / Good / Fair / Poor / Other: _____

Lawns and gardens maintained: Excellent / Good / Fair / Poor / Other: _____

Did the tenants keep any pets at the property: Yes / No With Permission / Without Permission

If Yes – Type of Pet: _____

Did the pets cause or create any problems? Yes / No Details: _____

Were the tenant's co-operative and easy to deal with: Yes / No Comments: _____

If vacated, was the property left in good order: Yes / No / Not Vacated _____

If not vacated, Vacate date: _____

Would you rent to this/these persons again: (please circle) Yes without Hesitation Yes with conditions NO

ADDITIONAL COMMENTS - FEEL FREE TO CALL OUR OFFICE ON 02 4952 3744 IF YOU WOULD PREFER TO DISCUSS DIRECT

Agents Signature _____ Date _____



Tenancy Application Form

Application Checklist

Application Checklist

All applicants over 18 years of age will need to submit an application form and sign each section of the application.

Identification

You will need to provide two of the following: (please tick)

- Drivers licence
- Passport
- Proof of age card
- Medicare card

Proof of Income

Please provide at least two (2) of the following:

- 3 current pay slips or Centrelink Statement
- A letter from your employer stating income, position and length of employment
- A letter from your accountant if self employed
- Bank Statement - with the applicants name on it showing pay transactions

Proof of Current Address

Please provide one of the following:

- Bank statement
- Electricity, gas or telephone bill - with the applicants name on it

Utility Connections

- Direct Connect provides a free service to connect your utilities and can also assist with quotes on removalist, truck hire and contents insurance. Please complete section 'D' in the application to use this service.

Summary of Money Required - If Approved

\$	Weekly rent
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Rental Bond (4 weeks rent):

\$

First 2 weeks rent:

\$

Total

\$

Bond is to be paid directly to NSW Fair Trading using Rental Bonds Online. Payment can take up to 3 business day to process.

Declaration

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected or on my behalf the premises and am not bankrupt.

I authorise the Agent to obtain personal information from:

- (a) The owner or the Agent of my current or previous residence;
- (b) My personal referees and employer/s;
- (c) Any record listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting -

- NTD: 1300 563 826
- TICA: 1902 220 346
- TRA: (02) 9363 9244

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow tradespeople or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with NTD (National Tenancies Database)

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide

Signature _____

Date _____

A. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

 Postcode

2. Lease term?
 6 Months 12 Months \$ Rent Amount

3. Lease commencement date?
 Day Month Year

4. How many tenants will occupy the property?
 Adults Children Ages of Children

5. Please provide details of any pets
 Breed/type Number of Pets

B. PERSONAL DETAILS

6. Please give us your details
 Mr Ms Miss Mrs Other
 Surname Given Name/s

Date of Birth Driver's licence / Passport number

Vehicle Type Driver's licence Registration

Are you currently Studying? Where?

What?

7. Please provide your contact details
 Home phone no. Mobile phone no.

Work phone no. Fax no.

Email address

8. What is your current address?

 Postcode

c. APPLICANT HISTORY

9. How long have you lived at your current address?
 Years Months

10. Why are you leaving this address?

11. Landlord/Agent details of this property (if applicable)
 Name of landlord or agent

Landlord/agent's phone no. Weekly Rent Paid \$

C. APPLICANT HISTORY CONTINUED

12. What was your previous residential address?
 (If current is less than 12 mths)

 Postcode

13. How long did you live at this address?
 Years Months

14. Landlord/Agent details of this property (if applicable)
 Name of landlord or agent

Landlord/agent's phone no. Weekly Rent Paid \$

D. EMPLOYMENT HISTORY

15. Please provide your employment details
 What is your occupation?

What is the nature of your employment?
 (FULL TIME/PART TIME/CASUAL)

Employer/Business name (inc. accountant if self employed or institution if student)

Address of Employment

 Postcode

Contact name Phone no.

Length of employment Years Months Net Income \$

16. Are you receiving any other payments?
 ie Centrelink, Child support or income from investments
 Please advise

Income \$

E. CONTACTS / REFERENCES

17. Please provide a contact in case of emergency (not residing with you)

Surname Given name/s

Relationship to you Phone no.

Address
 Postcode

18. Please provide 2 personal references (not related to you)

1. Surname Given name/s

Relationship to you Phone no.

2. Surname Given name/s

Relationship to you Phone no.



Elders Newcastle & Lake Macquarie
 2/125 Elder Street Lambton NSW 2299
 P: (02) 4952 3744
 E: lambtonre@elders.com.au
 W: www.lambton.eldersrealestate.com.au



SEND US YOUR DETAILS

Ask your Real Estate Agent to send us your details, tick the box on your application form or submit your details online

1



WE'LL CALL YOU

Our local call centre will contact you within 24 hours of receiving your application to confirm your moving details

2



IT'S YOUR CHOICE

We will discuss and confirm with you the range of suppliers and connection options at your new home

3



GET CONNECTED

Relax knowing your connections will be taken care of hassle free thanks to our Always On Guarantee

4

Direct Connect is a FREE service that can connect you to the following utilities and services in your new home



MAKES MOVING EASY

- | | | | | |
|-------------|------------|-------------------|----------|--------|
| Electricity | Gas | Phone | Internet | Pay TV |
| Insurance | Removalist | Truck or van hire | Cleaners | |
- YES**

Name of Applicant	
Address For Connection	Postcode
Contact Phone Number	Date Of Birth
CONNECTION DATE	

I consent to;

» Elders Real Estate Newcastle & Lake Macquarie providing my personal information to Direct Connect including name, address, email and phone number.

» Direct Connect contacting me in relation to my utilities and service connections.

» Direct Connect obtaining metering information for the premises I am moving to.

Applicant 1

Signature	Date
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Applicant 2 (if applicable)

Signature	Date
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Name	Phone
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ENSURE YOUR MOVE IS SEAMLESS AND HASSLE FREE.
 Call us on 1300 650 767 or visit directconnect.com.au

