

ELDERS REAL ESTATE BERRY

TENANCY APPLICATIONS

All Tenancy Applications must be accompanied with at least one each of the following information, apart from the 100 point identification where more than one is required;

Photographic Identification (100 Point Identification required)

- Drivers License
- Proof of Age Card
- Passport

References

- At least one written reference must accompany your application from a previous landlord or real estate agent

Proof of Current or previous residential address

- Electricity Account
- Telephone Account
- Council Rates Notice

Proof of Income

- Bank or credit card statement
- Confirmation letter of employment and salary
- Pay slips

Upon approval of an application to reside in a property managed by **Elders Real Estate Berry**, a deposit of one weeks rent is to be paid in cash or bank cheque for the exact amount. **NO PERSONAL CHEQUES ARE ACCEPTED!!**

Rent - One Calendar Month in advance (all rents are due and payable on 15th each month, and will be pro-rata when commencing)

Bond - Unfurnished - Equivalent to Four (4) weeks rent
- Furnished - Equivalent to Six (6) weeks rent

Residential Tenancy Agreement preparation fee

- \$15.00 (fee is also applicable to Residential Tenancy Agreement renewals)

**NOTE: The above amounts are to be paid by BANK CHEQUE or MONEY ORDER.
NO PERSONAL CHEQUES OR CASH WILL BE ACCEPTED.**

Our office reserves the right to allow for any changes of the above criteria. (Should an applicant fail to meet our tenancy application requirements and criteria, our office reserves the right not to process the application until such a time those requirements are met).

APPLICATION FOR TENANCY

The applicant agrees that before:

- He/She apply to lease a property that Elders Real Estate Berry manages undertakes that rent payments will be paid by way of Quick rent card or electronic transfer to our nominated National Australia Bank trust account utilizing the reference allocated on the quick rent card supplied.
- Should the applicant make a payment that is dishonored, the applicant will be responsible to reimburse Elders Real Estate Berry for all charges incurred.
- CASH payments are not accepted, unless requested by a representative of Elders Real Estate Berry.
- All Telecommunication costs are the responsibility of the applicant and are to be paid by the applicant. The cost of phone connection is the full responsibility of the applicant.
- He/She is NOT bankrupt or insolvent.
- The premises have been inspected by the applicant or an authorized representative for the applicant.
- He/She will have the carpet professionally cleaned upon vacating and provide our office with a copy of the receipt upon request.
- The loss or damage of the proximity card/s or remotes (supplied at the commencement of the tenancy) will be at the applicant's expense to replace as per that particular properties requirements.
- Should the premises come with a balcony or courtyard, the applicant is to keep this area clean at all times and upon vacating.
- If a property is leased partly or fully furnished, the landlord retains the right to employ the services of professional cleaners at the applicant's expense upon vacating or during the tenancy if needed.
- NO SMOKING IS PERMITTED INSIDE OF THE PREMISES

Signed Applicant

ELDERS REAL ESTATE BERRY

We are an independently owner and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information from your previous landlords or letting agents, your 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. You can find more information about these databases on their website 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. 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 that we hold about you by contacting our privacy officer (see contact details above). If you do not complete this form or do not sign the consent below, your application for residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

PRIVACY CONSENT

I, the Applicant acknowledge that I have read the Privacy Notice of Elders Real Estate Berry. I authorize Elders Real Estate Berry to collect information about me from:

- (a) My current/previous letting agents and/or landlords;
- (b) My personal referees; and
- (c) Any Tenancy Default Database, which may contain personal information about me. I also authorize Elders Real Estate Berry 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.

I authorize Elders Real Estate Berry to disclose information it collects about me to the owner of the property, even when the owner resides outside Australia.

I also authorize Elders Real Estate Berry to disclose personal information to other real estate agents/organizations, who have requested Elders Real Estate Berry, with a valid disclosure and consent from the Applicant, to pass rental/credit assessment and references for the purposed of the Applicant locating suitable premises to rent.

I also authorize Elders Real Estate Berry to refer my details to:-

- Financial service products (to assist with a home loan application).
- Insurance services (for contents insurance and other insurance products).
- Service providers relevant to the tenancy relationship (e.g. Maintenance contractors).
- Utilities (to arrange connection or transfer of telephone, gas, electricity etc).

Signed Applicant

Date

Tenancy Application Form

Please complete this application thoroughly so we can process it as quickly as possible. Please note the following points.

1. This application must be submitted with 100 points of identification.
2. If there is more than one applicant, a separate form is required for each applicant.
3. Please see on following page 100-point identification checklist.

RENTAL PROPERTY

Property Address:

TENANCY REQUIREMENTS

Length of Tenancy:

Commencement Date:

APPLICANTS DETAILS

Name:

Email:

Address:

Home Phone:

Work Phone:

Mobile Phone:

No of Occupants who will live in this property:

Number & ages of children:

Number & type of pets:

CURRENT RENTAL DETAILS

Current Rent Per Week\$

How long did you live there?

Reason for leaving:

Agent/Landlord:

Work Phone:

PREVIOUS RENTAL DETAILS

Previous Property Address:

Rent: Per week: \$

How long did you live there?

Reason for leaving:

Agent/Landlord:

Work Phone:

CURRENT EMPLOYMENT

Current Employment (Company):

Contact Name:

Contact's Work Phone:

Your Position:

Length of Employment:

Net Income: Per Week: \$

Full Time or Part Time?

PREVIOUS EMPLOYMENT

Previous Employment (Company):

Contact Name:

Contact's Work Phone:

Position:

ACCOUNTANTS DETAILS – If you are self employed you will need to complete the following

Company Name & ABN:

Account Firm & Contact:

Contact Number:



ELDERS REAL ESTATE BERRY

121 Queen Street, Berry N.S.W. 2535 (02) 4464 1600

PERSONAL DETAILS

Date of Birth:	Drivers Licence Number:	
Passport Number:	State of Issue:	Country of Issue:

EMERGENCY CONTACT DETAILS – (RELATIVE NOT RESIDING WITH YOU)

Name:	Relationship:	Contact Phone: (LAND LINE ONLY)
Address:		

PERSONAL/BUSINESS REFERENCES (NOT RELATIVES)

Name:	Occupation:	Phone:
Name:	Occupation:	Phone:

HOW DID YOU FIND OUT ABOUT THIS PROPERTY

Internet
 Lease Board
 Local Agent
 Referral
 Local Paper
 Other

CONFIRMATION confirm the following

- During my inspection of this property I found it to be in a reasonable clean condition: YES NO
- If "NO" I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the "landlords" approval.

- I acknowledge that this is an application to rent this property and that my application is subject to the landlord's approval.
- I consent to the information provided in this application being verified and a reference check on the Tenancy Information Centre Australia (TICA) being undertaken.

STATEMENT OF COSTS

Rental Bond (__ Weeks Rent)	\$	
Rent in Advance (two weeks)	\$	
50% Residential Tenancy Agreement preparation fee	\$	15.00
TOTAL	\$	

IF A RESERVATION FEE IS BEING PAID ON THE PROPERTY, THE FOLLOWING CONDITIONS WILL APPLY

- The premises will be reserved for the applicant for a period of days.
- The reservation Fee of \$, is equivalent to one week's rental to reserve the premises in favour of you for the period of seven days.
- That during this period, the premises will not be reserved for any other applicant, nor will a Reservation Fee be received from any other applicant.
- That should the landlord decline this application, the Reservation Fee will be refunded to the applicant in full.
- That should the landlord accept this application, the Reservation Fee will be paid towards the initial rent for the premises.
- That should the applicant decide not to proceed, the landlord may retain so much of the reservation Fee as is equal to the amount of rent that would have been paid during the period the premises were reserved but shall refund the remainder (if any) of the Reservation Fee to the applicant on a pro-rata basis.
- That the reservation Fee will be banked into a Trust Account and any refund given will be by way of a trust account cheque. Berry Estates Pty Ltd trading as Elders Real Estate Berry acknowledge receipt of the above application and the accompanying Reservation Fee agree:
 - To reserve the premises for the period in accordance with the conditions above stated.
 - To notify the applicant within the reservation period whether or not the applicant has been approved.
 - If the application has been approved, to prepare a Residential Tenancy Agreement of the premises.

Applicants Signature:	Date:
-----------------------	-------

Agents Signature:	Date:
-------------------	-------